

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 42 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 28 November 2025 at 16:00

: To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS

POST 42/01

: **ADMINISTRATION CLERK (SUPERVISOR) (PUBLIC PRIVATE PARTNERSHIP) REF NO: 3/3/1/01/2025**

: Directorate: Vetting, Screening and Special Investigations

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07)

: Gauteng (Pretoria)

: Must be in possession of grade 12 certification. The candidate must have a minimum of three (3) years' experience required. Job Related Work Experience: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislation framework governing the Public Service.

	Knowledge of working procedures in terms of the working environment. Job Related Skills: Must have a computer literacy, the applicant must have good verbal and written communication. Must have a planning and good organisation.
<u>DUTIES</u>	: Supervise and render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distributes documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondences when required. Keep and maintain the incoming and outgoing register of the component. Checking draft minutes for accuracy against recording or notes. Supervise and provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the assets register of the component. Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendances register of the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise Human resources / staff. Allocate and ensure quality of work. Ensure personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	: Ms Conny Matebane Tel No: (012) 319 6960
<u>APPLICATIONS</u>	: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACSrecruit012025@nda.agric.za
<u>NOTE</u>	: African, Coloured, White Males and Coloured, Indian and White Females, and persons with disability are encouraged to apply.
<u>POST 42/02</u>	: <u>VETTING INVESTIGATOR REF NO: 3/3/1/02/2025</u> Directorate: Vetting, Screening and Special Investigations
<u>SALARY</u>	: R325 101 per annum (Level 07)
<u>CENTRE</u>	: Gauteng (Pretoria)
<u>REQUIREMENTS</u>	: Applicants must be in possession of grade 12 Certificate. A Bachelor's Degree / National Diploma in Security Risk Management, Police Science and Policing / Social Science (NQF6). Appointment is subject to completing training course offered by State Security Agency / Defence Intelligence. Minimum of two (2) years of experience in the field of security vetting. Job related knowledge: Knowledge on security vetting administration. Extensive knowledge in general administration. Job related skills: Communication skills, Facilitation skills, Computer literacy, Report writing skills, Presentation skills, Listening skills and Interpersonal relations skills. A valid driver's licence and willingness to travel on a regular basis.
<u>DUTIES</u>	: Conduct vetting fieldwork investigations. Gather relevant information. Conduct proper analysis and quality checks on the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of confidential and secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting related information. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies. Liaise regularly with State Security Agency (SSA), South African Police Service (SAPS), South African Secret Service (SASS), Defence, Department of Home Affairs and other critical stakeholders for advice and assistance to obtain additional information. Administer vetting files and reports.
<u>ENQUIRIES</u>	: Mr Mandla Mnguni Tel No: (012) 319 7127

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Vlrecruit022025@nda.agric.za
<u>NOTE</u>	:	African, Coloured, White Males and Coloured, Indians, White Females and Persons with disability are encouraged to apply.
<u>POST 42/03</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: 3/3/1/06/2025</u> Directorate: Human Resource Administration
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Must be in possession of grade 12 certificate and National Diploma in Human Resource Management (NQF 6). The candidate must have a minimum of (one) 1 year experience in Recruitment and Selection Environment. Job Related Work Experience: Knowledge of recruitment and selection prescripts and legislation. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Employment Equity Act. Knowledge of Labour Relations Act. Knowledge of Basic Conditions of Employment Act. Job Related Skills: the applicant must have good communication (verbal and written). Good interpersonal relations. Ability to communicate well with people at different level. Planning and organising skills. Problem solving skills. Good telephone and email etiquette. Presentation and facilitation. Report writing. Record keeping. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A Valid Drivers License.
<u>DUTIES</u>	:	Ensure the advertisement of vacant and funded posts. Ensure that duly completed and approved application to fill a Post Form is attached. Ensure that job description or job evaluation results are attached. Ensure that employment equity targets are attached. Draft advertisement in line with the approved job profile. Send draft advertisement to line manager for sign off before placement. Submit documents to advertising section for placement. Provide effective advisory service on recruitment and selection. Ensure adherence and compliance to R&S policy and prescripts. Administer the arrangement of shortlisting's and interviews. Provide technical advisory services during shortlisting's and interviews. Implement recommendations of the selection committee members. Draft appointment submission for approval. Conduct personnel suitability checks on recommended candidates. Issue appointment letters and regret letters. Provide assistance during recruitment and selection information sessions. Respond to all related enquiries. Meet with clients on daily operational issues. Write submissions and letters on matters related to recruitment and selection. Represent the unit at various transformation forums in the Department. Rendering secretariat services during shortlisting and interviews. Provide effective interpretation on legislations, policies and directives. Provide inputs on the amendment of policies and procedures. Draft written responses to line functionaries on functional areas to enhance correct implementation of recruitment and selection processes and practices. Follow up on vacancies with a view to reduce the vacancy rate and turnaround time to fill a post. Provide training on recruitment and selection policies and prescripts. Maintain and update database with statistics on the filling of posts. Maintain and provide statistical information on recruitment and selection. Update and maintain recruitment and selection vacancy databases. Control, maintain and monitor databases set up to monitor recruitment and selection activities.
<u>ENQUIRIES</u>	:	Mr Godfrey Matloga Tel No: (012) 319 9416
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email HRPreruit062025@nda.agric.za
<u>NOTE</u>	:	African, Coloured, Indian Males and Indian Females and Persons with disability are encouraged to apply.
<u>POST 42/04</u>	:	<u>SENIOR SECURITY OFFICER REF NO: 3/3/1/05/2025</u> Directorate: Vetting, Screening and Special Investigations: Grootfontein Agricultural Development Institute (GADI)
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape (Middleburg)

<u>REQUIREMENTS</u>	:	Applicants must be in possession of grade 12 certificate. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) Grade B certificate. Must have a minimum of three (3) years security experience Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).
<u>DUTIES</u>	:	Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measure to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in building and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-machines, Walk-through metal detectors, security lights and etc.) Check incidents / occurrence books / registers. Monitor and provide support in cases of emergencies. Ensure that unauthorised persons and dangerous objects do not enter the buildings / premises. Perform proper lockups for all officers and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the supervisor. Administrative and related functions. Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threat to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incidents investigations and submit reports. Administer all control room operations to safeguard the department's assets. Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedures. Update all registers for the incidents observed.
<u>ENQUIRIES</u>	:	Mr TK Maila Tel No: (012) 312 8627 & Cell: 060 461 4811
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSOrecruit052025@nda.agric.za
<u>NOTE</u>	:	Coloured, Indian Males and Africa, Coloured, Indian Females and Persons with disability are encouraged to apply.
<u>POST 42/05</u>	:	<u>SECURITY OFFICER REF NO: 3/3/1/03/2025 (X2 POSTS)</u> Directorate: Vetting, Screening and Special Investigations
<u>SALARY</u>	:	R163 980 per annum (Level 03)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of Basic Education and Training (NQF level 3) or higher. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) Grade C certificate. Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. (Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).
<u>DUTIES</u>	:	Perform access control functions. Determine whether visitors have appointments/or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents / cards as required. Escort visitors to relevant employees / venue where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct.

Ensure that unauthorised persons and dangerous objects do not enter the building / premises. Follow-up on incidents. Ensure safety in the building and the premises. Undertake building / premises patrols to identify and check the doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from instance chemicals, lights are switched on and off as required, and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alter emergency services and departmental management. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Complete or ensure that the register to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the department leave the building/premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and prescripts. Ensure all incidents are recorded in the occurrence books / registers.

ENQUIRIES : Mr TK Maila Tel No: (012) 312 8627 & Cell: 060 461 4811
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SOrecruit032025@nda.agric.za
NOTE : African, Indian Males and Coloured, Indian, White Females and Persons with disability are encouraged to apply.

POST 42/06 : **SECURITY OFFICER REF NO: 3/3/1/04/2025 (X4 POSTS)**
 Directorate: Vetting, Screening and Special Investigations: Grootfontein Agricultural Development Institute (GADI)

SALARY : R163 980 per annum (Level 03)
CENTRE : Eastern Cape (Middleburg)
REQUIREMENTS : Applicants must be in possession of Basic Education and Training (NQF level 3) or higher. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) Grade C certificate. Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. (Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).

DUTIES : Perform access control functions. Determine whether visitors have appointments/or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents / cards as required. Escort visitors to relevant employees / venue where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Ensure that unauthorised persons and dangerous objects do not enter the building / premises. Follow-up on incidents. Ensure safety in the building and the premises. Undertake building / premises patrols to identify and check the doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from instance chemicals, lights are switched on and off as required, and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alter emergency services and departmental management. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Complete or ensure that the register to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the department leave the building/premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and prescripts. Ensure all incidents are recorded in the occurrence books / registers.

ENQUIRIES : Mr TK Maila Tel No: (012) 312 8627 & Cell: 060 461 4811

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SOrecruit042025@nda.agric.za

NOTE

: African, Indian Males and Coloured, Indian, White Females and Persons with disability are encouraged to apply.

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : applications must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified.
- CLOSING DATE** : 28 November 2025. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates' posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.

