

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

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	08 September 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 29/87</u>	:	<u>SCIENTIST (PRODUCTION LEVEL): BREEDING/ REPRODUCTION/ ANIMAL HOUSING AND WELFARE (ELSENBURG) REF NO: AGR 55/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R761 157 - Grade C: R1 144 008 per annum, (OSD as prescribed) Department of Agriculture, Western Cape Government An appropriate 4-year Degree: BSc (Hons) in Genetics or BSc (Agric) in Animal Science; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in Animal Science or Biological Science; Three years post-qualification (research) experience; A valid driving licence. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures; Perform scientific analysis and regulatory functions; Research and development; Human capital development. The following will be advantageous: MSc (Agric) or PhD in Animal Sciences/ MSc or PhD in Genetics; A record of publication; Proven ability to conduct research in functional genetics/genomics/breeding within the context of agricultural production or farmed species; Experience with management and processing of scientific data related to genetic analyses.
<u>ENQUIRIES</u>	:	Ms M Mulaudzi Tel No: (021) 808 5220
<u>POST 29/88</u>	:	<u>SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY REF NO: AGR 54/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R761 157 - Grade C: R1 144 008 per annum, (OSD as prescribed) Department of Agriculture, Western Cape Government An appropriate 4-year Degree: BSc (Hons) or BSc (Agric) in Animal Science; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in Animal Science; Three years post-qualification experience in animal nutrition; A valid driving licence. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently; Proven ability to conduct research in animal nutrition.

<u>DUTIES</u>	:	Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development. It will be advantageous to have the following: PhD in Animal Science (Nutrition), Proven proficiency in feed formulation and a record of publications in animal nutrition.
<u>ENQUIRIES</u>	:	Ms M Mulaudzi Tel No: (021) 808 5220
<u>POST 29/89</u>	:	<u>COMMUNICATIONS OFFICER: DEPARTMENTAL COMMUNICATION SERVICES (ELSENBURG, STELLENBOSCH) REF NO: AGR 60/2025</u>
<u>SALARY</u>	:	R397 116 - R 467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification) in Communication, Public Relations or related field; A minimum of 1-year relevant experience in communication, public relations, marketing or relevant; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Creating and maintaining good relations with people from all walks of life; Communication/Public Relations/Marketing; Graphic design using Adobe Creative Cloud (InDesign, Photoshop, Illustrator) and Canva in the production of communication products; Digital media and photograph; Branding, broadcasting/media liaison, online media (both web and social), research, public speaking, events management, latest trends in communication and information products; Strategic thinking in the agricultural and communication field. Skills in the following: Excellent communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Ability to implement; Proven ability to organise.
<u>DUTIES</u>	:	Manage Communication Services for the Agricultural Producer Support and Development (APSD) Programme, the Branch ADSS and the Western Cape Department of Agriculture: Manage public enquiries relating to the APSD Programme as well as the department; Enhance the department's corporate identity and brand; Develop and implement communication campaigns and products; Design and rollout of above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, regions and facilities); Build relations and collaborate with stakeholders to ensure a common communication message to the sector through the coordination of and participation in functions, exhibitions, conferences, roadshows and other events of the Programme as well as the Department; Compile, edit and develop communication and information products such as brochures, posters, invitations, letters advertisements and publications (such as the departmental magazine) in consultation with the Head of Communication (HoC) of the department; Assist with the sponsorship campaign for the World Food Day event as well as any other similar events hosted by the department; Write as well as collect articles toward the written publications of the Department (internal and external) such as writing of "feel good" human interest stories of farmers and other; Provide information timeously to the HoC for media related matters, social media and website content; Edit videos and other digital content; Update the website with relevant information; Ensure administrative compliance and adherence to reporting processes and structures; Develop a photo library through photographic services at events as well as of projects; Work with and give direction to communication related service providers such as videographers and writers.
<u>ENQUIRIES</u>	:	Mary James Tel No: (021) 808 5008 / Cell: 084 817 2376
<u>POST 29/90</u>	:	<u>SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): ANALYTICAL SERVICES (ELSENBURG) REF NO: AGR 56/2025</u>
<u>SALARY</u>	:	Grade A: R391 671 - R418 332 per annum Grade B: R442 389 - R473 778 per annum Grade C: R498 816 - R586 665 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma (equivalent or higher qualification); Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate scientific field; Three years post-qualification technical (scientific) experience; A valid driving licence. Competencies: Knowledge of the following: Plant analyses; Relevant equipment; Major crops in the Western Cape; Written and verbal communication skills; Computer literacy in MS Office package and LIMS (Word, Excel, PowerPoint); Technical skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Analyse samples (plant material) and respond to clients; Development of new analytical procedures; Supervise, mentor and guide Laboratory Assistants; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new development to be able to render an efficient and effective service; Agricultural laboratory plant analyses; Experience with LIMS and ICP equipment.
<u>ENQUIRIES</u>	:	Ms A Swanepoel Tel No: (021) 808 5320
<u>POST 29/91</u>	:	<u>SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): BREEDING/REPRODUCTION/ ANIMAL HOUSING AND WELFARE (RIVIERSONDEREND) REF NO: AGR 59/2025</u>
<u>SALARY</u>	:	Grade A: R391 671 - R418 332 per annum Grade B: R442 389 - R473 778 per annum Grade C: R498 816 - R586 665 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Agriculture, Western Cape Government
	:	An appropriate 3-year National Diploma (equivalent or higher qualification) in Animal Science or relevant; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in Animal Science; Three years post qualification technical (scientific) experience; A valid driving licence. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies and models; Computer aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation and mentoring; Skills needed: Written and verbal communication; Proven computer literacy; Team leadership; Analytical; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Ability to work independently.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures; Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development. The following will have advantageous: Working knowledge of fine wool production systems, wool classification and testing; Experience in recording and coordination of research data related to animal science or breeding research.
<u>ENQUIRIES</u>	:	Ms M Mulaudzi Tel No: (021) 808 5220
<u>POST 29/92</u>	:	<u>LABORATORY ASSISTANT: ANALYTICAL SERVICES (ELSENBURG) REF NO: AGR 53/2025</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE REQUIREMENTS</u>	:	Department of Agriculture, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of laboratory (soil, plants and water); Good analytical skills, attention to detail, technical accuracy; Computer literacy; Must be able to plan to and meet strict deadlines; Ability to work under pressure and follow methods.
<u>DUTIES</u>	:	Prepare samples for analyses; Perform routine analysis of samples under mentorship/ supervision of senior personnel; Perform basic maintenance on selected equipment and instrumentation; Report all faulty equipment and instrumentation; Maintain tidiness of laboratories; Clean/ sterilize glassware and equipment; Perform basic maintenance and control functions of lab equipment and stock; Perform administrative and related functions including complying with health and safety regulations; Laboratory (soil, plants, water) analyses; Experience in the research environment.
<u>ENQUIRIES</u>	:	Annelene Swanepoel Tel No: (021) 808 5320

POST 29/93 : **AUXILIARY SERVICES OFFICER: RESEARCH: BREEDING/REPRODUCTION/ ANIMAL HOUSING AND WELFARE (OUDTSHOORN)**
REF NO: AGR 58/2025

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 11/NQF Level 3 (equivalent or higher qualification); A minimum of 1 year of animal handling and management experience. Competencies: Knowledge of the following: Computer literacy; Technical report writing, Data management; Interpersonal relationships and communication; Reliability and ability to work independently; Planning, organising and analytical skills; Problem solving and innovation; Animal-handling; This will be advantageous: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Perform ostrich-specific research activities and associated tasks; Maintenance of natural resources; Administration; Management of Human Resources; Technology transfer. An animal production/science related qualification will be advantageous.

ENQUIRIES : Dr P Muvhali Tel No: (021) 808 5229

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 08 September 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 29/94 : **DEPUTY DIRECTOR: CENTRAL ORGANISATION REF NO: CAS 35/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library and Information Services or related qualification; A minimum of 3 years' management level experience. Competencies: Knowledge of the following: Public Finance Management Act and Supply Chain Management processes; Library Information Management Systems; Selection, Cataloguing and Processing of Library Material; Communications and Marketing; Asset Management; Sita Library Information Management System (SLIMS); It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Skills needed: Proven computer literacy (MS Office); Communication skills (written and verbal); Negotiation and Conflict Management; Ability to work independently and as part of a team.

DUTIES : Responsible for the Library Information Management System (LIMS); Manage the publication of the Annual Review and the Cape Librarian; Co-ordinate the selection, acquisitions, cataloguing and processing processes; Responsible for performance management, recruitment and disciplinary matters of staff in Central Organisation; Ensure effective supply chain management and financial management within Programme 3: Library and Archive Services; Asset management of library material and capital assets; Coordinate general administrative matters including the fleet and OHSA.

ENQUIRIES : Ms C Sani Tel No: (021) 483 2273
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 29/95</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: CAS 28/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Public Service legislation, including POPI, PAIA and PAJA; Records Management Systems; Electronic Content Management; Policies and prescripts related to records and knowledge management; Western Cape ICT Governance Charter; Written and verbal communication skills.
<u>DUTIES</u>	:	Develop and maintain departmental physical records system; Provide a registry service; Develop and maintain electronic content; People management; It will be advantageous to have experience in ICT Governance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Julie Tel No: (021) 483 3134 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/96</u>	:	<u>CHIEF LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 34/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years appropriate experience. Competencies: Knowledge of the following: Profound working knowledge of English and IsiXhosa; English and IsiXhosa translation and editing of all official documents. Skills needed: Written and verbal communication in English and isiXhosa; Language skills; Strong leadership; Proven computer literacy; Strong planning and organisational skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Ensuring the provision of translation, editing and interpreting services; Quality assurance of all documents; Render language advisory services; Implement the necessary policy and procedures with regard to provincial language services; Develop and record terminology; Compile and maintain databases relating to language services rendered; Perform administrative tasks; Financial administration, including procurement and tender processes; Human resource management; It will be advantageous to have experience in: Editing and translation of English/IsiXhosa documents; Procurement procedures and Terminology development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms G. Abdullatief at email: Gadija.Abdullatief@westerncape.gov.za Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/97</u>	:	<u>LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 33/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant work experience. Competencies: Knowledge of the following: Profound working knowledge of English and IsiXhosa; Editing and translation of documents; Editing and translation of documents; Terminology development. Skills in the following: Excellent written and verbal communication in English and isiXhosa; Excellent language skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Strong planning and organisational skills.
<u>DUTIES</u>	:	Render language advisory services; Translate documents in the official languages; Edit documents; Facilitate provision of interpreting services; Develop and record terminology; Compile and maintain databases relating to language matters; Perform administrative tasks; It will be advantageous to be well versed in English and IsiXhosa.
<u>ENQUIRIES</u>	:	Ms M Davidson at Meryl.Davidson@westerncape.gov.za

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/98</u>	:	<u>ARCHIVIST: DIGITISATION OF ARCHIVAL RECORDS REF NO: CAS 29/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Archival studies or with history as a main subject; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislative framework, governing the public service; Registry duties; Storage and retrieval of archival records; Procedures in terms of the working environment; Archival Automated retrieval systems and capturing of meta data; Archival systems and procedures; Digitisation of Archival records; Archival policies and legislation; It will be advantageous to have the following experience: Digitising of archival records; Archival legislation and policies. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Teamwork; Writing reports; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Scanning of records and maps; Digitisation of archival records; Skills development and administration; Stored and managed scanned images on MyContent follow the relevant steps at all times.
<u>ENQUIRIES</u>	:	Ms C Ngobo Tel No: (021) 483 0400
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/99</u>	:	<u>ARCHIVIST: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 30/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Management Systems or related qualification; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, policies and procedures of the Western Cape Archives and Records Service; Public Management practices in SA and in other countries; Financial Management and Supply Chain Management Services; Public Service reporting structures; Strategic planning; Meeting procedures; It will be advantageous to have a Post Graduate Qualification in Archival Studies. Skills needed: Communication (written and verbal); Proven computer literacy; Research; Problem solving; Analytical and strategic thinking; Presentation skills.
<u>DUTIES</u>	:	Approval of electronic records management systems; Development and maintenance of electronic records management systems; Audits of electronic records management systems; Guides and directives: compilation, update and distribution.
<u>ENQUIRIES</u>	:	Mr M Mazibuko Tel No: (021) 483 0402
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/100</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT REF NO: CAS 31/2025</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years relevant experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Financial

		administration; Information systems (LOGIS); Reporting procedures. Skills needed: Interpersonal relations; Written and verbal communication; Analytical thinking, Planning and organising, Computer Literacy, Interpreting regulations. It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Provides support to manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; Renders administrative support services; Supports the manager with the administration of the manager's budget.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Burger Tel No: (021) 483 9505
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/101</u>	:	<u>SCHOOL SPORT COORDINATOR: SCHOOL SPORT REF NO: CAS 36/2025 (X5 POSTS)</u> (3-Year Contract Position)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05), plus 37% in lieu of benefits
	:	Department of Cultural Affairs and Sport, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1 year experience in coaching or administration in at least one of the specific codes: Aquatics, Gymnastics, Netball and Table Tennis/ Athletics, Basketball, Goalball and Tennis/ Baseball, Football, Hockey and Softball/ Chess, Cricket, Rugby and Volleyball/ Kgati, Kho-Kho, Jukskei and Morabaraba. Competencies: Knowledge of the following: Recreation-based activities, School Sport activities and relevant next-level participation, e.g. inter - school participation; Relevant recreation, school sport, and sport in general policies, rules, and regulations; National Sport and Recreation Plan; Prescripts surrounding the Public Service, e.g. Public Service Act & Regulations and Public Finance Management Act (PFMA); It will be advantageous to have a valid (Code B or higher) driving licence. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Presentation; Networking; Written and verbal communication; Interpersonal; Problem solving and strong ability to handle conflict; Ability to work under pressure; Proven leadership, managerial, administrative and asset management skills; Research and inter-sectoral collaboration skills; Ability to function as a team member; Ability to liaise with personnel at all levels; Possess presentation skills; Possess decision-making skills; Mediation skills; Be innovative and creative; Be tactful; and people and performance management skills.
<u>DUTIES</u>	:	To support and work closely with federation code specific structures, for the relevant sport or Indigenous codes to be developed in the following areas: To link the school sport code specific structures with their respective federation structure in order: To assist with the implementation of code development for the relevant priority codes: Ensure that code specific accredited training is delivered to educators, coaches and volunteers: Manage the collection of statistics, collate reports, and maintain a database of participants and track their development; Monitoring and evaluation; It will be advantageous to have experience managing activities, events, and people.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Meyer Tel No: (021) 483 9530
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/102</u>	:	<u>SCHOOL SPORT COORDINATOR: RECREATION REF NO: CAS 37/2025</u> (3-Year Contract Position)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05), plus 37% in lieu of benefits
	:	Department of Cultural Affairs and Sport, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1 year experience in coaching or administration in at least one of the specific codes (Dibeke/Intonga/Kho-Kho); A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Recreation-based activities, School Sport activities and relevant next-level participation, e.g. inter - school