OTHER POSTS

- POST 42/07** : **DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: CSP/22/2025**
- SALARY** : R896 436 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree (NQF level 6 as recognised by SAQA) in Information Technology/Computer Science or related field or equivalent qualification. 5 years working experience in information technology of which 3 years must be at management/ supervisory level (ASD). Knowledge and/or qualification in a recognised framework for ICT service, Microsoft Windows and ICT Systems. Sound understanding of computer systems (hardware/software), networks etc. Experience in controlling information technology budget. Knowledge of Government prescripts, Public Finance Management Act and Public Service Transformation. Ability to develop and implement outcome-based performance management system to support achievement of department goal and Objectives. Public service regulatory framework and government planning. Applied strategic thinking, problem solving and decision making, communication (written and verbal). Presentation, team leadership and project management. Planning and organizing skills.
- DUTIES** : Draft ICT policies in line with good practice and manage the communication of ICT policies and procedures to all users. Ensure the development of ICT strategies, policies and procedures and their compliance with public service best practice and prescripts. Provide systems and networks support, develop effective systems of managing ICT services for the Department and provide server administration support. Manage and monitoring services to systems, networks and ICT security. Manage backup and restore for systems, applications and databases. Manage anti-virus deployment and support, provide firewall and proxy support services. Manage and oversee the overall

		ICT security standards. Manage servers, security solutions, network hardware and equipment. Develop standard operating procedures and best practices, including providing written protocols and guidance to ICT staff and to end-users. Oversee provision of end-user services, including help desk and technical support services. Manage service level agreements with service providers of outsourced ICT services in line with approved ICT strategy and budget. Management of resources (human and financial).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MD Mashifane Tel No: (012) 4931 435
	:	Can also be emailed to Recruitment72@csp.gov.za
<u>POST 42/08</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: CSP/23/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Pretoria
	:	National Diploma in Logistics/Purchasing management /Supply Chain Management/Business Management. 2 years' experience in Supply Chain Management environment. Knowledge of Public Finance Management Act, Treasury Regulations, contract management, Supply Chain Management policies and procedures. Knowledge of BAS and LOGIS systems. Computer literacy, Planning and organizing, interpersonal and communication skills. Problem solving and decision making skills. Customer service orientation.
<u>DUTIES</u>	:	Procurement of goods and services for below the threshold of R500 000.00. Invitation of quotations and ensure that all documentations are correctly completed and needs clearly defined. Draft specifications/ terms of reference received from the directorate and convert to standard template. Compiling a list of documents received, evaluation, drafting comparative schedule, quotation register and checklist; submitting to supervisor for verification. Submit documents to the directorate for acceptance of recommendation and submit approved documents to SCM: Logistics to issue an order. Rotation of the CSD suppliers. Searching for suppliers from the National Treasury's Central Supplier Database (CSD) suppliers, attend to all database queries, reporting on a monthly basis. (List of suppliers utilized) and reporting none responsive suppliers. Procurement of goods and services for the threshold above R500 000.00. Compile bid documents for issuing purposes, attend to queries related to the administration of the bid documents and assist with the process on closing date of the bid.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MD Mashifane Tel No: (012) 4931 435
	:	Can also be emailed to Oratile.Phomane@csp.gov.za
<u>POST 42/09</u>	:	<u>ADMINISTRATION CLERK REF NO: CSP/24/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Pretoria
	:	A Senior certificate/Grade 12 certificate. Knowledge of clerical duties. Knowledge and understanding of legislative framework governing the Public Service. Knowledge of document management or filing, ability to capture and maintain data. Ability to capture data, use computer. Planning and organizing, communication skills (verbal and written). Computer literacy, confidentiality and accuracy. Ability to work under pressure and work long hours.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondences and data. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the Chief Directorate. Keep and maintain the incoming and outgoing register of the Chief Directorate. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Keep and maintain the asset register of the Chief Directorate. Maintain leave register for the Chief Directorate. Coordinate the maintenance of personnel records in the Chief Directorate. Arrange logistical arrangements for travelling and accommodation. Check correctness of substance and travel claims of officials. Perform ad-hoc duties, as may be delegated from time to time.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Maiko Tel No: (012) 4931 390
	:	Can also be emailed to Recruitment52@csp.gov.za

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 28 November 2025 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 42/10** : **HEAD OF CLINICAL UNIT (PSYCHIATRY) GRADE 1 – 2 REF NO: SG 03/42/25/01**
- SALARY** : Grade 1: R2 084 754 per annum
Grade 2: R2 279 559 per annum
(all-inclusive package according to experience as per OSD regulations)
- CENTRE REQUIREMENTS** : 2 Military Hospital, Wynberg, Cape Town.
: MBChB degree and specialised in the field of Psychiatry and registered with the Health Professions Council of South Africa (HPCSA). Minimum of 3 years required.
- DUTIES** : Management of the Psychiatry Department in the hospital. Provide an inpatient and outpatient service in a Psychiatry Department. Manage patients as both in and out patients. Ensure optimal training of interns as per HPCSA guidelines. Supervise students rotating through the Psychiatry and Psychology Departments. Supervise and teach Registrars. Participate in and provide academic teaching and lectures. Provide consultant cover and clinical services after-hours. Ensure an active CPD program is run in the department. Managerial tasks include budgetary estimations, compilation of reports, and maintenance of discipline and performance assessments of staff. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.

<u>ENQUIRIES</u>	:	Dr M.B. Esau Tel No: (021) 799 6258, Maj L.M. Thebe Tel No: (021) 799 6577 or Warrant Officer R.J. West Tel No: (021) 799 6454.
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/11</u>	:	<u>MEDICAL OFFICER (INTERNAL MEDICINE) (GRADE 1 – 3) REF NO: SG 03/42/25/02</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (all-inclusive package per according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	2 Military Hospital, Wynberg, Cape Town Applicable degree, MBChB or equivalent and registration with the Health Professions Council of South Africa (HPCSA). Diploma in Internal Medicine advantageous. Computer literacy is essential.
<u>DUTIES</u>	:	Provide an Inpatient and Outpatient service in an Internal Medicine Department. Manage patients both as in- and out patients. Supervise junior medical officers and interns in training. Ensure optimal training of interns as per HPCSA guidelines. Supervise students rotating through the Internal Medicine department. Participate in and provide academic teaching and lectures. Ensure an active CPD program is run in the Department. Managerial tasks will include budgetary estimations, maintenance of discipline, rosters and assessments of staff. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
<u>ENQUIRIES</u>	:	Dr M.B. Esau Tel No: (021) 799 6258, Maj L.M. Thebe Tel No: (021) 799 6577 or Warrant Officer R.J. West Tel No: (021) 799 6454.
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/12</u>	:	<u>MEDICAL OFFICER (PAEDIATRICS) GRADE 1 - 3 REF NO: SG 03/42/25/03</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (all-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	2 Military Hospital, Wynberg, Cape Town Applicable degree, MBChB or equivalent and registration with the Health Professions Council of South Africa (HPCSA). PALS/APLS, ANLS and/or Diploma in Child Health advantageous. Computer literacy is essential.
<u>DUTIES</u>	:	Provide an Inpatient and Outpatient service in a Paediatric Department. Manage patients both as in- and out patients (including neonates). Supervise junior medical officers and interns in training. Ensure optimal training of interns as per HPCSA guidelines. Have background knowledge and or post graduate qualification in Paediatric. Must be able to assist with paediatric procedures. Supervise students rotating through the Paediatric department. Participate in and provide academic teaching and lectures. Ensure an active CPD program is run in the Department. Managerial tasks will include rosters and assessments of staff. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
<u>ENQUIRIES</u>	:	Dr M.B. Esau Tel No: (021) 799 6258, Maj L.M. Thebe Tel No: (021) 799 6577 or Warrant Officer R.J. West Tel No: (021) 799 6454
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service., 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@dod.mil.za

<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/13</u>	:	<u>MEDICAL TECHNOLOGIST BIOCHEMISTRY, PRODUCTION LEVEL (GRADE 1 – 3) REF NO: SG 03/42/25/04</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum. Grade 2: R463 941 per annum Grade 3: R543 099 per annum (all-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria. National Diploma/B Tech/BHSc in Medical Technology. No Medical Technology post registration experience will be required but any relevant experience will be an advantage. Current full registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist Biochemistry (Independent practice). Special requirements (skill needed): Implementation and management of Occupational Health & Safety regulations/procedures. Total quality management. Communication. SANAS Accreditation.
<u>DUTIES</u>	:	Key performance areas applicable to the execution of these services/functions are: Good knowledge and experience in the applicable functional fields of Biochemistry: Laboratory methodology. Sample processing and sample administration. Maintenance principles and procedures regarding laboratory analysers and general analytical equipment. Quality Control processes and procedures. Laboratory Accreditation processes. Laboratory statistics. Laboratory Data Management System.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel (Lt Col) D.P. Maluka Tel No: (012) 314 0161 Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba-Tshwane, Pretoria or email to Elizabeth.VanDerWesthuizen@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/14</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO: AFBWKLf/01/42/25/01 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	AFB Waterkloof, Pretoria A minimum of Grade 12 (NQF Level 4) or equivalent with minimum of three (3) experience in Human Resource Management. Special requirements (skills needed): Knowledge and insight of HR legislation. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Provide Human Resources administration capability at AFB Waterkloof. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports. Ensure proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at AFB WKLF. Must have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of the Human Resource Support Section.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055 Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>POST 42/15</u>	:	<u>PERSONNAL ASSISTANT REF NO: SAAFHQUNIT/01/42/25/A1</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with Secretarial Diploma or Diploma in Management Assistant with a minimum of three (3) years relevant experience in rendering a support service to senior management. Special requirements (skills needed): Language skills and the ability to communicate well with people at different backgrounds. Proficiency in Microsoft, Office suits, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organisational skills. Good etiquette, sound organisational skills, high level of reliability, ability to act with tact and discretion. Candidate must be willing to work overtime at times.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following core functions: Provide secretarial/reception support service and clerical support to the Director e.g. Receive telephone calls, performs advanced typing work, record the engagements. Renders administrative support services eg. Co-ordinates logistical arrangements for meetings when required. Supports the Director with administrative of the manager's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Continuously remains up to date wrt the policies and procedures applicable to the work environment to ensure efficient and effective support to the Director. Remains abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col J. Songca Tel No: (012) 312 2343 South African Air Force, Dequar Road, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/16</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO:</u> <u>SAAFHQUNIT/01/42/25/B2</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with three (3) years of experience in Human Resource Management. Special requirements (skills needed): Knowledge and insight of HR legislation. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Provide Human Resources administration capability at Air Command (CM&S). Remain abreast with the procedures and processes that apply in the office wrt PSAP. Monitor and conduct the training and development of personnel. Ensure the quality of work. Direct the provision of support services to the unit. Assess staff performance and handle enquiries related to PSAP in the office. Oversee the provision of logistics support. Coordinate personnel administration. Supervision of human resources maintenance. Ensure control of the work flow to and from relevant role players at SAAF HQ. Must have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of the Human Resource Support Section. Compile CM&S reports and ensure submission to relevant stakeholders. Handle and manage detached duty and lateral transfers of PSAP Keep and maintain personnel's files. Attend work sessions and development courses. Prepare work skill plans. Participate in staffing and placement boards.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col J. Songca Tel No: (012) 312 2343 South African Air Force, Dequar Road, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose

transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>POST 42/17</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: AFBWKLf/01/42/25/02 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	AFB Waterkloof, Pretoria
	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Computer literate and numerical skills.
<u>DUTIES</u>	:	Ensure the performance of high clerical tasks in support of the provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate and determine requirements concerning the operational readiness of the Base or any Section thereof, must do stock taking of stores.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola /F Sgt L. Roos Tel No: (012) 672 3055
	:	Department of Defence, Air Force Base Waterkloof, P.O. Box1001, Lyttleton 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/18</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: AFBWKLf/01/42/25/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	AFB Waterkloof, Pretoria
	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Computer literate, organizing skills, good interpersonal relationships, effective verbal and written communication, Full knowledge of the utilisation of MS software packages.
<u>DUTIES</u>	:	Render general clerical support duties, Capturing of personnel leave and Subsistence & Travelling, capturing of personnel performance assessments, compiling database for skills development programmes for personnel and capturing reports, record assets of the unit and keep them updated by maintain the asset register and attend to telephone enquiries and maintain proper filling of documents in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola /F Sgt L. Roos Tel No: (012) 672 3055
	:	Department of Defence, Air Force Base Waterkloof, P.O. Box1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to: afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/19</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: 68AIRSCHL/01/42/25/01A</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	68 Air School, Pretoria
	:	A minimum of Grade 12 or (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Computer literate, organizing skills, good

		interpersonal relationships, effective verbal and written communication. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics.
<u>DUTIES</u>	:	Render general clerical support duties, capturing of personnel leave and Subsistence & Travelling, capturing of personnel performance assessments, compiling database for skills development programmes for personnel and capturing reports, record assets of the unit and keep them updated by maintain the asset register and attend to telephone enquiries and maintain proper filling of documents in the section.
<u>ENQUIRIES</u>	:	Maj V. Mahlangu/WO2 S.B Malaza Tel No: (012) 672 5039/5021
<u>APPLICATIONS</u>	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to: oc68airschool@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/20</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO:</u> <u>PROCUNITOC/01/42/25/(I) (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Procurement Unit OC, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Planning and organising.
<u>DUTIES</u>	:	Ensure the performance of high clerical tasks in Support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate and determine requirements concerning the operational readiness of the Base or any section thereof, must do stock taking of stores.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to: mobiledeploymentwing@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/21</u>	:	<u>REGISTRY CLERK PRODUCTION REF NO: AFBWKL/01/42/25/06</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem Solving Skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Excellent record management skills. A background as record management will be an advantage.
<u>DUTIES</u>	:	Maintaining of proper record management guidelines, procedures and practices to support DOD record-keeping requirements. Identify and review all current recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie

		DOD Correspondence File Plan, record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries with the correct use of file references. Execute all administrative tasks with the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
	:	Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttelton 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttelton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwlfr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/22</u>	:	<u>REGISTRY CLERK: PRODUCTION REF NO: 68AIRSCHL/01/42/25/02B</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	68 Air School, Pretoria
	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS suite. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem Solving Skills. Ability to do research and analyse documents and situations. Excellent record management skills. A background in record management will be an advantage.
<u>DUTIES</u>	:	Development and amendment of records management guidelines, procedures and practices to support DOD record-keeping requirements. Identify and review all current recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DOD Correspondence File Plan, record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries with the correct use of file references. Execute all administrative tasks with the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj V. Mahlangu/WO2 S.B. Malaza Tel No: (012) 672 5039/5021
	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email: oc68airschool@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/23</u>	:	<u>REGISTRY CLERK: PRODUCTION REF NO: MDW/01/42/25/01/B</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Air Force Mobile Deployment Wing
	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent record management skills. A background as record management will be an advantage.
<u>DUTIES</u>	:	Development and amendment of records management guidelines, procedures and practices to support DoD record-keeping requirements. Identify and review all current Recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DoD Correspondence File Plan, Record retention schedules). Administer

		clients' requests for amendments and additions to records classification systems. Answer enquiries wrt the correct use of file references. Execute all administrative tasks wrt the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/24</u>	:	<u>REGISTRY CLERK: PRODUCTION REF NO: PROCUNITOC/01/42/25/(II)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Procurement Unit OC, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent record management skills. A background as record management will be an advantage.
<u>DUTIES</u>	:	Development and amendment of records management guidelines, procedures and practices to support DoD record-keeping requirements. Identify and review all current Recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DoD Correspondence File Plan, Record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries wrt the correct use of file references. Execute all administrative tasks wrt the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/25</u>	:	<u>SECRETARY REF NO: AFBWKLF/01/42/25/05</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 or equivalent. Secretarial/Administration experience will be an advantage. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent Interpersonal Skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.
<u>DUTIES</u>	:	Provide a Secretarial Support Service. Record appointments and events and manage the Manager's diary. Receive Telephone calls and refer to the correct

role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

**ENQUIRIES
APPLICATIONS**

: Maj B Lekgokgola/F Sgt L Roos Tel No: (012) 672 3055/3
: Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton, 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za

NOTE

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

POST 42/26

: **SECRETARY REF NO: SAAFHQUNIT/01/42/25/C3**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 – R268 950 per annum (Level 05)
: SAAF Headquarters Unit, Dequar Road, Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an advantage. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills. A background as legal secretary will be an advantage.

DUTIES

: Provide a secretarial support service. Record appointments and events and manage the Manager's diary. Receive telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

ENQUIRIES

: Lt Col J. Songca Tel No: (012) 312 2343

<u>APPLICATIONS</u>	:	South African Air Force, Dequar Road, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/27</u>	:	<u>SWITCHBOARD OPERATOR REF NO: AFBWKLF/01/42/25/07 (X3 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Excellent Telecom Operator/ Switchboard Skills. Good telephone etiquette.
<u>DUTIES</u>	:	Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/28</u>	:	<u>SWITCHBOARD OPERATOR REF NO: SAAF HQ UNIT REF NO: 01/42/2504/D4 (X3 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound Organisational Skills. High level of Reliability. Ability to act with tact and discretion. Good people skills. Excellent Telecom Operator/ Switchboard Skills. Receive and answer incoming calls. Forward calls to the appropriate division/section/person, answer general enquiries, make calls and keep record of private calls. Record and maintain a register for security-related purpose. Note down and give messages to the people. Interpersonal relationships, audible voice and ability to verbally exchange information requiring helpfulness and politeness. Member must be able to sit for longer period, work under pressure, over time and be physically fit.
<u>DUTIES</u>	:	Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division

		when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to: saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/29</u>	:	<u>SWITCHBOARD OPERATOR REF NO: SAAFCOL/01/42/25/3C (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SA Air Force College, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Excellent Telecom Operator/ Switchboard Skills. Good telephone etiquette. Good communication skills (Verbal and Non-verbal).
<u>DUTIES</u>	:	Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.
<u>ENQUIRIES</u>	:	Maj K.L. Bosch Tel No: (012) 351 5045/5172
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Abraham Kriel Road, Thaba Tshwane, Centurion or email to saafcolhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/30</u>	:	<u>SWITCHBOARD OPERATOR REF NO: MDW 01/42/25/01/A (X3 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Air Force Mobile Deployment Wing
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Excellent telecom operator/ switchboard skills. Receive and answer incoming calls. Forward calls to the appropriate division/section/person, answer general enquiries, make calls and keep record of private calls. Record and maintain a register for security-related purpose. Note down and give messages to the people. Interpersonal relationships, audible voice and ability to verbally exchange information requiring helpfulness and politeness. Member must be able to sit for longer period, work under pressure, over time and be physically fit.
<u>DUTIES</u>	:	Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and