		participation; Relevant recreation, school sport, and sport in general policies, rules, and regulations; National Sport and Recreation Plan; Prescripts surrounding the Public Service, e.g. Public Service Act & Regulations and Public Finance Management Act (PFMA); It will be advantageous to have experience of managing activities, events and people. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Presentation; Networking; Interpersonal; Problem solving and strong ability to handle conflict; Ability to work under pressure; Proven leadership, managerial, administrative and asset management skills; Research and inter-sectoral collaboration skills; Ability to function as a team member; Ability to liaise with personnel at all levels; Possess presentation skills; Possess decision-making skills; Mediation skills; Be innovative and creative; Be tactful; and people and performance management skills.
<u>DUTIES</u>	:	To support and work closely with federation code specific structures, for the relevant sport or Indigenous codes to be developed in the following areas: To link the school sport code specific structures with their respective federation structure in order: To assist with the implementation of code development for the relevant priority codes: Ensure that code specific accredited training is delivered to educators, coaches and volunteers: Manage the collection of statistics, collate reports, and maintain a database of participants and track their development; Monitoring and evaluation.
<u>ENQUIRIES</u>	:	Mr J Urion Tel No: (021) 483 9629
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/103</u>	:	<u>ADMINISTRATION CLERK: RESEARCH SECTION REF NO: CAS 27/2025</u>
<u>SALARY</u>	:	R228 321- R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Office Administration and filing; Statistical proficiency; Information retrieval; Data capturing. Skills needed: Proven computer literacy (MS Office); Written and verbal communication.
<u>DUTIES</u>	:	Information management and retrieval; Research and fieldwork; Information retrieval; Data capturing; Office Administration.
<u>ENQUIRIES</u>	:	Mr N Adonis Tel No: (021) 483 2145/ Neville.adonis@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/104</u>	:	<u>LIBRARY AID: LIBRARY SERVICE (STELLENBOSCH) REF NO: CAS 32/2025</u>
<u>SALARY</u>	:	R138 486 - R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent qualification). Competencies: A good understanding of stock, stores, control measures; Computer Literacy; Numeracy; Ability to work independently and as part of a team; Communication skill (written and verbal); Interpersonal skills; It will advantageous to a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	Processing and handling library stock and equipment; Postage and messenger tasks; Auxiliary Service.
<u>ENQUIRIES</u>	:	Mr S Booysen Tel No: (021) 483 2332
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 08 September 2025

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

OTHER POSTS

POST 29/105 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 37/2025**

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

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) with Accounting or Economics as majors; A minimum of 3 years relevant experience in a financial management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Managements Act, National Treasury regulations, Provincial Treasury Directives etc); Medium-Term Expenditure Framework Budget process and procedures; Principles and Practices of Financial Accounting; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Government Financial Systems. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Numeracy; Literacy.

DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting – Coordinate, review, analyse and quality assure the budget preparation process; Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.

ENQUIRIES : Mr R le Breton Tel No: (021) 483 9158 /Robert.lebreton@westerncape.gov.za

POST 29/106 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 39/2025**

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

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) with Accounting or Economics as majors; A minimum of 3 years relevant experience in a financial management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Managements Act, National Treasury regulations, Provincial Treasury Directives etc); Medium-Term Expenditure Framework Budget process and procedures; Principles and Practices of Financial Accounting; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards

		Charts of Accounts; Government Financial Systems. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Numeracy; Literacy.
<u>DUTIES</u>	:	Effective and efficient operational management of the revenue and expenditure sub-component; Manage Revenue and Expenditure Portfolio; Committees/ Forums/Working Groups.
<u>ENQUIRIES</u>	:	Mr R le Breton Tel No: (021) 483 9158 / Robert.lebreton@westerncape.gov.za
<u>POST 29/107</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 38/2025</u>
<u>SALARY CENTRE</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years' administrative experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Public Finance Management Act; Supply Chain Management; Procurement prescripts. Skills needed: Communication (written and verbal) skills; Report writing skills; Proven computer literacy skills (MS Office); Decision making; Organising and Planning; Problem Solving; Analytical.
<u>DUTIES</u>	:	Provide the following services: Demand management, Acquisition management, Contract management, Logistics and payment, File and database management and general administration.
<u>ENQUIRIES</u>	:	Mr T Malgas Tel No: (021) 483 9148
<u>POST 29/108</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS), REF NO: DEDAT 41/2025</u>
<u>SALARY CENTRE</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) with Financial Accounting or Economics as a major; A minimum of 1 year relevant experience required in a Financial Accounting or similar working environment. Competencies: Knowledge of the following: Financial background (Public Sector Finance recommended; Accounting principles; Public Finance Management Act (PFMA); National Treasury Regulations (NTR); Division of Revenue Act; Departmental instructions and delegations; Basic Accounting Systems; Compilation of Annual Financial Statements; It will be advantageous to have a financial background in Public Sector Finance; Prescripts/circulars, legislation and guidelines issued by National / Provincial Treasury. Skills needed: Analytical thinking; Strategic thinking; Communication (written and verbal); Computer literacy; Ability to analyse, conceptualise and implement policy; Presentation; Problem solving; Conflict resolution; People management; Ability to work under pressure and meet strict deadlines; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Control and management of miscellaneous and transfer payments; Preparation of financial statements and reporting; Collection and recording of revenue and petty cash control; Management of journals; People management.
<u>ENQUIRIES</u>	:	Mr N Kagee Tel No: (021) 483 0160
<u>POST 29/109</u>	:	<u>TRANSPORT OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 36/2025</u>
<u>SALARY CENTRE</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in transport administration; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Transport management systems and government vehicles usage policies; Fleet maintenance and control procedures; Public Finance Management Act, Treasury Regulation and Transport Circulars. Skills needed: Written and verbal communication;

	Decision-making; Planning, Analytical thinking; Computer literacy (fleet database, MS Office); Report writing; Organising and co-ordination.
<u>DUTIES</u>	: Render advise and administrative support on transport, Coordinate and facilitate maintenance and servicing of vehicles, Coordinate monthly GMT invoice payments and Conduct employee supervision.
<u>ENQUIRIES</u>	: Ms J Hendricks Tel No: (021) 483 9413
<u>POST 29/110</u>	: <u>ADMINISTRATIVE SUPPORT OFFICER: SKILLS DEVELOPMENT REF NO: DEDAT 40/2025</u>
<u>SALARY CENTRE</u>	: R325 101 - R382 959 per annum (Level 07) : Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative experience. Competencies: Knowledge of the following: Provincial and national strategies to address Sector development; Micro economic development strategy; Relevant software packages and sound application of relevant computer programmes (i.e. BAS); Relevant legislation, policies, prescripts and procedures; Financial administration. Skills needed: Report writing; Organising and planning; Time management; Accuracy and numeracy; Computer literacy; Communicate (written and verbally); Content design; Analytical; Monitoring, evaluation and reporting; Interpersonal; Presentation; Problem Solving; Research.
<u>DUTIES</u>	: Render line administrative support services; Co-ordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the Directorate in respect of supply chain management; Render Communication support for the Chief Directorate; It will be advantageous to have experience in the skills or education ecosystem.
<u>ENQUIRIES</u>	: Ms M Parker Tel No: (021) 483 9011

ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

OTHER POST

<u>POST 29/111</u>	: <u>ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL IMPACT ASSESSMENT REF NO: EADP 18/2025</u> (12-Month Contract)
<u>SALARY CENTRE</u>	: R343 842 per annum, (OSD as prescribed)
<u>REQUIREMENTS</u>	: Environmental Affairs and Development Planning, Western Cape Government : An appropriate 3-year tertiary National Diploma/B-Degree in Environmental Management, Natural or Environmental Sciences or related field; A valid driving license (Code B or higher); Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA); already registered; or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date). Competencies: Knowledge in the following: Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments;

Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental policies, guidelines, norms and standards; Environmental management systems; Practical implementation of environmental legislation, policies, norms and guidelines; Integrated Environmental Management; EIA process applicable in the Western Cape. Skills needed: Written and verbal communication; Report writing; Problem Solving.

- DUTIES** :
- Maintain quality and productivity with regards to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regards to the processing of post-decision reports and applications, for example, amendment applications, Environmental Audit reports and ECO reports; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects; Qualifications with respect to environmental management, natural or environmental sciences or related field; It will be advantageous to have working knowledge and experience in the following: Review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; Post-decision requirements (e.g amendment applications, Environmental Audit reports and ECO reports).
- ENQUIRIES** :
- Mr E van Boom Tel No: (021) 483 2877

DEPARTMENT OF HEALTH AND WELLNESS

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

- NOTE** :
- It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
- ERRATUM:** Kindly note that the advert for the Post 27/296: Assistant Director: Quality Improvement and Governance: Chief Directorate: Metro Health Services: Victora Hospital Salary: R468 459 per annum advertised in the Public Service Vacancy 27 dated 01 August 2025, with reference number: Post 27/296 has been cancelled.

OTHER POSTS

- POST 29/112** :
- CLINICAL MANAGER (MEDICAL) GRADE 1**
Central Karoo District
- SALARY** :
- Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** :
- Beaufort West Hospital
- REQUIREMENTS** :
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the district. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Proven management competencies in a health environment. Appropriate experience of managing clinical services.
- DUTIES** :
- Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health and Wellness. 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.
- ENQUIRIES** :
- Dr AJ Muller Tel No: (023) 414 - 8200
- APPLICATIONS** :
- Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical assessment. The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/113</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3: PSYCHIATRY (CHILD AND ADOLESCENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to participate in after-hours duties when required. Competencies (knowledge/skills): Ability to clinically assess and management of child and adolescent mental disorders. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in delivering clinical services to children and adolescents.
<u>DUTIES</u>	:	Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment area and Ecosystem Framework. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.
<u>ENQUIRIES</u>	:	Ms M Jacobs Tel No: (021) 370-1314
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a 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 with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar other vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/114</u>	:	<u>SENIOR REGISTRAR (MEDICAL) (ENDOCRINOLOGY)</u> (2 Year Contract)
<u>SALARY</u>	:	R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as

	Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours. The position will be full- time (40 hours per week). Competencies (knowledge/skills): Good communication skills. Experience in Diabetes and Endocrinology. Previous research experience.
<u>DUTIES</u>	: Successful completion of the MPhil (Endo). Successful completion of the Cert Endo & Metab Phys (SA) which includes all the logbook requirements of the College of Medicine. Participating fully in all activities of the division. Conducting research into endocrine disease prevalent in South Africa.
<u>ENQUIRIES</u>	: Dr M Conradie-Smit Tel No: (021) 938-4400/ or email: marlic@sun.ac.za
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Internal Medicine with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/115</u>	: <u>MEDICAL SPECIALIST: GRADE 1 TO 3 (CARDIOTHORACIC SURGERY)</u>
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	: Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Cardiothoracic Surgery. Registration with Professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Cardiothoracic Surgery. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Cardiothoracic Surgery. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Cardiothoracic Surgery. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Cardiothoracic Surgery. Inherent requirements of the job: Must participate in commuted overtime at 16-hours per week. Calls include organ

	donor management, cannulation and management of extracorporeal life support Valid driver's licence. Competencies (knowledge/skills): Clinical and surgical competency in Cardiothoracic Surgery. Able to take overtime calls and operate independently in both Adult Cardiac and Adult Thoracic Surgery. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills.
<u>DUTIES</u>	: Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities. Cardiothoracic surgery specialist clinical service provision in the Chris Barnard Division of Cardiothoracic Surgery at the hospitals the division services. Improve professional competence by regular self-learning and reflection with the application of current evidence.
<u>ENQUIRIES</u>	: Prof T Pennel, email: tim.pennell@uct.ac.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/116</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	: Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Must participate in after hour duties including weekends and public holidays. Appropriate recent experience in obstetrics. Must have performed > 50 Caesarean Sections independently in the last 3 years. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Computer literacy in MS Office mandatory.