		maintain a register for security related purposes. Liaise with personnel division when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/31</u>	:	<u>GROUNDSMAN REF NO: AFBWKL01/42/25/04 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola /F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof, P.O. Box 1001, Lyttleton, 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion, Department of Defence, Air Force Base Waterkloof, P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/32</u>	:	<u>CLEANER REF NO: AFBWKL01/42/25/8 (X13 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>POST 42/33</u>	:	<u>FOOD SERVICE AID REF NO: AFBWKLF/01/42/25/9 (X7 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements/ skills needed: Knowledge: of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.
<u>DUTIES</u>	:	Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/34</u>	:	<u>STORE ASSISTANT REF NO: AFBWKLF/01/42/25/10 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.
<u>DUTIES</u>	:	Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>POST 42/35</u>	:	<u>FOOD SERVICE AID REF NO: 68AIRSCHL/01/42/25/03C (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	68 Air School, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.
<u>DUTIES</u>	:	Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
<u>ENQUIRIES</u>	:	Maj V. Mahlangu/WO2 S.B. Malaza Tel No: (012) 672 5039/5021

<u>APPLICATIONS</u>	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to oc68airschool@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/36</u>	:	<u>STORE ASSISTANT REF NO: 68AIRSCHL/01/42/25/04D (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	68 Air School, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, basic numeracy skills.
<u>DUTIES</u>	:	Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
<u>ENQUIRIES</u>	:	Maj V. Mahlangu/WO2 S.B. Malaza Tel No: (012) 672 5039/5021
<u>APPLICATIONS</u>	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliverd at Snake Valley Road, 356 JR, Centurion or email to oc68airschool@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/37</u>	:	<u>CLEANER REF NO: SAAFCOL/01/42/25/4D (X7 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Air Force College, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Maj K.L. Bosch Tel No: (012) 351 5045/5172
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver to Abraham Kriel Road, Thaba Tshwane, Centurion or email to saafcolhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/38</u>	:	<u>HOUSEHOLD AID REF NO: SAAFCOL/01/42/25/5E (X9 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Air Force College, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Communicate effectively.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Maintain cleanliness in the bungalow of students. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Maj K.L. Bosch Tel No: (012) 351 5045/5172

<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver to Abraham Kriel Road, Thaba Tshwane, Centurion or email to saafcolhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/39</u>	:	<u>GENERAL STORE ASSISTANT REF NO: SAAF HQ UNIT 01/42/2504/D4</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills and good numerical skills.
<u>DUTIES</u>	:	Provide a productive servicer regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/40</u>	:	<u>MESSENGER REF NO: SAAF HQ/01/42/25/F6 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Military Driver's license is an added advantage. Special requirements (Skills needed): Honesty, Integrity, Good Interpersonal Relationship skills; Planning and Organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.
<u>DUTIES</u>	:	Required to perform the following functions: Render an effective driving service base. Ensure vehicle security and maintenance. Render administrative and messenger services, including collecting and dispatching of documents and any other item as directed. Complete all the required and prescribed records and log books with regard to the vehicles and goods handled. Maintain the vehicle distribution board. Be willing to work irregular hours
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to: saafunithr@dod.mil.za
<u>NOTE</u>	:	Short-listed candidates will undergo a driving and competency test. It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/41</u>	:	<u>CLEANER REF NO: SAAF HQ REF NO: 01/42/25/G7 (X7 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing

		furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to: saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/42</u>	:	<u>FOOD SERVICE AID REF NO: SAAF MDW/01/42/25/01/C</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Mobile Deployment Wing, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.
<u>DUTIES</u>	:	Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	28 November 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 42/43</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR 4/4/1/04</u>
<u>SALARY</u>	:	R896 436 per annum, (all- inclusive)
<u>CENTRE</u>	:	Provincial Office: East London

<u>REQUIREMENTS</u>	:	Three (3) year National Diploma NQF6/Undergraduate Degree NQF7 qualification in Human Resource Management/ Labour Relations/ Labour Law/ Training and Development. Valid driver's licence. Five (5) years' experience of which two (2) years at the Middle Management level (Assistant Director) and three (3) years functional experience in HRM environment. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele Principles. Human Resource Management Practices and Systems. Legislative requirements: Public Service Act. Public Service Regulations. Skills: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills.
<u>DUTIES</u>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the province. Manage the effective implementation of recruitment and selection and all Service Benefits. Manage the coordination of Human Resource Development interventions. To effectively manage the employee health and wellness Programmes. To Provide Sound Employee Relations. Management of resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Mbongwana Tel No: (043) 701 3128
	:	Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, East London
<u>POST 42/44</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT (IT AUDIT) REF NO: HR4/25/11/07HO</u> (Re-advertisement, those who previously applied should not re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office, Pretoria
	:	Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Auditing / Accounting / Financial Information System / BCom Information Management / Information Systems/ BSc IT / Computer Science. Four (4) years' experience of which two (2) years at Supervisory level as (Senior Internal Auditors (ITC) and two (2) years' experience in Information Communication and Technology Audit. Valid driver's license. Registration with Institute of Internal Auditors (IIA). Knowledge: Internal Audit Methodology, Information Technology Frameworks (CoBIT, ITIL, ISO, Public Finance and Management Act (PFMA) and Treasury Regulation, Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Frameworks, King Report on Corporate Governance (II and III), Framework for Managing Performance Information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental Legislative and regulatory framework (LRA,BCEA,PAIA etc.)
<u>DUTIES</u>	:	Plan the allocated audit assignment according to the approved Internal Audit Plan. Conduct Audit Projects according to the approved Internal Audit Plan. Manage resource of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Mangaye Tel No: (012) 309 4205
	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ27@labour.gov.za
<u>POST 42/45</u>	:	<u>EMPLOYMENT SERVICES PRACTITIONER (ESP 2) REF NO: HR4/4/1/37</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre: Mdantsane
	:	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. Two (2) Years functional experience in a client oriented environment. Knowledge: Employment Service Act,

		Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<u>DUTIES</u>	:	Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LB Mduduma Tel No: (043) 285 0400
	:	Deputy Director Labour Centre Operations: Private Bag X19, Mdantsane, 5219 or hand deliver at Department of Employment and Labour Mazaule Street, N.U.1, Mdantsane. E-mail: Jobs-EC10@labour.gov.za
<u>POST 42/46</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/60</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Labour Centre: Mthatha
	:	Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Plan and independently conduct occupational inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Zaula Tel No: (047) 501 5600
	:	No 18 Corner of Madeira & Elliot Streets, Old Manpower Building, Mthatha, 5100 Labour Centre. Operations Private Bag X5080, Umtata, 5100. Email: Jobs-ECUTT@labour.gov.za
<u>POST 42/47</u>	:	<u>CLIENT SERVICE OFFICER: PES REF NO: HR/4/4/1/25</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum
	:	Graaff-Reinet Labour Centre
	:	Grade 12/ National Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Mr. S Mshumpela Tel No: (049) 892 2142

<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 342, Graaf-Reinet, 6280, Hand deliver at 63 Church Street, Graaf-Reinet, 6280. Email: Jobs-ECGRN@labour.gov.za
<u>POST 42/48</u>	:	<u>DRIVER REF NO: HR 4/4/1/154</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Provincial Office: East London, Eastern Cape
<u>REQUIREMENTS</u>	:	Grade 10. Valid Driver's license and PDP. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles, Interpersonal relations, Courier services. Skills: Driving skills, Interpersonal, Communication (verbal and written), Computer literacy, Telephone etiquette, Organisation, Negotiation.
<u>DUTIES</u>	:	Provide effective and efficient Messenger Driver Services. Assist in the process of maintenance, repairing and servicing of vehicles. Render registry and office administration support services in the office.
<u>ENQUIRIES</u>	:	Mr. MM Nohesi Tel No: (043) 701 3029
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street, East London. Email: Jobs-EC10@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 01 December 2025, 16:00
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the 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 person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 42/49** : **DEPUTY DIRECTOR: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT REF NO: BC31/2025**
- SALARY CENTRE** : R1 059 105 per annum, (all-inclusive salary package)
: Kwa-Zulu Natal

<u>REQUIREMENTS</u>	:	Degree/ National Diploma (NQF6) in Forestry / Environmental Science / Environmental Management or Relevant qualification in the related field. . A minimum of five years (5) years' experience in the related field of which three (3) years should be at an entry/ junior level (Assistant Director level or equivalent). Extensive knowledge in Woodlands and indigenous Forest and Commercial Forestry. The ability to interpret and apply related legislation and policies, National Forestry Act (NFA) National Veld and Forest Fire Act (NVFFA). NEMA, NEMBA, Public Service Act, PFMA including Labour Relations Act and other Environmental legislations. Knowledge of project management Skills: Planning and organising, Policy development and analysis, People management/ Human Resources/ Leadership, Facilitation and Negotiation, excellent communication (verbal, presentation awareness raising and report writing), and problem-solving skills. The incumbent must be able to work independently and efficiently under pressure. The candidate must have a valid driver's license and willing to travel.
<u>DUTIES</u>	:	Manage and develop policies, norms, standards, tools and procedures for sustainable management of indigenous forests and woodlands. Manage conservation planning and compliance with national and international biodiversity Management frameworks. Identify priority forest for protection and rehabilitation. Determine relative conservation and socio-economic values of forest patches as well as threats. Ensure ecological forest monitoring. Conduct national Principle, Criteria, Indicators and Standards (PCI&S) audits. Ensure that site inspection is conducted. Ensure Integrated Environment plan for indigenous forest and resources of the Sub directorate (Physical, Human & Financial resources). Analyse the impact of environmental assessments. Ensure compliance and monitoring of Environmental legislation, especially NFA and NVFFA. Managing achievements of the Regional Annual Plan of Operation. Develop and provide forest management guidelines, norms, best practice to the WIFM regions (KZN). Evaluate and monitor performance and appraisal of the employees. Manage discipline.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. T Ramatshimbila Tel No: (012) 309 5716
	:	BC31-2025@dffe.gov.za
<u>POST 42/50</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: LOCAL GOVERNMENT SUPPORT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R612 480 per annum
	:	ZF Mgcawu District Municipality Ref No: EP31/2025
	:	Garden Route District Municipality Ref No: EP32/2025
<u>REQUIREMENTS</u>	:	A four (4) year degree in environmental or natural science or relevant equivalent qualification recognised by SAQA, coupled with (6) years post qualification experience in a related field. Sound knowledge of Local Government, Environmental Management, EPWP, Strategic Planning, Procedures and Departmental policies, Ability to manage and plan for activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the budget of the directorate. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Good interpersonal relations skills, Stakeholder engagement, Negotiation, Research Strategic Capability and Leadership skills. Programme, Project Management, Financial Management, Change Management, Knowledge Management skills. Service Delivery Innovation (SDI). Client Orientation and Customer Focus. Ability to gather and analyse information, develop and apply policies, work individually and in team, Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Good interpersonal relations skills. Creativity. Honesty, Sense of responsibility and loyalty.
<u>DUTIES</u>	:	Facilitate the mainstreaming or integration of environmental sustainability in the IDP across all environmental themes, conduct IDP analysis for the District and Local Municipalities, conduct Environmental Impact Assessment Project screening for municipal projects, provide feedback to all municipalities on IDP analysis and recommendations for improvement. participate in the IDP development processes in all municipalities to improve the IDP environmental credibility and develop and environmental chapter, when necessary, facilitate and coordinate environmental capacity building. Conduct environment capacity analysis in the District and Local Municipalities, Identification and capacity

building initiatives. Support environmental planning and management in municipalities, provide support in the development of municipal environmental sector plans, ensure the development and review of municipal environmental law-making instruments. Improve environmental governance systems within municipality, establish and coordinate municipal environmental forums in response to legislative requirements and guided by municipal dynamics. Facilitate and coordinate environmental awareness initiatives, support environmental advocacy and campaigns (clean-up campaigns, environmental calendar days and community/school environmental education and awareness in support of municipality. Support the planning and implementation of Environmental Management programmes and projects in Municipalities. Consolidate and update Inventory of all Environment Projects in the municipality, Support environmental project proposals funded or to be funded by the departmental Environmental Programmes, municipalities, and other funders, Identify and monitoring the reporting on Environmental Projects in the EAC Sector, participate in provincial forums for both branch and sector.

**ENQUIRIES
APPLICATIONS**

: Mr L Mphuti Tel No: (012) 399 8757
: Email: EP31-2025@dffe.gov.za
Email: EP32-2025@dffe.gov.za

POST 42/51

: **DEPOT OPERATIONS SPECIALIST REF NO: WB03/2025**
(18 Months contract)

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum, plus 37 % in lieu of benefits
: Pretoria
: National Diploma (NQF 6) or higher in Environmental Sciences or relevant equivalent qualification recognised by SAQA. A minimum of three (3) years' experience in a relevant field. Knowledge of strategic planning and budgeting, Environmental Management. Ability to develop, interpret and apply policies. Knowledge of strategies and legislation, Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel, Ability to control and manage the acquisition of services and assets of the department, and knowledge of Public Service financial legislative frameworks. Skills needed: Leadership and Management, Organisational and Planning, Programme and Project Management. General and Good communications skills. Coordination skill, Computer literacy, listening skills and Writing skills. Ability to work under pressure; Ability to work long hours voluntarily. Ability to work under pressure. Ability to work independently. Ability to work with difficult persons and to resolve conflicts. Ability to gather and analyse information. Ability to develop policies and management plans. Ability to apply policies, strategies, and legislation. Ability to work individually, in team and to build a team. Analytical, strategic, and integrative thinking. Good interpersonal relations skills. Ability to empower others. character beyond reproach. Articulate and Responsible, accountable and loyal. A valid driver's license will be an added advantage.

DUTIES

: Promote environmental sound storage practices and operational efficiency. ensure that the sites are compliant with environmental legislations. facilitate and coordinate Memorandum of Agreements. plan and coordinate training sessions. send out training invitation to depot operators. implement the programs. ensure regular monitoring of site. ensure compliance with relevant legislations. engage with the depot operators and landlords to complete the registration form to register depots with the Competent Authority and Waste Bureau. Prepare inspection documentation, communicate the audit plan with the Depot Operators and other internal Officials. conduct compliance audits and compile reports. Share the audit findings with the Senior Manager and Depot Operators. follow up with the Depot Operators on the closure of audit findings and areas of improvement. ensure efficient operations at Waste Tyre Depots. Receive. verify and analyse monthly depot operation reports from depot operations. engage with Depot Operators on any discrepancies. receive stock availability reports from Waste Tyre Depots. draft the collection and Processor supply plan. Consolidate monthly stock reports. Attend to all queries related to depot operations. conduct contract compliance and performance. communicate and address non-compliance with Depot Operators. Coordinate depot operation meetings with Depot Operators stakeholders. develop and schedule depot operations meetings draft meeting documents. generate and circulate action items. ensure payment of Waste Bureau service providers:

		Receive, print and submit invoices for authorisation and processing. Verify each invoice against the monthly allocated budget and rendered services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Masinga Tel No: (012) 399 8629
	:	WB03-2025@dffe.gov.za
<u>POST 42/52</u>	:	<u>CONTROL MARINE CONSERVATION INSPECTOR: COMPLIANCE REF NO: FIM10/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town (Foretrust building)
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Natural Science/ Nature Conservation/ Environmental Law/Law and /or Law Enforcement or equivalent relevant qualification as recognized by SAQA. A minimum of 3 years experience in Law Enforcement or relevant field. Knowledge of Marine Living Resources Act 1998, (Act No 18 of 1998). Knowledge and understanding of all relevant legislations and regulations that govern the Public Service, including the PFMA, Treasury regulations, Public Service Act, Labor Relations Act, Criminal Procedure Act, Integrated Coastal Management Act, National Environmental Management Biodiversity Act and all departmental procedures and prescripts. Supervisory Experience Skill: Good communication (Verbal and writing), Computer skills, planning and organizing skills. willingness to travel and work extended hours.
<u>DUTIES</u>	:	Ensure compliance with port state measures and local policies through inspections; Ensure that operational plans are implemented by all stations to meet the targets regarding monitoring of landings on all fisheries sectors. Manage issuing fines and issuing of dockets. Ensure accurate information and knowledge management; Ensure that exhibit books, stores, equipment and transgression registers are kept updated and inspected. Compile monthly, quarterly and annual reports. Manage a database for the utilization of firearms and ammunition. Strengthen enforcement efforts to intensify compliance; Manage a database of exports and imports to improve monitoring of marine species. Ensure that all transgressions are followed up and action taken. Facilitate administrative and management functions. Conduct ad hoc inspections and spot checks in hotspot areas. Attend Scientific and management working group meetings. Create awareness on compliance with coastal communities. Participate in cooperative governance structures.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms Fatima Savel at (083) 533 4919
	:	FIM10-2025@dffe.gov.za
	:	Be prepared to work overtime, flexi- hours and shift work.
<u>POST 42/53</u>	:	<u>CHIEF MARINE CONSERVATION INSPECTOR: MONITORING AND SURVEILLANCE REF NO: FIM11/2025</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town (Foretrust building)
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Natural Science/ Nature Conservation/ Environmental Law/Law and /or Law Enforcement or equivalent relevant qualification as recognized by SAQA. A minimum of 2 years experience in Law Enforcement and investigations or relevant field. Knowledge of Marine Living Resources Act 1998, (Act No 18 of 1998). Knowledge and understanding of all relevant legislations and regulations that govern the Public Service, including the PFMA, Treasury regulations, Public Service Act, Labor Relations Act, Criminal Procedure Act, Integrated Coastal Management Act, National Environmental Management Biodiversity Act and all departmental procedures and prescripts. Skill: Good communication (Verbal and writing), Computer skills, planning and organizing skills. willingness to travel and work extended hours.
<u>DUTIES</u>	:	Conduct investigations in terms of the MLRA and verify fishing right holders / exemption holders and or permit holders in the 6 key fishery sectors. Gather all information pertaining to the right, the processing, storing and marketing of marine resources involved. Analyse information gathered to determine compliance or non-compliance. Plan and coordinate joint enforcement operations. Identify problem/s and challenges to be addressed through the joint enforcement operations. Attend and report in terms of monthly and quarterly compliance and enforcement meetings and engagements. Plan and conduct verifications at land, air and sea borders (points of entry and exit. Inspect export and import cargos for marine resources. Execute the planning and logistical