<u>DUTIES</u>	:	Clinical triage and management of all non-acute and emergency O&G presentation to the Labour Suite at Mowbray Maternity Hospital. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost -efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES</u>	:	Dr TA Horak Tel No: (021) 659-5579
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates will be required to submit a logbook outlining their surgical experience in Obstetrics and Gynaecology. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/117</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Cape Winelands Health 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).
<u>CENTRE</u>	:	Stellenbosch Sub-district (Clinics Included)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (code B/EB) driver's licence. Compulsory Commuted Overtime (COT) duties. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the sub-district Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia,

	management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability and willingness to do outreach services to clinics throughout the Stellenbosch sub-district, and guiding health care colleagues in managing difficult district-level cases.
<u>DUTIES</u>	: Provide quality care to patients in the Stellenbosch sub-district including Stellenbosch Hospital and surrounding clinics and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Stellenbosch sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Stellenbosch sub-district facilities as required.
<u>ENQUIRIES</u>	: Dr LB Eksteen Tel No: (021) 808-6135
<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 Stellenbosch Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/118</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY AND MEDICAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	: Alexandra Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Medical Practitioner. Registration with Professions Council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to participate in the commuted overtime system. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to apply the necessary skills, knowledge and aptitude as a medical officer when rendering services to mental health care users with intellectual & developmental disabilities and other mental /psychosocial disabilities. Ability to function as part of a multi-disciplinary team with good interpersonal, organizational and teamwork skills. Good communication skills (verbal and written) Computer literacy in MS office and report writing skills. Ability to manage medical, psychiatric emergencies and urgent care after hours.

<u>DUTIES</u>	:	Provision of quality comprehensive and holistic medical care to patients in Alexandra Hospital following a patient centred approach. Clinical Administration and Medico-Legal matters. Clinical Governance and Quality Assurance. General administration. Professional development and training.
<u>ENQUIRIES</u>	:	Dr N Morris Tel No: (021) 503-5006
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a 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.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/119</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL SURGERY)</u> (5 year contract)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Appropriate experience as a Medical Officer in a recognized General Surgical training unit are essential. FCS Primary Examination passed. Current ATLS certification. FCS Intermediate exam passed, having done research (and particularly having published), additional postgraduate qualifications and certificates. Evidence of effective leadership & interpersonal skills are essential (as per CV and references).
<u>DUTIES</u>	:	Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of general surgery, trauma, and burn care. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to surgery, trauma, and burn care.
<u>ENQUIRIES</u>	:	Ms M Brand, email: mbran@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will

be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines." "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."

<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/120</u>	:	<u>REGISTRAR (MEDICAL) (ORTHOPAEDIC SURGERY) (X4 POSTS)</u> (5 Year Contract)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley (X2 Posts) Worcester Regional Hospital (X1 Post) Paarl Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Be part of after-hours roster. Competencies (knowledge/skills): Knowledge of medicine at the level of a medical practitioner with FCS primary and Intermediate or equivalent. Comprehensive surgical competencies in primary, secondary and some tertiary trauma orthopaedic procedures with an appropriate logbook. Commitment and dedication to patient care. Physical, mental and psychological ability to ensure demands of routine and emergency care are met. Ability to work as a team and lead effectively when required. Good communication with staff, colleagues and patients. Integrity. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. FCS (SA) Part 1 and FCOrth (SA) Intermediate exam. Appropriate experience as an Orthopaedic Medical Officer, in a fully functional Orthopaedic Unit, under direct supervision of at least one full time Orthopaedic Specialist. ATLS and Basic Surgical Principles. Proven research output on an orthopaedic topic or research methodology courses.
<u>DUTIES</u>	:	Provision of clinical service delivery at registrar level for Orthopaedic Surgery. Pre-operative work-up of patients. Intra-operative management of patients. Post-operative patient care including ICU. Administrative duties. Accurate and neat record keeping. Active participation in training and research. Effective supervision of all personnel and subordinates. Function within departmental norms and standards.
<u>ENQUIRIES</u>	:	Prof. J Du Toit Tel No: (021) 938-9266
<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. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch

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

<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/121</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Must participate in after hour duties including weekends and public holidays. Appropriate recent experience in obstetrics. Must have performed > 50 Caesarean Sections independently in the last 3 years. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Computer literacy in MS Office mandatory.
<u>DUTIES</u>	:	Clinical triage and management of all non-acute and emergency O&G presentation to the Labour Suite at Mowbray Maternity Hospital. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost -efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr TA Horak Tel No: (021) 659-5579
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates will be required to submit a logbook outlining their surgical experience in Obstetrics and Gynaecology. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of

payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/122</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (UROLOGY) (6/8TH POST)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R751 011 per annum Grade 2: R856 914 per annum Grade 3: R991 764 per annum (A portion of the package can be structured according to the individual's personal needs).
<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 professions Council: Registration as a Medical Practitioner with the Health Professions Council of South Africa. 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 requirement of the job: Valid Driver's licence. Willingness to partake in the Commuted Overtime system. Competencies (knowledge/skills): Relevant appropriate experience within a Urology department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Ability to successfully run an extremely busy Urology service on a secondary level. Leadership, interpersonal and organisational skills.
<u>DUTIES</u>	:	Provision of effective clinical services in the Urology department. Provision of clinical service delivery at Urology Surgery (regional level). Effective and efficient urological outpatient services including booking, triaging and follow up strategies. Supervision of clinical activities in the Urology department. Active participation in the postgraduate and undergraduate teaching programmes of the Division of Urology and training and teaching of junior medical staff. Effective management and administration of a wide range of "Portfolios" and the development, conducting and supervision of research projects. Research and Audits on relevant Burden of Disease. Clinical Governance and administration inherent to the services.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr H Bougard Tel No: (021) 402 6444 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals

		who must apply for change in registration status). The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/123</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Goodwood 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 Professional Nurse and Midwife. Post-basic nursing qualification, with a duration of at least 1 year accredited with the SANC in Diploma in Clinical Science, Health Assessment, Treatment and Care. (R48). Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in Clinical Science, Health Assessment, Treatment and Care. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work after hours when required. Competencies (knowledge/skills): Good interpersonal, leadership and management skills. Ability to direct the team to ensure quality holistic healthcare and to function independently in a multi-disciplinary team. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource, Financial and Supply Chain policies/guidelines & computer literacy (MS Word).
<u>DUTIES</u>	:	Effective execution and integrated management of all clinical programmes (i.e. Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Manage control and act in facet of Health, Support, Security, Cleaning, Infection control and Ground services. 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, employee development, employee relations and performance management (Finance and Supply Chain). Management of personnel including supervision and performance management, finances and procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal Clinic standards. Liaise and communicate effectively with relevant stakeholders including Facility Committees and Community Structures.
<u>ENQUIRIES</u>	:	Mr AE Patientia Tel No: (021) 815-8866
<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 applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/124</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (PREVENTION OF MOTHER-TO-CHILD TRANSMISSION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R549 192 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with 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. Competencies (knowledge/skills): Appropriate experience in the provision of HIV/AIDS and

	Prevention of Mother-to-Child Transmission (PMTCT) services. Appropriate experience in HIV and Prevention of Mother-to-Child Transmission (PMTCT) care. Nurse Initiated Management of Antiretroviral Therapy (NIMART) or Clinical Initiation Management of Antiretroviral Therapy (CIMART) qualification. Ability to think strategically and analytically. Ability to provide in-service training to all levels of staff. Good communication and interpersonal skills. Ability to analyse Health System Information. Computer literacy (MS Word, PowerPoint and Excel).
<u>DUTIES</u>	: Evaluate Prevention of Mother-to-Child Transmission (PMTCT) systems and recommend system improvements. Management and oversight of patient care activities within the facility related to the Prevention of Mother-to-Child Transmission (PMTCT) programme. Implement Standard Operating Procedures for: bookings, antenatal follow-up, care and drug delivery intra-partum. Implement the use of revised obstetric tools that integrate HIV care as well as Prevention of Mother-to-Child Transmission (PMTCT) records, including Antiretroviral therapy in antenatal, in labour and to infants. Improve clinical record keeping, data collection and information flow of Prevention of Mother-to-Child Transmission activities. Identify gaps in service and plan and implement quality improvement initiatives on an on-going basis. Effective communication, supervision, training, performance management and relations with staff. Policy implementation and quality improvement initiatives in general, antenatal care as well as in Labour wards.
<u>ENQUIRIES</u>	: Ms S Basardien Tel No: (021) 402-6485
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/125</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>	: Oudtshoorn Dorp Clinic, Oudtshoorn and Kannaland Sub-districts
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with a duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care (R 48) accredited with the SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good Communication 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 NC Jackson Tel No: (044) 203-7205
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/126</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse with Midwife/Accoucheur. A post-basic nursing qualification, with duration of at least 1 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 Professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Basic computer literacy skills. Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Excellent verbal, written communication skills and effective communication, interpersonal, decision making and conflict resolution skills. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of specialty. Ability to promote quality through the setting, implementation, and the monitoring of nursing standards in the Trauma and Emergency Centre. Ability to function independently as well as part of a multi-disciplinary team, good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms A Fritz Tel No: (021) 918-1360
<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. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/127</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>	:	Riversdale Hospital, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational requirements: 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 Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirement 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): 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. Be knowledgeable about South African Triage Scale (SATS) and Emergency Nursing. Good communication skills. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).

DUTIES : Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Assist with managing human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

ENQUIRIES : Mr NL Mphato Tel No: (028) 713-8656
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 29 August 2025

POST 29/128 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: CHILDREN'S WARD)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R476 367 per annum
 Grade 2: R583 989 per annum

CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife/Accoucheur. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirement of the job: Computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook). Valid (Code B/EB) driver's licence. Willingness to work shifts (day and night duty), public holidays, after-hours, and weekend cover for nursing. Deputising for the Operational Manager: Nursing.

	Knowledge and insight of all relevant legislation and policies within the public sector. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of speciality. Ability to promote quality through the setting, implementation, and the monitoring of nursing standards in the Children's ward. Ability to function independently as well as part of a multi-disciplinary team. Effective verbal and written communication, interpersonal, decision making, and conflict resolution skills.
<u>DUTIES</u>	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	: Ms E Linden-Mars Tel No: (021) 918-1224
<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 Child Nursing Science. "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/129</u>	: <u>ASSISTANT DIRECTOR: FINANCE</u> Cape Winelands Health District
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Stellenbosch Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate 3-year National Diploma or degree. Experience: Appropriate experience in all aspects of supply chain and financial management. Appropriate management and supervisory experience. Appropriate LOGIS and BAS experience. Inherent requirement of the job: Valid Driver's license. Willingness to work after hours as required. Competencies (knowledge/skills): Advanced computer skills including Microsoft office packages and BAS and LOGIS. Sound knowledge of finance and supply chain policies, procedures, audit compliance prescripts, PFMA and treasury regulations. Practical workable knowledge of LOGIS, BAS, AR and Clinicom and strong managerial and supervisory skills. Ability to work under pressure and to carry responsibility for a component that includes a 24/7 service component. Ability to work in a team and excellent communication skills (verbal and written).
<u>DUTIES</u>	: Effectively manage supply chain, revenue, expenditure, patient administration and information management components of the Stellenbosch sub-district that includes Stellenbosch Hospital and clinics. Achieve this by developing and maintaining proper systems to enhance efficiency and compliance. Effective leadership and management of staff including capacity development. Support management of the sub-district. Support the Health Facility Board.
<u>ENQUIRIES</u>	: Dr ND Blanckenberg Tel No: (021) 808-6100
<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 required to a practical test and competency assessment. 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>	: 29 August 2025
<u>POST 29/130</u>	: <u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS</u> Garden Route District
<u>SALARY</u>	: R468 459 per annum

<u>CENTRE REQUIREMENTS</u>	:	Garden Route District Office, George
	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations in the Public Sector. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel vast distances. Competencies (knowledge/skills): Strong interpersonal and good time management planning skills. Ability to think analytically and be able to resolve problems. Ability to negotiate and conciliate. Understanding collective bargaining and dispute resolution in essential services. Computer literacy (MS Word, Excel, MS Outlook, MS Teams and Power point). Good communication skills (verbal and written).
<u>DUTIES</u>	:	Support and advice to all staff and supervisors with regards to employee relations in the Garden Route and Central Karoo Districts. Effective management of all disciplinary matters and disputes. Monitor and maintain collective bargaining structures. Provide training with regards to employee relations for all employees. Provide advice, guidance, and support to supervisor and the Management team. Coordinate and manage statistics/data with regards to disciplinary- and grievance procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Joubert 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. Suitable candidates may be subjected to a competency assessment. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/131</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Garden Route District Office, George
	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate supervisory as well as People Management Administration experience. Appropriate PERSAL experience. Inherent requirements of the job: Valid code B/EB driver's license and willingness to travel. Competencies knowledge/skills): Appropriate knowledge of HR Policies, procedures and practices. Leadership-, Change Management- and Diversity Management skills. Proven knowledge of Public Service Regulations, Prescripts and Acts.
<u>DUTIES</u>	:	Manage, supervise and co-ordinate the work and responsibilities of People Management Administration (Personnel Administration) component. Administer conditions of service, allowances and deductions (housing, medical aid, leave, pension, overtime, commuted overtime, etc. Ensure compliance with HR policies and practices. Provide Human Resource Administration service within District. Provide Professional and Specialized support/advice to management. Handle all matters related to supervision of component. Responsible for people administration matters in the Garden Route and Central Karoo Districts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Joubert 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. Suitable candidates may be subjected to a competency assessment. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/132</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (PERSONNEL PRACTICES)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Emergency Medical Services (on the premises of Karl Bremer Hospital)
	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree or equivalent NQF6 qualification in the Human Resource

related field. Experience: Appropriate experience in Human Resource Management. Appropriate experience in a supervisory or a managerial position in Human Resource Management. Inherent requirement of the job: Valid Code B/EB drivers' licence. Willingness to travel throughout the province, stay overnight when required and work overtime. Thorough knowledge of the Departmental policies, prescripts and Acts that govern the functions below. Competencies (knowledge/skills): Excellent written and verbal proficiency. Ability to function as a team player, with or without supervision. Ability to function under stressful environment and cope with a heavy workload. Leadership capabilities, managerial and organisational skills. Ability to manage conflict and function under pressure. Ability to analyse, interpret and apply legislation, policies and prescripts. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet).

DUTIES : Responsible for the effective management of the APL (including the APL budget), HR Planning and Job Evaluation processes, Establishment Control, Recruitment, Selection, Transfer and appointment of staff within the Compensation management prescripts. Responsible for the effective management of the Staff Performance Management System and Job Descriptions in EMS. Conduct training to staff and line managers and provide support and guidance within the scope of the above profile. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management processes. Serve as nodal point for maintaining and reporting on integrated HR Information (within the scope of profile) to stakeholders. Effective management and development of sub ordinates and co-ordinate an equitable workflow.

ENQUIRIES : Ms L Meter Tel No: (021) 948 9374 or email: Liesl.Meter@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants will be considered for other vacant Assistant Director: Human Resource Management posts within the Chief Director Emergency & Clinical Support Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment. Please Note: The People Management Offices will be relocating onto the premises of Alexandra Hospital.

CLOSING DATE : 29 August 2025

POST 29/133 : **QUALITY ASSURANCE COORDINATOR**
Cape Winelands District

SALARY : R468 459 per annum
CENTRE : Cape Winelands District Office based in Breede Valley Sub District
REQUIREMENTS : Minimum educational qualification: An appropriate four-Year National Diploma/ Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Quality Assurance (QA). Appropriate experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Experience in Management. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Ability to analyze and interpret Health Systems Information, compile reports and present the data to direct planning. Knowledge of Project and Financial Management. Good organizational, interpersonal, creative problem solving and research skills. Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook).

DUTIES : Support the Health Establishment staff with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Establish measures that will ensure health and safety of staff and users and ensure the maintenance of the Infection Prevention and Control (IPC) standards. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training database. Monitor data quality in the Health Establishment. Manage service utilization by care coordination to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes.

ENQUIRIES : Ms C Van Staden Tel No: (023) 348-1350

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test and competency assessment. The pool of applicants will be considered for similar vacant posts within Breede Valley SD for a period of 3 months from the date of the advert
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/134</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (Knowledge/Skills): Foundational to intermediate therapeutic knowledge and clinical skills in managing paediatric clients across a range of diagnoses and developmental stages. Flexibility, creativity, and innovation in addressing varied client and family needs, with the ability to function effectively within an interdisciplinary team. Sound knowledge of available community-based resources and appropriate referral pathways, including the ability to integrate these into discharge planning. Understanding and correct application of internal protocols and external policies, including Department of Health and Wellness procedures, ethical guidelines, and HPCSA standards of professional conduct. Ability to provide mentorship and clinical supervision to occupational therapy students. Demonstrated experience in working with children with disabilities in a healthcare setting, ideally within a paediatric or tertiary-level hospital context. Proficiency in Microsoft Office and basic administrative systems (e.g., patient records, statistics, reports).
<u>DUTIES</u>	:	Deliver comprehensive Occupational Therapy services to paediatric clients at a tertiary level, including assessment, intervention planning, treatment implementation, rehabilitation, and discharge preparation/implementation. Facilitate the re-integration of paediatric clients into home, school, and community environments through caregiver training, school liaison, and appropriate referrals. Prescribe and provide specialised interventions, including seating assessments and the provision of assistive devices tailored to the developmental and functional needs of children. Collaborate actively in ward rounds, multidisciplinary team discussions, and family meetings to ensure coordinated, patient-centred care. Maintain accurate and timeous documentation, including clinical notes, statistics, reports, and referrals, in accordance with institutional and departmental protocols. Participate in and support departmental training and development activities, including the supervision and clinical guidance of occupational therapy students. Contribute to the effective functioning of the OT department by supporting supervisory structures and engaging in human and material resource management in line with HR and institutional prescripts. Participate in departmental quality improvement initiatives, audits, and ongoing professional development to maintain high standards of paediatric OT practice.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Pursad Tel No: (021 658-5038 or mereille.pursad@westerncape.gov.za)
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Department of Health & Wellness, 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>	:	29 August 2025
<u>POST 29/135</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (PULMONOLOGY)</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>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Pulmonology. Registration with a Professional Council: Registration with the HPCSA as a Clinical Technologist: Pulmonology. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Pulmonology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Pulmonology 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 Clinical Technologist: Pulmonology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Pulmonology 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 Clinical Technologist: Pulmonology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Pulmonology 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: After-hour's service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written). Ability to work within a group at all levels of authority. Ability to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and MS Excel. Knowledge of ventilation and experience in Critical Care Area.
<u>DUTIES</u>	:	Perform all diagnostic procedures in Pulmonology and Critical Care. Optimal Patient Care in Pulmonology able to do following investigations, Spirometry, Plethysmography, Gas Distribution, Exercise Testing, Compliance, NIOX, Provocation. Optimal Patient Care in Critical Care able to help with ventilation and haemodynamic monitoring. Training in Pulmonology according to ATS/ERS guidelines, Spirometry, Plethysmography, Gas Distribution, Exercise Testing, Compliance, NIOX, Provocation. Research with GCP.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr F Swart Tel No: (021) 938-5789
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration

		as Clinical Technologist: Pulmonology with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/136</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Finance and Supply Chain Management
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Financial Management and expenditure control. Appropriate supervisory experience. Appropriate experience in completing and analysing BMI's. Inherent requirements of the job: Valid drivers' licence. Willingness to travel. Competencies (knowledge/skills): Organizational, managerial, leadership skills and an aptitude for working with financial figures. Appropriate knowledge relevant to supply chain management prescripts, departmental policies, delegations and procedures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Office. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Good verbal and written communication skills.
<u>DUTIES</u>	:	Budgetary functions within the Chief Directorate: ECSS Sector. Management of budget, revenue & expenditure monitoring and control within the Chief Directorate: ECSS Sector. Monitoring and Evaluation, effective and efficient support to the ASD in financial accounting, including compliance and risk management within the Chief Directorate: ECSS Sector. People Management within the component.
<u>ENQUIRIES</u>	:	Ms Y Classen Tel No: (021) 815-8738
<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 Senior Administrative Officer: Finance posts within the Chief Director Emergency & Clinical Services Support, 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>	:	29 August 2025
<u>POST 29/137</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Ceres Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma / Degree. Experience: Appropriate Human Resource Administration experience. Appropriate supervisory experience. Practical PERSAL experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to drive between the various PHC Clinics in the sub district if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, GroupWise and PERSAL). Good knowledge and experience in Human Resource Manage. Ability to provide training. Good interpersonal, communication, presentation and writing skills.
<u>DUTIES</u>	:	Responsible for co-ordination, supervision and control of component as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations, SPMS and establishment within the Sub-district. Responsible for the Human Resource Development function within the Sub-district which includes the compiling of the workplace skills plan, training statistics and relevant administrative duties regarding Human Resource Development. Render a support and advisory service with regard to personnel administration and human resource management. Handle Labour Relation issues which include grievances, dispute resolutions, IMLC matters and the capturing of Labour Relation information on PERSAL with regard to human resource matters. Provide training and advice with regard to all relevant HRM policies, legislation, prescripts and procedure within the Sub-district to ensure the correct implementation. Monitor compliance to HR policies.

<u>ENQUIRIES</u>	:	Mr WJ Owen Tel No: (023) 316-9601
<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 Ceres Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/138</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (SPMS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources Management. Experience: Appropriate supervisory experience in Performance management systems. Appropriate experience in personnel and salary administration. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Good working knowledge and experience of PERSAL and the relevant functions. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Ability to provide training. Good communication skills (verbal and written). Sound knowledge of the SPMS, PMDS and OSD prescripts. Knowledge and experience in doing BAS payments. Knowledge of the PFMA and debt management and good numeracy skills. Good interpersonal and conflict resolution skills.
<u>DUTIES</u>	:	Manage and supervise of the Performance Management component with a very high workload, which are responsible for all SPMS & PMDS related matters. Implement and monitor the relevant policies, procedures, prescripts with regards to SPMS & PMDS Provide assistance to clients, personnel, management and supervisors. Assist with and provide training and information sessions with regard to SPMS and PMDS. Provide assistance and secretarial support to the Pre- and Formal Moderating Committees and advice with regard to the strategic overview of the performance management process. Assist with and investigate grievances regarding performance management processes. Advise and assist with the dealing of poor performances, grade progressions and pay progressions Act as Systems Administrator of the Performance Management Information System (PERMIS). Complete ad-hoc tasks, e.g. answer audit reports.
<u>ENQUIRIES</u>	:	Ms Z Melane Tel No: (021) 938-4138.
<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 assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/139</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Bachelor's Degree in Social Work or equivalent qualification. Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: Grade 1: No experience. Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirements of the job: Valid code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/ skills): Computer literacy in Microsoft Office package (MS word, Excel, and PowerPoint) and e-mail (Outlook) Knowledge and insight of relevant

		legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a hospital setting.
<u>DUTIES</u>	:	Provision of comprehensive, client centered clinical social work services in the hospital setting, with regards to care, support and protection of vulnerable individuals, groups, families and communities, to ensure safe discharge plans. Deliver an accountable service through the application of Social Work administrative processes. Effective networking with the multi-disciplinary team as well as relevant external role players. Keep up to date with new developments in social work and welfare fields. Utilize and manage resources. Support social auxiliary workers and volunteers. Participate in training and development of staff. Assist with the achievement of the departmental and organizational goals. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms E Vlok Tel No: (021) 850-4702
<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 written/practical and oral assessment. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 Social Worker posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/140</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (LINEN MANAGEMENT)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Sub-directorate: Laundry Services)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Senior Certificate/Grade 12 qualification. Experience: Appropriate supervisory experience and experience in the laundry and linen environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Travelling within the Western Cape. Willingness to work long hours sometimes. Competencies (knowledge/skills): Excellent verbal and writing communication skills. Motivational and leadership skills. Sound knowledge of Linen management. Sound knowledge and understanding of the Public Finance Management Act and Public. Procurement procedures.
<u>DUTIES</u>	:	Training and mentorship of laundry and linen management staff. Investigating claims for loss or damage to linen. Management of inventories for linen stock and Provincial Linen Depot. Collect, maintain and analyse data for all records necessary for linen accountability and security, including statistical preparation reports. Manage the Limiting Bid Linen Contract and ordering linen items. Human Resource Management. Provide relief duties as Acting Control Laundry Manager in the Linen Management Services.
<u>ENQUIRIES</u>	:	Ms J van der Riel Tel No: (021) 918-1626
<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>	:	29 August 2025
<u>POST 29/141</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Ceres 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). Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. 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 and Outlook). Good verbal and written communication skills.
<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 WJ Owen, Tel No: (023) 316-9601
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Ceres Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/142</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (WARD 19 & 10 AND WARD 5 & 6) (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>	:	Alexandra Hospital
<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 Professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: 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 requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital. 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 in comprehensive nursing treatment and care to patients in a Mental Health Unit.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal 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 JE Isaacs Tel No: (021) 503-5000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The

pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/143</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (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 REQUIREMENTS</u>	:	Wesfleur 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 Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Grade 3: A Minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Good verbal and written communication skills. Required to work shifts and after hours (weekend, public holidays, and night duty). Willingness to rotate within the institution. Computer literacy. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provide optimal, holistic nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager, whilst maintaining professional growth and ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms LA Abrahams Tel No: (021) 816-500, Email: Lee-Anne.Abrahams@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration with the SANC after obtaining their qualification. The pool of applicants will be considered for similar vacant posts within Wesfleur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/144</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (TECHNICAL SERVICES)</u> Chief Directorate: Metro Health Services.
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital Minimum educational requirement: Appropriate Trade Test Certificate in a trade relevant to Electrical, Building, Equipment & Infrastructure Construction & Maintenance (including general fault-finding & repair). Experience: Grade A: No experience required. Grade B: At least 18 years' appropriate/recognizable

	experience in the area after obtaining the relevant Trade Test certificate. Grade C: At least 34 years' appropriate/recognizable experience in the area after obtaining the relevant Trade Test certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Willingness to travel and work at all Public Health Institutions within the Atlantis area. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): A practical, working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. A practical, working knowledge of the working principle, parts and assembly, testing, routine & breakdown maintenance of the following: Domestic & light commercial laundry & kitchen equipment, access control, basic building terminology and construction, Hospital technical systems & plant, HVAC equipment, Welding & Plumbing skills (Demonstrable). Good communication skills. Demonstrable computer literacy in at least Ms Word and Excel (able to create and edit basic documents), efficiently use an email program and internet browser.
<u>DUTIES</u>	: Repairs of equipment, reticulations and plant. Plan and design basic new installations and perform alterations Do installations of systems and equipment. Perform preventative maintenance tasks on equipment. Mentor other technical staff. Perform administrative and related functions regarding the workshop. Control over equipment, tools, plan and materials. Supervise and manage the workshop and staff.
<u>ENQUIRIES</u>	: Mr R Cupido Tel No: (021) 816-8575, Email: Ricardo.Cupido@westerncape.gov.za
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. All shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/145</u>	: <u>ADMINISTRATION CLERK: FINANCE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Lentegour Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Revenue and or Billing in a Healthcare environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Clinicom and Billing systems, Basic Accounting System (BAS), Account Receivable System (AR) and EDI (Electronic Data Interchange). Computer literacy in MS Office (Excel Spreadsheets, Microsoft Word, and web-based programs (medical aids). Cashiers' knowledge and access. Excellent communication skills, conflict management, interpersonal and leadership skills.
<u>DUTIES</u>	: Render admin support to Case Manager. Assist with MediKredit EDI rejection reports. Allocate all payments to patient accounts and follow up of short/non-payments. Daily monitoring and management of Disposals and Attendance on Clinicom. Control of receipt and depositing of state monies, physically as well as on BAS. Complete all HIS (Clinicom / AR) transactions.
<u>ENQUIRIES</u>	: Mr M Mdodeni Tel No: (021) 370-1125
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a 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 the date of the advert.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/146</u>	: <u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	: R228 321 per annum