ENQUIRIES
APPLICATIONS
NOTE

- arrangements and include SAPS, NRCS, Other Government Departments, Industry, NGOs, Fisheries Management, Regional and International Partners. Conduct awareness on MLRA and species identification:
- : Mr B Liedemann at (066) 471 1392
- : FIM11-2025@dfe.gov.za
- : Be prepared to work overtime, flexi- hours and shift work.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Maluti TVET College)
(Lephalale TVET College)
(Northern Cape Urban TVET College)

OTHER POSTS

<u>POST 42/54</u>	:	<u>ASSISTANT DIRECTOR RISK, FRAUD, ETHICS AND INTERGRITY MANAGEMENT REF NO: MALUTITVET/RFEI-016/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Corporate Office
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised National Diploma (NQF 6) /Degree in Risk Management/Internal Audit or equivalent qualification. A minimum of 3 years experience in supervisory position. Competencies and attributes: Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Skills: Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide Risk Management services. Compile risk register for strategic, operational and process level. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Manage fraud and anticorruption services. Conduct investigations on allegations of corruption. Promotes ethics and integrity management. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms T Mathipe Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a

skills/knowledge/competence exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE

: 05 December 2025 @13:00

POST 42/55

: **SENIOR MIS OFFICER REF NO: LEPTVET 03/2025**
(Re-advert)

SALARY

: R397 116 per annum (Level 08), excluding benefits

CENTRE

: Central Office

REQUIREMENTS

: Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF Level 6) in Information Management/ Data Management/ Information Technology. A minimum of 2 to 3 years' work experience in Data Management/ TVET MIS environment. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by Higher Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of COLTECH, data warehouse and IT prescripts. Good communication skills, planning and organising, problem solving skills, analytical skills, financial management skills, client oriented, project management skill and must be able to work independently and in a team. Must be Computer literate and have a valid Driver's Licence.

DUTIES

: Effective management of the TVET Management Information System (MIS) across the college. Setting up the system for enrolment, ensuring timely and accurate data capturing, performing regular validations, and maintaining data quality standards. Managing student data, extracting statistical information for reporting purposes, and coordinating with system service providers for upgrades and technical support. Oversee the accurate capture of approved enrolments and registrations within specified deadlines. Compilation and submission of weekly, monthly, and quarterly reports on student statistics, skills programmes, learnerships, examinations, and staffing to both management and the Department of Higher Education (DHE). Maintain and manage the Coltech student system and related platforms, ensuring alignment with DHE requirements through rigorous quality control and validation processes. Oversee academic system functions such as timetabling, assessment marks, class groupings, census dates, and curriculum records is required, along with the application of standard calculation criteria. Monitor the administration and timely renewal of MIS licenses, ensuring the continuous efficiency of all student information systems.

ENQUIRIES

: Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252

APPLICATIONS

: Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramathodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.

FOR ATTENTION

: Mr PM Mphethi/ Ms MN Morena

NOTE

: Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The

qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
28 November 2025 at 14:00

CLOSING DATE

POST 42/56

SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: NCUTVET/DHET 2025/09

SALARY

CENTRE

REQUIREMENTS

R397 116 per annum (Level 08)
Kimberley (Central Office)
An appropriate three (3) years National Diploma in Accounting/ Financial Management or relevant equivalent qualification (NQF level 6). 3-5 years' experience in the financial management environment Computer literacy in the Microsoft. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE etc

DUTIES

The incumbent will be responsible for: Ensure overall supervision and coordination of the annual budgeting process. Ensure overall supervision and perform monthly budgetary and expenditure. Analysis. Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Ensure overall supervision and coordination of budget adjustments process. Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections. Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes. Supervise human, physical and financial resources. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.

ENQUIRIES

APPLICATIONS

A Mhluli - HR Unit Tel No: (053) 839 2099/053 839 2074
Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley

NOTE

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE

03 December 2025

POST 42/57

SENIOR REGISTRATION OFFICER: REGISTRATIONS REF NO: NCUTVET/DHET 2025/10

SALARY

CENTRE

REQUIREMENTS

R397 116 per annum (Level 08)
Kimberley (Northern Cape Urban TVET College)
An appropriate National Diploma in Business Administration /Public Management/ relevant Administration (NQF level 6). 3 years experience in the college environment of which 2years should be on supervisory level. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of the Public TVET and Higher Education sector and regulatory and legislative framework. Knowledge and

		understanding of the COLTECH system, TVETMIS and ITS Knowledge of the registration processes. Knowledge of the following Acts: Public Service, Public Regulations, Labour Relations, PSET and CET. Advanced Computer Literacy packages such as Microsoft Excel, Power point, MS Word, group wise Internet etc.
<u>DUTIES</u>	:	The incumbent will be responsible for: Ensure overall supervision and administering of student registrations. Ensure supervision and rendering of examination and marking centre. Ensure supervision and render career exhibition services. Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure supervision and administering of learning materials, certificates and results. Supervise human, physical and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/58</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER: LABOUR RELATIONS REF NO: NCUTVET/DHET 2025/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level08)
	:	Kimberley (Northern Cape Urban TVET College)
	:	An appropriate three (3) year National Diploma (NQF level 6) in Labour Relations, Employment Relations /Human Resource Management or relevant equivalent qualification. 3-5 years in Labour Relations or Human Resource Management environment or related field. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. PERSAL Certificate. Knowledge of Labour Relations Act, Public Services legislations and policies related to). Knowledge of implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration.
<u>DUTIES</u>	:	The incumbent will be responsible for: Ensure overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes. Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley

<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/59</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ASSETS REF NO: NCUTVET/DHET 2025/12</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	Recognised three (3) National Diploma (NQF level 6) /Assets Management/ in Public Services, Financial Management or relevant equivalent qualification. 3-5 years working experience in assets environment or management of resources. Ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Demonstrate a sound understanding of the PFMA; Treasury regulations; PPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public sector procurement process, rules and regulations.
<u>DUTIES</u>	:	The incumbent is responsible: To ensure the safekeeping of the assets within the College. Regular spot check on manual and electronic registers/filling assets. Verify the asset to be disposed. Ensure that all the assets are captured on system. Ensure that storage according to the status of the Asset (obsolete/redundant. Ensure that both obsolete and redundant asset inventory sheet is up to date. Prepare reports on a monthly and yearly basis for all obsolete and redundant assets. Perform physical verification of all sites assets (office inspection). Conduct asset counts/verifications on a bi - annual y. Administer the bi - annual asset counts/verifications of all assets. Ensure all records are up to date and correct for financial purpose and audit. Ensure that movement form is approved before movement done. Prepare reports/statistics on movements done as required. Fleet administration and coordination.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/60</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: MALUTITVET/KCA-017/2025</u> College Council Appointment: 12 Months Contract
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kwetlisong Campus
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or equivalent qualification. 2-3 years relevant

experience in Administration environment. Competencies and Attributes: Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.

DUTIES

: Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services. Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation college staff wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. Draft procurement memo. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Follow-up on campus requisitions made. Maintain a proper filing system. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Administer student registration and examination process. Assist in the registration of students. Store student portfolios of evidence and student records. Scan documents of students. Capture and reconcile information for students. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the student registration process. Coordinate the examination process.

ENQUIRIES APPLICATIONS

: Ms T Mathipe Tel No: (058) 303 1732
: All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE

: Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race,

gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a skills/knowledge/competence exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

<u>CLOSING DATE</u>	:	05 December 2025 @13:00
<u>POST 42/61</u>	:	<u>STUDENT ACADEMIC SUPPORT OFFICER REF NO: NCUTVET/DHET 2025/13</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate recognised National Diploma (NQF 6) in Education, Psychology Social Science or relevant equivalent qualification. 2-3 years in Student Support Administration Education/Teaching and Learning environment or related field. Computer literacy in in the Microsoft suite. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of White Paper on PSET Act. Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes.
<u>DUTIES</u>	:	The incumbent will be responsible for: Provide student support services. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Provide career guidance, counselling and academic support for students. Implement the sport, recreation, arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/62</u>	:	<u>PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: NCUTVET/DHET 2025/14</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF 7) in Psychology / BA. Social Work (Major in Psychology) or Sports Science, or relevant equivalent qualification and 2-3 years' experience in Employee Health and Wellness environment or related field. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of Basic knowledge of Health and Wellness policies, processes and systems.