<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services
	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent)
	:	Experience: Appropriate experience in PERSAL and Human Resource Management functions. Inherent requirement of the job: Valid code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Good computer literacy (MS Word, advanced Excel and PowerPoint), mathematical and communication skills. Good interpersonal skills and the ability to function as a team player, with and without supervision. Exercise good judgment in safeguarding confidential or sensitive information. Ability to function in a stressful environment, cope with a heavy workload and meet deadlines. Appropriate planning, prioritization, organization and administrative skills. Knowledge of People Management Legislation and Policies in the Public Service.
<u>DUTIES</u>	:	Effective and timeous performance of all personnel matters, such as pension-, service termination-, leave-, allowances-, service benefits- and debt management administration. Ensure correct application of People Management Policies and audit compliance. Assist with all other administrative functions in the personnel component, as per request. Maintain effective record keeping. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters. Handle a variety of personnel, written and telephonic enquiries. Provide and ensure effective support to relevant line management within the component and colleagues.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Acker Tel No: (021) 944-9200
	:	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 expected to undergo a practical assessment. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/147</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (LINEN MANAGEMENT)</u> Directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Head Office, Cape Town, (Sub-directorate: Laundry Services)
	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in general office administration functions. Appropriate experience in the accurate counting and auditing. Inherent requirements of the job: Valid EB drivers' licence. Willingness travelling away from home. Willingness to work long hours sometimes. Industrial Laundry and linen management experience essential. Competencies (knowledge/skills): Computer literacy in MS Word and Excel. Good written and communication skills. Ability to work under pressure and to meet deadlines. Knowledge of the Western Cape linen management and Control Policy.
<u>DUTIES</u>	:	Conduct regular linen audits at hospitals and health institutions with-in the Western Cape Province. Administrative functions – compile linen shortage and surplus reports, Update linen inventories of facilities. Provisioning administration Assist with ordering and control of linen stocks and other office related requirements/materials. Contact functions -Liaise with the laundries and institutions to ensure effective linen control.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J van der Riel Tel No: (021) 918-1626
	:	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>	:	29 August 2025
<u>POST 29/148</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Metro Heath Services
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Oral Health Centre, Tygerberg/Mitchell's Plain

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative support services experience. Appropriate experience within a Quality Assurance Department/Unit. Competencies (knowledge/skills): Computer literacy (Microsoft Office, SINJANI, Ideal Clinic and typing proficiency). Good planning, organisational, and data management skills.
<u>DUTIES</u>	:	Effectively provide office and administrative support services to Quality Assurance Department. Capture all required data and maintain relevant statistical data. Provide meeting secretarial support to relevant components. Assist with Complaint, Compliment, and Suggestion management. Assist with relevant surveys, audits and awareness campaigns.
<u>ENQUIRIES</u>	:	Mr J Hopp-Abrahams Tel No: (021) 937 3197
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a 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>	:	29 August 2025
<u>POST 29/149</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (X2 POSTS)</u> Directorate: Employee Relations
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in labour relations. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic knowledge in administrative support services within the Public or Private Sector. Knowledge of Labour Relations with specific reference to rendering administrative support services. Knowledge of legislative framework governing labour law. Computer Literacy in MS Office Skills.
<u>DUTIES</u>	:	Effective administrative support to the Deputy Directors and specific sub-directorates by assisting with diary management, responding to both internal and external stakeholders and filing of documentation both electronically and in hard cover files. Effective administrative support to specific sub-directorates with regards submission management and maintenance of relevant databases thereof. Provide administrative support regarding meetings, workshops and training activities Assist with accommodation and traveling arrangements. Assist with LOGIS capturing.
<u>ENQUIRIES</u>	:	Mr F van Rooyen Tel No: (021)831-5855, Mr M Ngqama Tel No: (021)831-5864
<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>	:	29 August 2025
<u>POST 29/150</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Scottsdene Community Day Centre, Northern/Tygerberg Substructure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience inpatient admissions and help desk environment. Competencies (knowledge/skills): Knowledge of Primary Health Care Information System/Clinicom, Hospital Emergency Centre Tracking Information System, Tier.net. Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.
<u>DUTIES</u>	:	Admissions of clients in different departments, opening new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronics systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling. Ensure

		good client relation strategies to minimize complaints. Ensure effective and efficient implementation of all applicable policies, procedures and instructions.
<u>ENQUIRIES</u>	:	Ms A Mullins Tel No: (021) 810- 8121
<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 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 practical/oral assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/151</u>	:	<u>ADMINISTRATION CLERK: LABOUR RELATIONS (HRM)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the Labour Relations environment. Competencies (knowledge/skills): Good written and verbal communication skills. Computer literate (MS Office package, e-mail and internet). Ability to function under stressful environment and cope with heavy workload. Ability to function as a team player, with or without supervision. Ability to interpret and apply policies. Knowledge of the Legislative framework.
<u>DUTIES</u>	:	General secretarial and administrative duties including typing, filing, answering of telephone and labour relations enquiries. Effective assistance with co-ordination of meetings. Effective assistance with the co-ordination of training. Facilitation of disciplinary hearings. Optimal administration of Labour Relations records, statistics and in-service training.
<u>ENQUIRIES</u>	:	Mr M Boezak Tel No: (021) 938-5184
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/152</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Klipfontein/Mitchell's Plain Sub-structure Office (X2 Posts) Mitchells Plain Community Health Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Access). Understand the Ditcom process. Knowledge and experience in departmental systems, i.e. Health Information Systems, Sinjani etc.
<u>DUTIES</u>	:	Data Collection, Collation, Capturing & Reporting. Perform administrative role as a member of the Information Management team. Office administration (filing process, telephone and letters etc). Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information co-ordinating activities. Maintain data retrieval efficiency.
<u>ENQUIRIES</u>	:	Ms L Jaars Tel No: (021) 370-5123
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and oral assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/153</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Barrydale CC (X1 Post) Bredasdorp CDC (X1 Post)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a Professional Council: Registration with SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Valid (Code B/EB driver's license and willingness to travel within the sub district. Willingness to support and to work at other clinics within the Sub-District, as well as on the Mobile Clinic. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health and Wellness, Western Cape.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms GJ Van der Westhuizen Tel No: (028) 514-8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/154</u>	:	<u>ARTISAN ASSISTANT (TECHNICAL SERVICES)</u> Overberg District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of facility maintenance, welding and plumbing with general electrical knowledge. Inherent requirements of the job: Valid (Code B/EB) driver's license. Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Must be able to work on heights, i.e. on ladders and scaffolding. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Ability to use a conventional lathe or milling machine.
<u>DUTIES</u>	:	Effective and efficient assistance with maintenance and repairs of plumbing components, including projects, installations and alterations, as well as minor maintenance on buildings and facility grounds which include, Welding work as required. Unblocking of sewer lines and toilets. Unblocking basin Geyser installation Assist and perform preventative maintenance on plant and equipment. Efficient and effective stock control. Efficient and effective control over equipment, tools and working area. An effectively supported HR function.
<u>ENQUIRIES</u>	:	Ms N Fudu Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	29 August 2025

<u>POST 29/155</u>	:	<u>ARTISAN ASSISTANT (TECHNICAL SERVICES) (CARPENTRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational requirements: Grade 10 (or equivalent). Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirement of the job: Valid (Code B/EB) driver's license. Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Must be able to work on heights i.e. on ladders and scaffolding. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards.
<u>DUTIES</u>	:	Effective and efficient assistance with maintenance and repairs of carpentry fixtures and components, including projects, installations and alterations, as well as minor maintenance on buildings and facility grounds which include painting and tiling work. Assist and perform preventative maintenance on plant and equipment. Efficient and effective stock control. Efficient and effective control over equipment, tools and working area. An effectively supported HR function.
<u>ENQUIRIES</u>	:	Mr C van der Westhuizen Tel No: (023) 348-1199
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. "The pool of applications will be considered for vacancies within George Regional Hospital for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/156</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X19 POSTS) (VARIOUS COMPONENTS)</u>
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.
<u>DUTIES</u>	:	Provide quality basic nursing care according to procedures and policy. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Escort patient to and from x-rays, sonar, etc. Assist professional nurses with clinical procedures and preparation of patients for diagnostic and surgical procedures. Accurate recordkeeping and effective utilization of resources.
<u>ENQUIRIES</u>	:	Ms F Baartman Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

		applicable to candidates who apply for the first time for registration in a specific category with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/157</u>	:	<u>TRADESMAN AID</u> Cape Winelands Health District
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Drakenstein Sub-district, Paarl
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate tradesman experience in (wood, metal and other materials, plumbing, electrical, Inherent requirement of the job: Ability and willingness to do standby duties and work overtime. Must be physically able to perform duties as required. Willingness to travel. Competencies (knowledge/skills): Good interpersonal skills Ability to handle tools, parts and materials Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	:	Assist Artisan and Handymen in the execution of their respective duties. Assist with repairs and emergency breakdowns (including after hour's repairs). Cleaning of specific equipment including management of Medical Gas. Undertake a variety of other general duties such as the physical movement of goods and equipment. Clean workshop and assist with repairs and maintenance functions effectively Assist with the checking of maintenance and repairs of all equipment and furniture.
<u>ENQUIRIES</u>	:	Mr S Adams Tel No: (021) 877-6400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/158</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Khayelitsha Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: Valid code (B/EB) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. The ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.
<u>DUTIES</u>	:	Ensure an efficient and effective transport service for Khayelitsha/Eastern Sub Structure Office. Conduct routine maintenance, inspecting GG vehicles and timely reporting of defects. Ensure an effective daily transport administration and support to Supervisor. Ensure vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.
<u>ENQUIRIES</u>	:	Ms S Frank-Hoosen Tel No: (021) 360-4716
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undertake a pre-entry assessment test/practical assessment and formal interview.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/159</u>	:	<u>GENERAL WORKER STORES (LINEN STORES ASSISTANT) (X2 POSTS)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Sub-directorate: Laundry Services)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate stores and laundry/linen experience. Inherent requirement of the

		job: Medically fit to lift and carry heavy bags. Competencies knowledge/skills): Excellent verbal and writing communication skills. Good writing skills.
<u>DUTIES</u>	:	(key result areas/outputs): Loading and offloading stock/linen on trucks, vans and shelves. Transport goods and linen to and from the floor. Receive and dispatch of linen/stock to facilities. Packing, stacking and racking of linen and stock. Housekeeping and General Hygiene cleaning.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J van der Riel Tel No: (021) 918-1626
	:	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>	:	29 August 2025
<u>POST 29/160</u>	:	<u>HOUSEHOLD AID</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum Vredenburg Hospital, Saldanha Bay Sub-district Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirement of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, night-duty, and overtime. Competencies (knowledge/skills): Good interpersonal skills. Good verbal, as well as written communication skills. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents and stock.
<u>DUTIES</u>	:	Oversee general cleaning tasks to ensure clean and hygienic environment that complies with hygienic, occupational health and safety and infection control and prevention standards. Execute household tasks in respect of food services. Effectively manage ordering, utilization, control of cleaning, household items, linen, and stock. Render support services to nursing via OPM and contribute to domestic outcomes being met. Effective and efficient waste management. Maintain professional growth, ethical standards, and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Lester Tel No: (022) 709-7257
	:	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.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/161</u>	:	<u>FOOD SERVICE AID</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum New Somerset Hospital Minimum educational requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirement of the job: Ability to work in large scale freezers and cold rooms. Physically fit to lift heavy objects and be on your feet the entire day. Willingness to work shifts, weekends and public holidays as required by operational needs. Competencies (knowledge/skills): Knowledge and understanding of the basic food groups and cooking methods. Knowledge of the Hazard Analysis Critical Control Point (HACCP) principles. Knowledge of Occupational, Health and Safety principles and measures. Knowledge of Milk Kitchen Operation, Feed Production and storage.
<u>DUTIES</u>	:	Prepare, cook and plate meals for the patients. Clean and maintain the kitchen area and equipment and maintain hygiene standards. Follow the Clean-as-you-go principle. Maintain and report broken and faulty apparatus and equipment. Responsible for preparing food according to standardised recipes. Work alternative days in the Milk Kitchen as needed. Assist with the in-service training of new workers or colleagues. Support to Supervisor when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Vermeulen Tel No: (021) 402-6224
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. 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 date of advert.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/162</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (SURGERY) (10 SESSIONS PER WEEK)</u> Chief Directorate: Metro Health Services (Contract until 31 March 2027)
<u>SALARY</u>	: Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE REQUIREMENTS</u>	: Victoria Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Surgery. 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 Surgery. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Surgery. Inherent requirements of the job: Must be willing to work sessional hours after hours, including weekends and public holidays. Competencies (knowledge/skills): Appropriate experience in general surgery. Appropriate experience in emergency upper-Gastrointestinal endoscopy and management of upper-GI bleeding. Ability to work in a team and with all levels of staff. Interest in developing an academic career.
<u>DUTIES</u>	: Management and communication to appropriately triaged & efficient running of theatre lists. Requirements to complete statistics collection. Completion of medicolegal documents. Participation in research, audits and quality improvement programs. To deliver comprehensive after-hours emergency /urgent surgical services to patients in theatre, GIT unit, surgical wards, and emergency centre at Victoria Hospital. The aim is to deliver safe, cost-effective and high-quality care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patient and planning appropriate operative management. Emergency/urgent & trauma surgical procedures. Competency & proficiency in emergency UGI endoscopy & management of UGI bleeding. Post-operative assessment & care, with appropriate investigation & management of possible complications. Teaching and training of intern.
<u>ENQUIRIES</u>	: Dr J. Plaskett Tel No: (021) 799-1200, email: Jeremy.Plaskett@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/163</u>	: <u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND) (20 SESSIONS)</u> (Contract Until 31 March 2026) Cape Winelands Health District
<u>SALARY</u>	: Grade 1: R262 per hour Grade 2: R306 per hour Grade 3: R358 per hour
<u>CENTRE</u>	: Stellenbosch Hospital

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with Professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to use or learn to use systems eg clinicom, PHCIS Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES

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

ENQUIRIES APPLICATIONS

: Dr ND Blanckenberg Tel No: (021) 808-6106
: 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 Stellenbosch Hospital for a period of 3 months from date of advert."

CLOSING DATE

: 29 August 2025

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE NOTE

: 08 September 2025
: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 29/164</u>	:	<u>CANDIDATE ENGINEER (STRUCTURES ENGINEERING): CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: DOI 117/2025</u> (2-Year Contract Period)
<u>SALARY</u>	:	R761 157 per annum, all-inclusive salary package, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid driving licence. Competencies: Working knowledge of the following: Legal compliance; Structural engineering design and analysis of road structures infrastructure is essential; Experience in hydrology and hydraulic engineering will be favourable; Working knowledge of Computer-Aided Design Software (AutoCAD or Open Roads; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.
<u>DUTIES</u>	:	Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Training and development of technicians and technologists; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes. The following will be advantageous: Experience in road infrastructure structure projects. Mature candidate engineer. Completed ECSA Group A Outcomes (Description to be provided in CV).
<u>ENQUIRIES</u>	:	Mr M Hendrickse Tel No: (021) 483 3107
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/165</u>	:	<u>CONTROL WORKS INSPECTOR: TECHNICAL SERVICES- HEALTH REF NO: DOI 120/2025</u>
<u>SALARY</u>	:	R582 444 - R686 091 per annum (Level 10)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S stream) or equivalent qualification in Mechanical Engineering; Or A N3 and a passed trade test in the built environment; Or Registration as an Engineering Technician; A minimum of 6 years appropriate management experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Building contract documentation and administration; Act/regulations of Occupation Health & Safety (OHS-Act); National Building Regulation; Relevant built environment legislation; Programme and project management; Research; Planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Proven computer literacy (MS Office); Administrative ability and record keeping; Communication (written and verbal); Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<u>DUTIES</u>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance, through inter alia the following; Ensure that the relevant project

documentation for new and existing structures is compiled, through inter alia the following; Manage the activities of contractors and consultants through inter alia the following; Gather and submit information in terms of the extended public works programme; Supervise the performance and conduct of subordinates through inter alia.

ENQUIRIES : Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 29/166 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: DOI 115/2025**

SALARY : R468 459 - R551 823 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting, Supply Chain Management, Commerce or related field; A minimum of 3 years relevant logistic management experience at supervisory level. Competencies: Knowledge of the following: Accounting; Public Finance Management Act; Logistic Information System (LOGIS); Asset Management; Proven computer literacy (MS Excel); Written and verbal communication skills.

DUTIES : Implement a Logistics management system for an effective bid/quotation process and the maintenance thereof in accordance with departmental policies and procedures and compliance with applicable legislation; Implement an effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements, including, ordering, receiving and distribution of goods, management of inventory, warehousing and accounts payable system; Implement an approved and appropriate disposal plan developed and implemented in accordance with departmental policies and procedures and compliant with applicable legislative requirements including the identification of redundant, obsolete and unserviceable goods, disposal of goods in accordance with the disposal plan, accurate recording of the disposals and appropriate reporting; Effectively utilise LOGIS for provisioning, stock control and reporting in compliance with user and legislative requirements; Effectively utilise Vulindlela as a management information system to monitor and report on revenue; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals.

ENQUIRIES : Mr W Amsterdam Tel No: (021) 483 8259
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 29/167 : **STATE ACCOUNTANT: BUDGET REVENUE AND EXPENDITURE REF NO: DOI 114/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience in management accounting. Competencies: Knowledge of the following: Business and organizational structure of the department; Applicable legislative and regulatory requirements, policies and standards; Management Accounting/Financial accounting, Infrastructure reporting processes, particularly the Infrastructure Reporting Model (IRM) and its integration with financial systems such as BAS, LOGIS and SCOA; Database management and data quality assurance; Intermediate or advanced knowledge of MS Excel. Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.

DUTIES : Monitor revenue and expenditure; Assist with monthly, quarterly and annual reporting – IYM, conditional grants, earmarked funds, annual report and the infrastructure Reporting Model (IRM); Maintain accurate, timely and compliant reporting of infrastructure project data on the IRM system in line with National Treasury requirements; Reconcile IRM-reported expenditure with BAS and LOGIS, ensuring alignment with SCOA classification; Assist in adjustment budget and annual budget process; Assist with the prevention of unauthorized

		expenditure, under-spending and over-spending; Evaluate and make recommendations on submissions with financial implications to the relevant manager and programme manager. Experience in an infrastructure/project environment would be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Samodien Tel No: (021) 483 2204
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/168</u>	:	<u>ADMINISTRATION CLERK: TECHNICAL ADMINISTRATION: HEALTH INFRASTRUCTURE (X2 POSTS), REF NO: DOI 33/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Administration rules and regulations; Departmental information systems (BAS, BIZ Project, MyContent, SITS); Skills needed: Computer literacy (MS Word and Excel); Meet deadlines; Record keeping; Written and verbal communication; Ability to work under pressure; Ability to work independently and in a team.
<u>DUTIES</u>	:	Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Williams at Peter.Williams@westerncape.gov.za
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/169</u>	:	<u>ACCOUNTING CLERK: FRAUD AND LOSSES CONTROL REF NO: DOI 83/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or Mathematics as a passed subject. Competencies: Knowledge and understanding of the following: WCG Control processes and procedures; Management of losses and claims as per PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Monitor and prevent prescription; Skills in the following: Communication (written and verbal) and report writing; Planning and organising (time management); Problem solving and analytical; Loss Control and basic investigation skills; Ability to assess evidence w.r.t losses and claims and basic investigation; Ability to adhere to strict financial and quarterly deadlines/timeframes and work under pressure.
<u>DUTIES</u>	:	Claims against the State (RCD Claims recoverable); Theft (losses or damages through criminal acts or omissions); Assist to investigate collisions (AD's and ADM's) and compiling BAS (Basic Accountant System) payments and journals for damages and losses and theft and losses; Register of cases on the Western Cape Government Loss Control System and ensuring that the electronic register is updated regularly with the required information; Assist with compiling referrals to the State Attorney via Legal Services; Assist with drafting of write-off submissions, submissions to the higher authority and memorandums to management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs G Pietersen Tel No: (021) 483 6172
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/170</u>	:	<u>ADMINISTRATION CLERK: WORKSHOP: HR AND GENERAL OFFICE SUPPORT SERVICES REGION 2 (OUDTSHOORN) REF NO: DOI 107/2025</u>
<u>SALARY</u>	:	R228 321- R268 950 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in the following: Legislative framework governing government transport, record management services and Supply Chain; Vehicle wall charts, vehicle parts and the working thereof; Supply chain Management in accordance with National, Provincial and departmental policies; Appropriate in-service training courses in LOGIS or similar and provisioning procedures. Skills needed: Computer Literacy (Word, Excel, PowerPoint and Outlook); Flexibility; Typing skills; Planning and organising; Good verbal and written communication (written & verbal); Numeracy; Language; Project management; Information Technology.
<u>DUTIES</u>	:	Responsible for all administration pertaining to the Workshop including the sourcing of quotations; Continues liaison with Supply Chain Component and external Service providers in ensuring the timeous delivery of parts required by the Workshop; Support the Supply Chain Component in the execution of certain Supply Chain functions; Render an effective filing and record management service for the Workshop; Type letters and or correspondence when required; Handle telephonic and other enquiries received; Render clerical support regarding GG and PA Transport; Handle theft and losses and claims against the State; Handle telephone and other enquiries received and coordinate with artisan foreman, artisans and other role-players to ensure timely completion of repairs and servicing; Appropriate fleet management/administration and workshop or similar working experience will be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Kennedy Tel No: (044) 272 2992
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/171</u>	:	<u>PROJECT SUPPORT CLERK: ENGINEERING SERVICES REF NO: DOI 116/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of applicable legislation and procurement procedures. Skills needed: Computer literacy (MS word, Ms Excel, Ms Outlook, Ms Projects); Record keeping; Good communication (written and verbal); Good interpersonal relations; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Capture and process payments and claims accurately and promptly on the relevant system; Register and send invoices on Project system; Ensure invoices are routed timeously; Comprehensive record keeping of all payments, claims and supporting documents; Assist Chief Engineer, Engineering team and other disciplines with relevant administration support; Supervise the use, maintenance and safeguard of shared material/physical resources in order to ensure that it is good working condition; General typing of submissions, default letters and general correspondents; Spreadsheets for statistics to produce reports on projects; Efficient managing, collecting and capturing of electronic data; Facilitate consultant appointments for Chief Engineer; Handling enquiries and complaints from clients for the Engineering Services section; Perform secretariat functions in meetings. The following will be advantageous: Working knowledge/experience in PCS, e-Works, Basic Accounting System (BAS), My Content and relevant experience in Project Support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Oliver Tel No: (021) 483 4816
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/172</u>	:	<u>PROJECT SUPPORT CLERK: METRO EAST/WEST REF NO: DOI 118/2025</u>
<u>SALARY CENTRE</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification).Competencies: Knowledge in the following: Administration rules and regulations; Departmental information systems (BAS, BIZ Project, MYContent, SITS); Skills needed: Computer literacy (MS word, Ms Excel, Ms Outlook); Record keeping; Good communication (written and verbal); Ability to work under pressure and Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide and support the following: Reception service; Office administration; Logistical support and Project Support Administrator.
<u>ENQUIRIES</u>	:	Mr P Williams at Peter.williams@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/173</u>	:	<u>ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 2 (KLAARSTROOM) REF NO: DOI 127/2024 R1</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP).Competencies: Good understanding of the maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for roads maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and building; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations. Experience in the following will be advantageous: Civil construction activities; Operating small construction machines; Management and supervision of staff; Administrative related experience.
<u>ENQUIRIES</u>	:	Mr M Stegmann Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/174</u>	:	<u>ROAD WORKER -ROAD MARKING (OUDTSHOORN) REF NO: DOI 108/2025</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Working, handling, and maintenance of the line marking machine; Different standards of road marking; Different types of road mark paints, glass beads and the application thereof; Safety standards and road safety; Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Outline and prepare of new, faded and invisible road markings; Spray of lines with the aid of road mark machine and hand operated equipment; Assist with general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
<u>ENQUIRIES</u>	:	Mr. M Stegmann Tel No: (044) 272 3699
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

		Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 29/175</u>	:	<u>ROAD WORKER (PRINCE ALBERT) REF NO: DOI 109/2025</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5) Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. R. du Preez Tel No: (023) 415 5261
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 29/176</u>	:	<u>ROAD WORKER (GEORGE) REF NO: DOI 110/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. E Fredericks Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 29/177</u>	:	<u>ROAD WORKER (LADISMITH) REF NO: DOI 111/2025 (X3 POSTS)</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. P. Zulu Tel No: (028) 511 134/044 272 6071
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 29/178</u>	:	<u>ROAD WORKER (LEEU GUMKA) REF NO: DOI 112/2025</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. R. du Preez Tel No: (023) 415 5261
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

<u>POST 29/179</u>	:	<u>ROAD WOKER (MOSSEL BAY) REF NO: DOI 113/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. P Zulu Tel No: (028) 134/044 272 6071
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 29/180</u>	:	<u>ROAD WOKER (KLAARSTROOM) REF NO: DOI 119/2025</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. R. du Preez Tel No: (023) 415 2611
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

POST 29/181 : **ROAD WOKER: ROUTINE MAINTENANCE REGION 2 (VARIOUS POSTS AVAILABLE IN OUDTSHOORN) REF NO: DOI 140/2024 R1**

SALARY : R163 680 - R192 810 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities; Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities.

ENQUIRIES : Mr. E Fredericks Tel No: (044) 272 6071
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF LOCAL GOVERNMENT

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

OTHER POST

POST 29/182 : **ASSISTANT DIRECTOR (GENERAL SUPPORT): CDW ADMINISTRATION REF NO: LG 29/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 3 years' relevant experience. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; understanding of information systems that aid the management of knowledge and information pertaining to the line function; Project management; Understanding of policy development, and operational management, monitoring and review processes; Skills needed: Communication (written and verbal); Accounting, Finance and Audit; Computer Literacy; Project Management and Numeracy; A valid driving license will be advantageous.

- DUTIES** : Provide financial support services; Manage the general administrative support duties; Managerial functions; People Management and Support services for CDW.
- ENQUIRIES** : Ms D Britz Tel No: (021) 483 8136
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- CLOSING DATE** : 08 September 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 29/183** : **DEPUTY DIRECTOR: SECURITY ADVISORY SERVICES (X2 POSTS), REF NO: POCS 08/2025**

- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government.

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Specialist knowledge of OHS legislation, systems and procedures; ISO 31000 - Risk Management, ISO 45001- Occupational Health and Safety, SAMTRAC, SHERQ reporting and safety and security risk management; Safety and security related legislation, standards and regulations (understanding and interpretation); Technical knowledge of OHS risk management processes; Leading and supervising; Applied strategic thinking; Policy development; Writing and reporting; Research and analysing; Creative thinking; Problem-solving and decision making. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of team

- DUTIES** : Manage and influence safety and security governance transversally within departments; Support the implementation of ISO-aligned safety and security methodologies for people, processes, and technology within departments; Embed a positive safety and security culture in WCG; Advise departments on Occupational Health and Safety Compliance; Manage and coordinate sub-directorate resources.

- ENQUIRIES** : Gillian Lutz Tel No: (021) 483-2954
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 29/184** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: POCS 07/2025**

- SALARY** : R397 116 - R467 790 per annum (Level 08)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government.