<u>DUTIES</u>	:	The incumbent will be responsible for: Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. Assist with the implementation of health and wellness policy for the college. Assist with conducting Health and wellness surveys. Coordinate Health and Wellness programme based on the Health Wellness survey. Provide support in the implementation of Employee Wellness programme services. Promote psych-social wellness of employees in the college. Provide counselling. Promote physical wellness of employees in the college through sport. Provide interventions to mitigate absenteeism. Provide awareness and education on the Health and Wellness issues. Monitor programmes to manage lifestyle diseases and Health risks. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings. Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/63</u>	:	<u>PERSONAL ASSISTANT: PRINCIPAL OFFICE REF NO: NCUTVET/DHET 2025/15</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Kimberley (Northern Cape Urban TVET College)
	:	An appropriate three (3) years Recognized Secretarial/Management Assistant National Diploma or relevant equivalent relevant qualification (NQF level 6). 2-3 years' relevant experience in rendering a support service to senior management. Computer literacy. Basic written communication skills. Record management of documents.
<u>DUTIES</u>	:	The incumbent will be responsible for: Provide a secretarial/receptionist support service to the manager. Receives telephone calls. Performs advanced typing work. Records the engagements of the senior manager. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports. Does filing of documents for the manager and unit where required. Collects, analyses and collates information requested by the manager. Ensures that travel arrangements are well coordinated. Provides support to manager regarding meetings: Records minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Remains up to date with regard to the prescripts/policies and procedures applicable to his /her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET

		College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/64</u>	:	<u>CHIEF ADMINISTRATION CLERK: HUMAN RESOURCE ADMINISTRATION</u> <u>REF NO: NCUTVET/DHET 2025/16</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate three (3) years Recognized National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates. 2-3 years' relevant experience in Human Resource Management / Administration environment. Extensive knowledge on PERSAL System (PERSAL Certificate). Good verbal and written communication skills, including presentation and report writing-skills. Understanding and utilisation of the PERSAL system. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understand of human resource prescripts and practice.
<u>DUTIES</u>	:	The incumbent will be responsible for: Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.). Supervisor human resources / staff.
<u>ENQUIRIES</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/65</u>	:	<u>PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: NCUTVET/DHET 2025/17</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. 2-3

		years experience years' relevant experience in Human Resource development environment. Extensive knowledge on PERSAL System (PERSAL Certificate). Computer literacy in in the Microsoft suite. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS.
<u>DUTIES</u>	:	The incumbent will be responsible for: Implement all training and development programmes in line with approved plans. Facilitate the development and implementation of Work Skills Plan. Process bursaries in line with the departmental policy. Coordinate the implementation of Internship and Learnership Programmes. Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff. Facilitate the development of job descriptions. Provide assistance on the development, review and implementation of Employment Equity Plan for the College. Supervise human resources / employees. Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/66</u>	:	<u>PERSONNEL PRACTITIONER – PERFORMANCE MANAGEMENT REF NO: NCUTVET/DHET 2025/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Kimberley (Northern Cape Urban TVET College)
	:	Recognised three (3) year National Diploma in Human Resource Management (NQF level 6) or relevant equivalent qualification. 2-3 years' experience. Knowledge on PERSAL System (PERSAL Certificate). Must be able to use Microsoft (Word, Excel). Compiling of reports. Must be able to understand and interpret PMDS Policy. Must be able to write submissions and letters
<u>DUTIES</u>	:	The incumbent will be responsible for: Support effective management of individual performance management. Capturing all PMDS documents on PERSAL and excel spreadsheet. Development of an effective performance management database. Assist in Conduction training session on PMDS Policy. Facilitate and coordinate Branch Moderation Process.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration

in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/67</u>	:	<u>EXAMINATION OFFICER REF NO: NCUTVET/DHET 2025/19</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Education or relevant equivalent qualification (NQF level 6) At least 2-3 years' experience in examination services and teaching and learning environment. Knowledge of White Paper on PSET Act, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.
<u>DUTIES</u>	:	The incumbent will be responsible for: Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers. Facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificates services. Provide administration support for the examination unit.
<u>ENQUIRIES</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into an contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/68</u>	:	<u>QUALITY MANAGEMENT OFFICER REF NO: NCUTVET/DHET 2025/20</u>
<u>SALARY</u>	:	R325 101 per annum (Leve 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Quality Management, Internal Auditing (NQF Level 6) or relevant equivalent. At least 1-2 years' experience in Quality Systems /Internal Auditing or ISO training. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following pieces of legislation: FET Act, ISO standards, Quality Management System etc. and internal auditor. Knowledge and understanding of Quality Management System reporting process and procedures. Knowledge and understating of the application of Public Service legislative framework.

<u>DUTIES</u>	:	The incumbent will be responsible for: Ensure overall supervision and conduct customer satisfaction surveys for the college. Distribute Survey Questionnaires. Collect and Analyse data surveys. Compile survey report. Distribute survey report and discuss the way forward. Ensure overall supervision, schedule and conduct management reviews for the college. Prepare needed data for management reviews. Distribute feedback to top management on the effectiveness of the quality management system and the need for improvement as per MR minutes. Remind process owners to execute the 'To Do List' recommendations to promote systematic continuous improvement. Use management reviews as an opportunity to improve service delivery. Prepare campuses and departments e for surveillance/ recertification audits. Apply recommendations made in the audit report to improve service delivery. Prove network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Compile and submit reports on QMS to internal and external stakeholder. Maintain and update all databases for QMS interventions. Ensure proper use of all official resources in-line with departmental policies and prescripts.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/69</u>	:	<u>SPORTS, ARTS AND CULTURAL OFFICER REF NO: NCUTVET/DHET 2025/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Kimberley (Northern Cape Urban TVET College)
	:	Recognized three (3) year National Diploma (NQF level 6) in sports Management/ Administration or equivalent. 1-2 years' experience in sports and culture environment. Driver's license will be an advantage. Sports Administration, cultural administration, project management, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Services, and knowledge of procedures in terms of the working environment.
<u>DUTIES</u>	:	The incumbent will be responsible for: Establish and maintain sport and recreation structures and clubs in schools, wards and local. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate capacity building programmes. Create an enabling environment for the talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Perform events management/coordination activities. Liaise with hubs, sport federation, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programs to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sport, school and community mass participation and high performance programs. Formulate and administer league related sport programs. Promote health and fitness in communities. Provide an oversight role in the implementation of sports

academy and recreation council programs. Encourage all levels of communities to participate in different codes of sports and recreation activities. Monitor the implementation of all transformation policies and programs. Promote gender mainstream in sport and recreation. Promote integrated programs of all sector department and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Collect, analyse, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance, issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects. Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to programmes that are implemented

**ENQUIRIES
APPLICATIONS**

: A Mhlauli- HR Unit Tel No: (053) 839 2099/053 839 2074
: Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

CLOSING DATE

: 03 December 2025

POST 42/70

: **STUDENT SUPPORT SERVICES (SSS) CLERK REF NO: LEPTVET 06/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05), excluding benefits
: Ellisras Campus
: Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF Level 6) in Office Administration/ Office Management and Technology/ Management Assistant. A Psychology/ Social Science will be served as an added advantage. Work experience in student support services environment will be an added advantage. Knowledge of PSET and CET Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of National Student Financial Aid Scheme legislation. Computer literacy. A valid driver's license.

DUTIES

: Assist in providing the student support services. Assist in implementing student work place and Work Integrated Learning (WIL) policies. Render administrative services on career guidance, counselling and academic support for students. Assist in implementing the sport, recreation, arts and culture programs for students in the campus. Render administrative services for student governance, student leadership and exit support programme.

**ENQUIRIES
APPLICATIONS**

: Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
: Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.

**FOR ATTENTION
NOTE**

: Mr PM Mphethi/ Ms MN Morena
: Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g.

indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/71</u>	:	<u>PLACEMENT CLERK: STUDENT SUPPORT SERVICES REF NO: LEPTVET 07/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), excluding benefits
<u>CENTRE</u>	:	Ellisras Campus
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF Level 6) in Office Management and Technology/ Office Administration/ Business Management/ Management Assistant. Knowledge of SETA processes will serve as an added advantage. Work experience in the administration of projects will serve as an added advantage. Knowledge of PSET and CET Act. Customer oriented, attention to details, planning and organizing, good communication skill and must be able to work under pressure. Must be computer literate. A valid driver's license.
<u>DUTIES</u>	:	Apply for discretionary grants from various funders on behalf of the college. Ensure the orientation and induction of interns and host employers so that they understand the workplace process, the level of support available are equipped to undertake successful work placement process. Organise and attend placement visit to monitor the progress of students/ lecturers and deal effectively with any issues/concerns that may arise. Assist with work placement correspondences and telephone queries internally and externally. Implement student readiness programmes including resume writing, interview preparation workshops, etc. Organise group networks events for all student partners, businesses and stakeholders. Maintain the current database of host employers and student/ lecturer placement. Compile reports and assist with internship and experiential programme processes and procedures.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr PM Mphethi/ Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/72</u>	:	<u>SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK REF NO: LEPTVET 08/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), excluding benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF level 6) in Supply Chain Management/ Logistics/ Financial Management/ Public Management. Work experience in Supply Chain Management or Asset Management environment will be an added advantage. Knowledge of Accounting System, asset disposal procedure, legislative framework governing the Public Service, Assets Management, Supply Chain policies, Department of Higher Education Mandate. Computer literacy certificate/ computer as a subject. Good communication and interpersonal relations skills. Ability to work in a team and under pressure. Attention to details, problem solving skills and communication skills. A valid driver's license.
<u>DUTIES</u>	:	Coordination and recording of asset movement. Asset disposal, Asset verification, Barcoding of existing and new assets. Implementation of College Asset Management plan. Coordination of receipt, processing and distribution of new assets. Perform other delegated functions.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr PM Mphethi/ Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/73</u>	:	<u>MARKETING CLERK REF NO: LEPTVET 09/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), excluding benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 plus a recognized three (3) year Diploma (NQF level 6) in Marketing Management/Communications/ Public Relations. A Graphic Design certificate will be an added advantage. Knowledge of Photoshop, Illustrator and Corel Draw. Knowledge of TVET sector/ Public sector. Good communications skills (both writing and verbally). Good public speaking and presentation skills. Exposure to the marketing and communication environment.
<u>DUTIES</u>	:	Assist in marketing, promotions and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting of articles. Assist in the coordination of college events and communication administration services. Assist in updating the content, design and layout of the college website.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252