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant asset management experience. Competencies: Knowledge of the following: Financial norms and standards, (Public Finance Management Act -PFMA, National Treasury Regulations, Provincial Treasury Instructions/Directives; Extensive knowledge of Supply

	Chain Management systems such as LOGIS; Immovable asset management policies, procedures and applicable delegations of authority; SCM regulations, policies, procedures, applicable delegations and asset management forms; Lease, maintenance and types of lease contracts. Skills in the following: Computer literacy in MS Office Package (Word Excel, PowerPoint); Communication skills (written and verbal); Accounting finance and audit; Planning and organising; Ability to analyse, conceptualise and implement policies; A valid driving license will be advantageous.
<u>DUTIES</u>	: Coordinate and administer the capturing, allocation of all physical (moveable) assets in the physical asset management registers and safekeeping thereof; Coordinate, implement and monitor assets in accordance with the relevant policy and procedures; Coordinate and administer the disposal process of assets; Supervisor functions; Experience in relevant systems (LOGIS).
<u>ENQUIRIES</u>	: Ms D July at Deidre.July@westerncape.gov.za
<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF THE PREMIER

<u>CLOSING DATE</u>	: 08 September 2025
<u>NOTE</u>	: All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 29/185</u>	: <u>CHIEF DIRECTOR: STRATEGIC ICT SERVICES REF NO: DOTP 69/2025</u>
<u>SALARY</u>	: R1 494 900 per annum (Level 14)
<u>CENTRE</u>	: Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a senior managerial level. Competencies: Expert knowledge of ICT as an enabling tool for systems development / ICT training / IT security / infrastructure and networks / business and systems analysis / Architecture and frameworks; Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of

governance and administration; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the policies of the government of the day.

DUTIES

: Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate; Drive the Chief Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Chief Directorate; Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Chief Directorate, and the Department; Diligently perform all duties assigned to the post of Chief Director. Line Management: Ensure that the digital government strategy, digital transformation plan and other ICT policies, strategies and frameworks are reviewed as required; Provide thought leadership on digital innovation and the adoption of emerging technologies; Develop and coordinate implementation of provincial ICT strategies, policies, and frameworks in alignment with the Western Cape Government's (WCG) strategic goals and apex priorities; Lead, direct and coordinate the development of the provincial digital government strategy and Digital Transformation Plan; Ensure the strategic provincial ICT planning and business analysis services are provided to all relevant stakeholders within the Western Cape Government; Ensure strategic alignment of ICT Services with departmental and Provincial business objectives; Ensure that standards and structure for the governance of provincial macro ICT processes are developed, implemented and monitored; Direct the development of plans to identify and address digital government and other ICT- related risks to the Province, including e.g. Business Continuity Plans and Audit risks; Lead the development of the WCG's Enterprise architecture (EA) blueprint; Ensure alignment of all major ICT initiatives to EA standards, strategic outcomes, and business requirements; Ensure benefit and value are derived from the WCG's ICT investment; Drive continuous improvement, impact measurement, and results-based management; Ensure branch finances (budget & expenditure) are in alignment with priorities; Ensure branch procurement is managed throughout the procurement cycle, inclusive of proper contract management practices, to derive maximum value. People Management and Empowerment: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan; Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure; Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with the prescribed norms and standards.

ENQUIRIES

APPLICATIONS

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

<u>POST 29/186</u>	:	<u>DIRECTOR: TRANSVERSAL ICT INFRASTRUCTURE OPERATIONS AND SERVICES REF NO: DOTP 38/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate qualification on NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Competencies: Proven knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the policies of the government of the day.
<u>DUTIES</u>	:	Line Management: Promote effective management of information and technology as a strategic resource; Plan and manage the implementation of solutions, systems and infrastructure; Render departmental specific infrastructure technology services; Provide server and Wide Area Network (WAN) and Local Area Network (LAN) infrastructure services; Manage data centre, facility facilities and Business Continuity Plan/Disaster Recovery services; Provide regional shared infrastructure coordination and support; Manage departmental contracts and service level agreements with service providers. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objectives and standards; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Directorate, and the Department; Diligently perform all duties assigned to the post of Director. People Management and Empowerment: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans; Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level; Ensure the preparation of the annual and adjustment budgets for the Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure.
<u>ENQUIRIES</u>	:	Mr. E Alexander - Evan.Alexander@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

OTHER POSTS

POST 29/187 : **ASSISTANT DIRECTOR: PERFORMANCE ADMINISTRATION REF NO: DOTP 55/2025**

SALARY : R468 459 - R561 894 annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B- Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in human resource environment. Competencies: Knowledge of the following: Staff Performance Management System; Monitoring and Coaching practices; Human Resource Management; Constitution of RSA; Public Service Act and Regulations; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act; White Paper on Transformation & Batho Pele Principals; White Paper on Service Delivery in the Public Service; Skills Development Act; Human Rights Practices; People Management; Skills Development Strategy of the Public Service; Disciplinary Codes and Procedures; Collective Agreements; SPMS; Public Finance Management Act. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (written and verbal); Leadership and Motivation skills; Research skills; Analytical skills; Conceptual, interpretive and formulation skills; Planning and organising skills; Project management skills; Innovative problem solving skills; Conflict resolution skills; Negotiation skills; Influencing skills; Listening skills.

DUTIES : Facilitates and administers probation and performance management, communication thereof, training and information dissemination within departments and track performance management events and activities against the performance management timetable of the department and compile regular progress reports; Facilitate, guide and administer the performance agreements, quality assurance, assessments and moderation of Head of Departments and senior managers as well as within; Provide training and assist SMS members and other employees with PERMIS enquires; Provide a performance advisory service, administrative and operational support to people managers and employees for alignment of individual and departmental performance results and liaise with other Departments (provincial and national) on performance management and probation related matters; Provide a performance advisory service and support people managers with performance related consequence management, the management of poor performance, incapacity, incapacity due to ill health, operational incapacity; Regularly provide input, review and update policies, SOPs, methodologies for the Performance Administration and Performance Consulting Unit; Manage and supervise staff.

ENQUIRIES : Ms T Viljoen Tel No: (021) 483 4375
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 08 September 2025

POST 29/188 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOTP 67/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher) in Human Resource Management, Business Administration, Industrial or Organisational Psychology or related field of study; A minimum of 3 years relevant experience; A valid Code B (or higher) driving licence. Competencies:

		Knowledge of the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Project management; Monitoring and evaluation tools; Supply Chain Management Procedures and Contract Management regarding vendor invoices, payments and expenditure; Employee Health and Wellness (EHW) Programme monitoring and evaluation; Contract management and Supply Chain Management Procedures. Skills: Proven computer literacy; Communication (written and verbal); Consulting and networking.
<u>DUTIES</u>	:	Communication and awareness of EHW services and programme; Management of EHW advisory services, EHW Project plans; Develop relevant EHW governance and standards; Management of Supply Chain Management Procedures and Contract Management; Supervising the EHW Practitioner(s).
<u>ENQUIRIES</u>	:	Ms F Gallie Tel No: (021) 466 9704
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.
<u>CLOSING DATE</u>	:	08 September 2025
<u>POST 29/189</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN REF NO: DOTP 13/2025 R1</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Sciences/ Humanities/ Industrial Psychology/ Public Management and Business Management; A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Latest advances in public management and industrial psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Provincial government functions and services; Intergovernmental relations; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development including diagnostic and intervention processes and techniques; Key elements of organisational behaviour (such as leadership styles, interpersonal relations, power and politics, decision making, conflict, problem solving and ethics); The Equate/Evaluate Job Evaluation System; Group dynamics (roles and stages of group development); Project management; Benchmarking; Appreciative inquiry; Research methods/statistics (action research, quantitative and qualitative). Skills needed: Communication (written and verbal); Research; Analytical; Diagnostic; Conceptual, interpretive and formulation; Networking; Planning and organising; Project management; Intervention design; Innovative problem-solving; Benchmarking and Facilitation. Abilities: Function as a self-managing employee; Team player (including the ability to function in multi-functional teams); Interpretive and conceptualisation/formulation; Render advice and guidance in an objective yet dedicated manner; Multi-task, including simultaneous execution of two or more projects; Function under rapidly changing and pressurised circumstances; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	Provide an Organisation Development service by executing and implementing Org Design and OD interventions by means of facilitation, group problem

		solving, capacity building and other appropriate OD techniques including areas Job evaluation, business process redesign and change management interventions; Contribute to the rendering of macro and transversal organisation design services; Document and report on OD interventions; Contribute to the facilitation of mandatory transversal service delivery and Batho Pele initiatives; Contribute to the optimisation, enablement and maintain organisation development methodologies, tools and techniques and provide input into the Directorate's information management system and database with specific reference to OD interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Johnson Tel No: (021) 466 9500
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.
<u>CLOSING DATE</u>	:	08 September 2025
<u>POST 29/190</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOTP 07/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; Relevant systems (Asset Management sections) or any Other Asset Management system. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Written and verbal Communication; Client and goal oriented; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Assist with asset disposal; Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function (Customer Care); It will be advantageous to have experience in an asset management environment; storeroom environment; Inventory management environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Brits Tel No: (021) 483 8187
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.
<u>CLOSING DATE</u>	:	08 September 2025
<u>POST 29/191</u>	:	<u>ADMINISTRATION CLERK: TALENT SOURCING REF NO: DOTP 68/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Proven computer literacy in MS Word and Excel; Good planning and organising

		skills; Communication (written and verbal) skills; Interpersonal skill; Ability to work under pressure and meet deadlines. It will be to your advantage if you have: Appropriate tertiary qualification; experience within a Human Resource/Recruitment environment; experience on an e-recruitment system; and A valid Code B (or higher) driving licence.
<u>DUTIES</u>	:	Liaise with relevant stakeholders; General HR administration; Database Management; Capture and update expenditure in component; Knowledge of Recruitment and Selection Policies and Procedures.
<u>ENQUIRIES</u>	:	Ms F Jattiem Tel No: (021) 483 9063
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.
<u>CLOSING DATE</u>	:	08 September 2025
<u>POST 29/192</u>	:	<u>GENERAL FOREMAN: PEOPLE TRAINING EMPOWERMENT FACILITIES (STELLENBOSCH) REF NO: DOTP 56/2025 R1</u> 12-Month Contract
<u>SALARY</u>	:	R193 359- R227 766 per annum (Level 04), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Stores; Gardening; Safety; Livestock; Tools; HR matters; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Skills needed: Planning and organising; Written and verbal communication skills; Interpersonal; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Oversee the execution of routine activities in respect of the following: Maintenance of the buildings; Gardening and/or maintenance of grounds; Safety and security; Supervise and oversee the execution in respect of cleaning, safeguarding and maintenance issues.
<u>ENQUIRIES</u>	:	Mr M Litshi Tel No: (021) 865 8077
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.
<u>CLOSING DATE</u>	:	08 September 2025

PROVINCIAL TREASURY

<u>CLOSING DATE</u>	:	08 September 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online

application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.

OTHER POSTS

POST 29/193 : **DEPUTY DIRECTOR: CHARTERED ACCOUNTANTS INTERNSHIP PROGRAMME REF NO: PT 09/2025**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Honours degree in Financial Accounting; Qualified CA (SA); Completed Articles; A minimum of 6 years' relevant experience; Eligible to register as a SAICA assessor, or to obtain it within the first 3 months of employment. Competencies: Understanding of the following: Project management, operational management, procurement, tendering, and policy development processes; Awareness of regional and local political, economic, and social factors affecting provincial government, especially in the Western Cape; Public Finance Management Act, national and provincial treasury regulations and related financial policies and agreements; It will be advantageous to have experience in managing the SAICA training contract management and full knowledge of the SAICA programme. Skills: Conceptualisation, planning, organisation, client and people management, networking, and project management; Proficiency in: accounting, finance, audit, analytical thinking, report writing, financial management, computer literacy and effective communication (written and verbal) with the ability to make tactical and strategic decisions.

DUTIES : Analyse and develop frameworks and policies, including transversal training and capacitation strategies; Manage stakeholder relationships; Manage the training programme to ensure compliance with SAICA competency framework for articulated trainees; Oversee the administrative support function; Performance management functions.

ENQUIRIES : Mr A Hardien Tel No: (021) 483 4550
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 29/194 : **ASSISTANT DIRECTOR: BURSARY ADMINISTRATION REF NO: PT 32/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B Degree (NQF 6-equivalent or higher qualification) within commerce fields (i.e. Human Resource; Public Management, Business Management); A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of Bursary administration, contract management and project management; Project Management, Contract Management and policies governing developmental programmes within the public service. Skills needed: Report writing; Sound organising and planning; Analytical and Problem-solving skills; Communication (written and verbal); Stakeholder Management; Proven computer literacy and digital skills capabilities.

DUTIES : Coordinate and facilitate the implementation of the departmental Talent Management Strategy; Operationalise effective Bursary Administration; Manage all developmental Programmes (i.e. Bursary Obligators, Graduate, and PAY Interns); Administer the Memorandum of Agreement of the Essay Writing Competition.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 08 September 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 29/195** : **MANAGER EDUCATION: EDUCATION (VREDELUS IN ELSIES RIVER)**
REF NO: DSD 46/2024 R1

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Social Development Western Cape Government
- REQUIREMENTS** : An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years' experience as an Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures. Skills needed: Planning; Presentation and facilitation; Communication (Written and verbal); Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

- DUTIES** : Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team – leave management and administration, employee management; Effective operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development; It will be advantageous to have experience as a manager in the Education sector.

- ENQUIRIES** : Mr M Benting Tel No: (021) 931 0236

- POST 29/196** : **ASSISTANT DIRECTOR: BUDGETING AND PLANNING REF NO: DSD 55/2025**

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Social Development Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of relevant legislation and policies; Skills needed: Applying expertise and technology; Analysing; Deciding and initiating action; Delivering results and meeting customer expectations; Following instructions and procedures; Coping with pressures and setbacks; Adhering to principles and values; Relating and networking; Presenting and communicating information; Writing and reporting; Learning and researching; Planning and organising.

- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard; Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting – Coordinate, review, analyse and quality assure the budget preparation process; Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the

		operational processes, resources and procedures associated with the management accounting functions.
<u>ENQUIRIES</u>	:	Mr DI Holley Tel No: (021) 483 4276
<u>POST 29/197</u>	:	<u>ASSISTANT DIRECTOR: GOVERNANCE REF NO: DSD 56/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in Internal Control, Governance or similar environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Economic Reporting Framework; Risk management frameworks; Government financial systems; Human Resource Management. Skills needed: Communication (written and verbal); Analytical thinking; Strategic thinking; Budgeting skills; Computer Literacy; Ability to analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research.
<u>DUTIES</u>	:	Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance; Render assurance services; Provide fraud and losses management services; Perform managerial and supervisory tasks.
<u>ENQUIRIES</u>	:	Mr D.N Arendse Tel No: (021) 483 8646
<u>POST 29/198</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: ASSET REGISTRATION AND REPORTING REF NO: DSD 51/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in financial management, law or similar environment; A minimum of 2 years' experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Strategic Sourcing and Preferential Procurement / BEE; SCM regulations, policies and procedures, applicable delegations, asset management forms as per policies and procedures; Financial management processes; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies, procedures, contract management; Accounting Manual for Departments (AMD), GRAP and disclosure requirements for Movable Assets; It will be advantageous to have working knowledge, skill and experience in Excel and Logis system. Skills needed: Analytical thinking; Strategic thinking; Computer literacy (SCM Systems); Planning and organising; Numeracy and accuracy; Good verbal and written communication skills; Ability to analyse, conceptualise and implement policies; Presentation skills; Research skills; Problem solving.
<u>DUTIES</u>	:	Compilation of movable asset management notes for interim financial statements (IFS) and annual financial statements (AFS) in terms of the modified cash standards / generally recognised accounting practice (GRAP); Compile the monthly basic accounting systems (BAS) / logistical information system (LOGIS) reconciliations; Liaise with contract management in order to keep track of financed leased assets that has to be added to the departmental asset register; Manage asset reporting and analysis.
<u>ENQUIRIES</u>	:	Mr X Pieters Tel No: (021) 483 8281
<u>POST 29/199</u>	:	<u>STATE ACCOUNTANT: BUDGETING AND PLANNING REF NO: DSD 58/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant experience in a financial accounting environment. Competencies: Knowledge of the following: Financial and budgetary management processes; Monitoring and reviewing reports;

		Basic Accounting System (BAS); Relevant legislation, directions and procedures with regard to financial administration (Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Division of Revenue Act; Medium Term Expenditure Framework); Research, gathering information and analysing; Interpretation of policies; Compilation of management reports; Record keeping procedures. Skills needed: Planning and organising; Proven computer literacy; Written and verbal communication; Time management; Analytical thinking; Strategic thinking; Project planning; Problem solving; Decision making; Presentation; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Compile and manage departmental budget and MTEF process; Manage the departments expenditure and revenue; HR administration; Revenue ministration; Debt Management; Provide banking and cash management services; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms J Abercrombie Tel No: (021) 483 3927
<u>POST 29/200</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (ATLANTIS), REF NO. DSD 57/2025</u>
<u>SALARY</u>	:	Grade 1: R325 200 – R382 374 per annum, (as prescribed by OSD) Grade 2: R397 119 – R459 996 per annum, (as prescribed by OSD) Grade 3: R477 564 – R561 378 per annum, (as prescribed by OSD) Grade 4: R585 441 – R725 754 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others; It will be advantageous to have a valid Code B (or higher) driving licence. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms I Koen Tel No: (021) 840 3500

<u>POST 29/201</u>	:	<u>PERSONAL ASSISTANT: EXECUTIVE SUPPORT (OFFICE OF THE HEAD OF DEPARTMENT) REF NO: DSD 02/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Social Development Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 year's experience in rendering secretarial/ administrative support services to senior management. Competencies: Knowledge and understanding of the following: Regulations, policies, prescripts and procedures; Financial Administration; Skills needed: Written and verbal; Telephone etiquette; Proven computer literacy; Organising; Reliable; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Self-management and motivation.
<u>DUTIES</u>	:	Provide a secretarial and receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.
<u>ENQUIRIES</u>	:	Ms P Van Wyk Tel No: (021) 483 6741
<u>POST 29/202</u>	:	<u>KNOWLEDGE MANAGEMENT OFFICER: KNOWLEDGE MANAGEMENT REF NO: DSD 54/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Social Development Western Cape Government
	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher) in Information or Library Sciences; A minimum of 1 year experience in the knowledge management field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public service legislation, including POPI, PAIA, PAJA; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management; Project management. Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Problem solving; Facilitation and presentation; Analytical; Project management; Innovation.
<u>DUTIES</u>	:	Provide administrative assistance in the identification, implementation and maintenance of knowledge and information services; Contribute to the conversion of tacit and implicit knowledge into institutional knowledge; Provide administrative support in the publishing and dissemination of management information generated within the Department; Administer the process of obtaining access to management and other information generated within the Department.
<u>ENQUIRIES</u>	:	Mr K Marthinus Tel No: (021) 483 8833
<u>POST 29/203</u>	:	<u>ADMINISTRATIVE SUPPORT OFFICER: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DSD 60/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Social Development Western Cape Government
	:	An appropriate 1–2-year post school qualification; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Corporate governance requirements, with particular reference to prescribed plans and committees (in as far as they relate to the work of the CSC); Provincial policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Human resources management (as supervisor of own employees). Skills needed: Written and verbal communication; Planning and organising; Basic research; Computer literacy; Problem solving; Conceptual, interpretative and formulation skills; Analytical skills; Networking; Basic statistical; Basic numeracy.
<u>DUTIES</u>	:	Render general clerical support services: Assist in the coordination of the appointment of members of prescribed departmental committees, as well as

		the nomination of departmental representative to transversal forums; Assist in the provision of logistical arrangements for prescribed departmental committees (excluding secretariat services); Distribute general CSC communications/information as required, and keep record of incoming and outgoing SC-correspondence; Assist in the collation of consolidated departmental input/reports to the CSC as required; Assist in the facilitation of follow-up actions; Function as supervisor: Mentor and coach team members; Manage the discipline of team members; Manage the workload of team members; Monitor and manage the day-to-day workflow in team; Manage and administer the staff appraisal system/process.
<u>ENQUIRIES</u>	:	Mr T Booth Tel No: (021) 483 2354
<u>POST 29/204</u>	:	<u>CHIEF SUPPLY CHAIN MANAGEMENT CLERK: QUOTATION ADMINISTRATION REF NO: DSD 62/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Social Development Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years supply chain management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy Development; Public Finance Management Act (PFMA), National Treasury Regulations (NTR's), Provincial Treasury Directives / Instructions (PTI's); Strategic sourcing and preferential procurement / Black Economic Empowerment (BEE); SCM regulations, policies and procedures, applicable delegations, asset management forms as per policies and procedures; Financial management processes; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies, procedures, contract management; Records Management – inclusive of registry services and policy and procedures governing these functions. Skills needed: Analytical thinking; Problem solving; Analytical thinking; Operational thinking; Computer literacy (SCM Systems); Planning and organising; Written and verbal communication; Numeracy; Ability to analyse; Conceptualise and implement policies; Presentation; Interpersonal relations; Flexibility; Teamwork.
<u>DUTIES</u>	:	Compile quotation specification as required; Compile the list of prospective providers for quotations; Compile the list of prospective providers for quotations; Facilitate Records and Information Management of the division; Supervise human resource staff.
<u>ENQUIRIES</u>	:	Mr L Jane Tel No: (021) 483 8681
<u>POST 29/205</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS SERVICES REF NO: DSD 52/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Social Development Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data; Operate a computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment. Skills in the following: Written and verbal communication; Proven computer literacy; Planning and organising; Ability to work in a team.
<u>DUTIES</u>	:	Rendering the following: Logistical support services; Demand and acquisition clerical support; Render budget support services.
<u>ENQUIRIES</u>	:	Mr L Moodie at (066) 413 5970
<u>POST 29/206</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DSD 53/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Social Development Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; It will be advantageous to have a valid (Code B or

	higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Skills needed: Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Planning and organisation; Proven computer literacy.
<u>DUTIES</u>	: Compile and maintain records (e.g asset records/databases); Check and issue furniture, equipment and accessories to components and individuals; Identify redundant, non-serviceable and obsolete equipment for disposal; Verify asset register.
<u>ENQUIRIES</u>	: Mr R Martin Tel No: (021) 483 6004
<u>POST 29/207</u>	: <u>ADMINISTRATION CLERK: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DSD 59/2025</u>
<u>SALARY</u>	: R228 321- R268 950 per annum (Level 05)
<u>CENTRE</u>	: Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Administrative processes; Clerical duties, practices as well as the ability to capture data; Working procedures in terms of the working environment. Skills needed: Computer literacy; Record keeping; Written and verbal communication.
<u>DUTIES</u>	: Render general clerical support services relating to training and development; Provide personnel administration clerical support services within the component pertaining to Service Benefits; Recruitment and selection and Staff Performance Management.
<u>ENQUIRIES</u>	: Mr T Booth Tel No: (021) 483 2354
<u>POST 29/208</u>	: <u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (SALDANHA), REF NO: DSD 63/2025</u>
<u>SALARY</u>	: Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<u>CENTRE</u>	: Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	: Grade 12 (Senior Certificate or equivalent qualification); Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	: Ms F Fick Tel No: (022) 713 2272

WESTERN CAPE MOBILITY DEPARTMENT

<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	: 08 September 2025
<u>NOTE</u>	: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online

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

OTHER POSTS

<u>POST 29/209</u>	:	<u>DEPUTY DIRECTOR: PRE PROJECTS REF NO: WCMD 74/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years middle management experience in a eNaTIS Systems Management working environment. Competences: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public finance, human resources and discourse management processes; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Managerial; Leadership; Analytical thinking; Strategic thinking; Policy Implementation (Impact on system); Conflict resolution; Monitoring, evaluation and reporting; Facilitation and presentation; Problem-solving; Research.
<u>DUTIES</u>	:	Manage Provincial Regulatory Entity (PRE) Projects; Manage PRE Service Delivery initiatives and issues; Manage the provincial regulatory entity function in the regions (Eden and West-Coast, Winelands and Overberg); Oversee that the processing of applications for operating licenses is adhered to; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms B Macmahon Tel No: (021) 483 0211
<u>POST 29/210</u>	:	<u>ASSISTANT DIRECTOR: PRE PROJECTS (ATHLONE) REF NO: WCMD 75/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competences: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public finance, human resources and discourse management processes; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit.
<u>DUTIES</u>	:	Develop and research service delivery solutions; Manage and handle PRE enquiries and complaints; Consult with different stakeholders in the industry; Oversee the verification and inspection of Operator Licensing and Permits (OLP) is done regarding PRE matters; Managerial functions.
<u>ENQUIRIES</u>	:	Mr PW Davids Tel No: (021) 483 0312 or Tel No: (021) 483 1212

POST 29/211 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: WCMD 47/2024 R1**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree (equivalent or higher qualification) in Financial Accounting or related qualification; A minimum of 3 years' experience in financial reporting environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competences: Knowledge of the following: Operation of a Trading Entity, GMT policies and SOP's, National Treasury Regulations, Provincial Treasury Instructions, Public Finance management Act (Act 1 of 1999); Financial Procedures, Financial Delegations, Financial Instructions, Disciplinary and Grievance Procedures; FleetMan system, MSOffice, Outlook, Oracle EBS, GRAP. Skills needed: Proven computer literacy; Organisational; Financial reporting; Supervisory skills; Good problem solving; Conflict resolution; Analytical thinking; Ability to interpret relevant directives and policies; Communication (Verbal and writing) skills; Numerical; self-motivated; Work under pressure; Systematic approach; Innovative thinking; Leadership.

DUTIES : Manage and control the following: Asset registers and Standard Chart of Accounts (SCOA); All aspects regarding unspent conditional grants; input, processing and reporting of PPE, intangible- and heritage assets; All aspects regarding finance leases; All aspects regarding operating leases; Maintain programmes for the preparation of financial statements and in-year monitoring.

ENQUIRIES : Mr Y Gqamlana Tel No: (021) 467 4792

POST 29/212 : **ADMINISTRATIVE OFFICER: VERIFICATION AND INSPECTION (ATHLONE) REF NO: WCMD 76/2025**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant administrative support experience in a Provincial Regulatory Entity (PRE) service delivery or similar working environment. Competences: Knowledge in the following: Regulatory frameworks, policies and best practices that have a bearing on the line functions; Operational management practices; Modern systems of governance and administration; Public service procedures, processes and systems; Constitutional, legal and institutional arrangements governing the South African public sector; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; General office administration and database management; General support systems; Information and Record Management/Administration; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting ; Problem-solving; Planning; Organising; Research; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines., other financial policies, prescripts, directives and collective agreements.

DUTIES : Conduct administrative verifications; Conduct physical inspections and consultations; Rendering of administrative support services; Compile first draft submissions/reports, presentations and take minutes.

ENQUIRIES : Mr PW Davids Tel No: (021) 483 0312 or Tel No: (021) 483 1212

POST 29/213 : **REGISTRY CLERK: DOCUMENT MANAGEMENT (ATHLONE) REF NO: WCMD 73/2025**

SALARY : R228 321- R268 950 per annum (Level 05)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competences: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate computer; Legislative framework governing the

DUTIES

Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry. Skills needed: Computer; Planning and organising; Good verbal and written Communication; Numeracy; Literacy.

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Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service both manually and electronically; Operate office machines in relation to the registry function; Process documents for archiving and/or disposal and rendering a scanning service at the Walk-in-Centre; It will be advantageous to have experience in a registry support working environment.

ENQUIRIES

:

Ms E Searle Tel No: (021) 483 0271