<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION NOTE</u>	:	Mr PM Mphethi/ Ms MN Morena
	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/74</u>	:	<u>HANDYMAN REF NO: LEPTVET 10/2025</u>
<u>SALARY</u>	:	R163 680 per annum (Level 03), excluding benefits
<u>CENTRE</u>	:	Ellisras Campus
<u>REQUIREMENTS</u>	:	Standard 8 or Grade 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Must be able to operate elementary machines and equipment. Willingness to work extended hours, when required.
<u>DUTIES</u>	:	Perform general maintenance and repair duties within the college facility. Carry out tasks related to plumbing, electrical wiring, carpentry, and basic infrastructure repair. Maintain office furniture and repair equipment. Replace or fix doors, windows, walls, and internal fixtures. Secure tools and maintenance supplies to prevent loss and ensure availability.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION NOTE</u>	:	Mr PM Mphethi/ Ms MN Morena
	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00

INTERNSHIP PROGRAMME 2025 – 2027
(Lephalale TVET College)

The Lephalale TVET College invites unemployed South African graduates to apply for the 2025 To 2027 Internship Programme. Graduates must be in possession of a completed National Diploma / Bachelor's degree in the below-mentioned disciplines/ fields. The Programme will be for non-renewable contract period of twenty-four (24) months.

OTHER POSTS

<u>POST 42/75</u>	:	<u>INTERN: COLLEGE COUNCIL SECRETARIAT REF NO: LEPTVET 11/2025 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 plus a recognized three (3) year Diploma (NQF Level 6) in Public Management/ Public Administration/ Office Administration/ Office Management and Technology.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION NOTE</u>	:	Mr PM Mphethi/ Ms MN Morena
	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/76</u>	:	<u>INTERN: LEGAL SERVICES REF NO: 12/2025</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 plus a recognized three (3) year Diploma in Paralegal/ Four (4) year Degree in the Law field.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION NOTE</u>	:	Mr PM Mphethi/ Ms MN Morena
	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your

application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

CLOSING DATE

:

28 November 2025 at 14:00

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

<u>APPLICATIONS</u>	:	Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email recruitment10@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
<u>FOR ATTENTION</u>	:	Mr. DS Baloyi Tel No: (012) 399 0202
<u>CLOSING DATE</u>	:	28 November 2025
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right to fill or not fill the any advertised posts. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POST

<u>POST 42/77</u>	:	<u>ASSISTANT DIRECTOR: ICT SECURITY REF NO: Q9/2025/74</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in ICT as recognized by SAQA or related field. 3-5 years' working experience in ICT security management. Knowledge Requirements: Knowledge and understanding of government

regulations/prescripts/policies. Knowledge and understanding of departmental policies relating to ICT. Knowledge of Firewall systems. Knowledge on network monitoring tools. Knowledge and understanding of DMZ Zone. Knowledge of ICT audit including server room compliance standards, Knowledge of Hacking/penetration test. Knowledge of different software systems and components. Knowledge of software and hardware configurations. Knowledge of desktop, server hardware and software. Ability to evaluate documentation. Knowledge of software application systems. Knowledge of back-up and recovery systems. Knowledge of disaster recovery testing and business continuity. Understanding if ICT network infrastructure and other related matters. Skills and Competencies: Excellent written and oral communication skills. Demonstrated customer service skills and focus. Proven ability to manage multiple tasks and projects. Ability to think and act tactically. Interpersonal skills. Project management skills. Troubleshooting skills. Presentation Skills. Skill to analyse and evaluate systems, data, etc.

DUTIES

: Coordinate ICT Security operations: Administer and monitor firewall activities, provide monthly and quarterly reports, Monitor ICT security compliance with departmental policies, procedures and prescripts, Monitor the Demilitarized Zone (DMZ) on the network and generate reports. Administer and monitor user activity on the network and reporting any violations. Protect data and system integrity: Conduct network penetration and detection/prevention tests and submit monthly reports. Conduct back-ups testing for integrity and restore purposes. Verify that all systems and equipment on the Disaster Recovery (DR) site are updated in line with the Disaster Recovery Plan (DRP). Verify that archiving of emails is properly conducted for both outgoing and incoming communications. Update software and hardware systems and equipment at the DR site. Conduct ICT security risk and Compliance: Identify and report on ICT security risks and threats and escalate complicated matters. Compile monthly and quarterly reports. Identify information assets (ICT Systems), potential threats and vulnerability. Evaluate ICT systems quarterly (software & hardware) and submit reports. Conduct market research and benchmarking on ICT security Technologies to improve services and submit reports. Document all ICT security –related changes on system/networks and implementation. Provide ICT security input for network upgrades, design and installations. Respond to security related queries and solve them. Implement systems and conduct Application Testing: Publish approved projects to the web application for processing and implementation. Test new software and applications before deployment to ensure compliance. Certify software and hardware before installation or implementation. Manage resources and Record-keeping: Conduct maintenance and awareness campaigns on ICT security matters. Update all ICT security equipment and software records in registers. Verify equipment and software for disposal to ensure compliance with policies and prescripts.

ENQUIRIES

: Mr. T Moletsane Tel No: (012) 399 0016

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 01 December 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 42/78** : **PROVINCIAL HEAD (X3 POSTS)**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply).
- SALARY** : R1 494 900 – R1 787 328 per annum, (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: North West Ref No: 25/VA07/NW
Provincial Office: Northern Cape Ref No: 02/25/NC/PROV.OFF
Limpopo Provincial Office: Polokwane Ref No: 02/25/LMP
- REQUIREMENTS** : LLB Degree/An NQF level 7 qualification as recognized by SAQA in Social Science/ Public Administration/ Management; 5 years experience at senior management level in Court Management/Administration environment; Nyukela Certificate is required before appointment for all SMS positions (Certificate for Entry into the Senior Management Service from the (NSG) National School of Government). Knowledge of the Law, Case Law, Criminal, Civil and Family cases and interpretation of relevant statutes, the Public Service and its governance; Knowledge of service delivery Improvement Models, Facility and Security Management; Knowledge of Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act, Promotion of Access to Information Act, Employment Equity Act; Archival Act and understanding of the Constitution; Knowledge and understanding of the Public Service statutory frameworks; Financial Management and regulatory

		framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Ability to interpret statistics and written reports, Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage justice operations and related services in the province; Manage the provision of legal administration and advisory services; Manage and monitor human resource management and development services in the province; Manage and administer the provision of financial management services in the province; Manage and facilitate stakeholders relationship; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	North West: Mr T Chabeli Tel No: (018) 397 7031 Northern Cape: Mr L Swart Tel No: (053) 802 1317 Limpopo: Mr D Chauke Tel No: (015) 287 2080
<u>APPLICATIONS</u>	:	North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745 OR https://forms.office.com/r/X2XaVPasWu Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice and Constitutional Development, Private Bag X9526, Polokwane, 0700. OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699. OR https://forms.office.com/r/X2XaVPasWu

OTHER POSTS

<u>POST 42/79</u>	:	<u>SENIOR STATE LAW ADVISOR: LP9 REF NO: 25/120/LD</u>
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	South African Law Commission: Centurion An LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Constitutional Law and Administrative Law, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act; the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, the Departmental Financial Instructions and the State Liability Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy; Legal research and legislative drafting; Analytical thinking.
<u>DUTIES</u>	:	Key Performance Areas: Plan and conduct research, including comparative legal research in respect of the law of South Africa; Develop, improve and modernize the law; Develop recommendations and draft legislation for law reform; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Conduct extensive consultation with stakeholders with a view to obtain inputs and comment on draft research papers; Conduct Socio Economic Impact Analysis on research and legislative proposals; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. R. Sema Tel No: (012) 315 1333
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address:

Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR visit: <https://forms.office.com/r/X2XaVPasWu>

<u>POST 42/80</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2025/56/MP</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Mpumalanga
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Social Work/Psychology and registered with the South African Council for Social Service Professions or Health Professions Council of South Africa. A minimum of 3 years' experience in Employee Health and Wellness work environment at managerial (Assistant Director) level. Knowledge on employee Health and Wellness Integrated Strategic Framework in the Public Service; Sound Knowledge of all four EHW Pillars; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions (DFI), the Public Finance Management Act, the Public Service Regulations, Treasury Regulations Act, Government initiatives and decisions. Skills and competencies: Applied strategic thinking, Applied Technology, Budgeting and financial management, Communication and information management, Continuous improvement, Citizen Focus and responsiveness, Developing others, Diversity management, Impact management, Impact influence, Managing interpersonal conflict and Resolving problems, Planning and organising, Decision making skills, Project management, Computer literacy; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Manage, coordinate, implement and promote the physical wellbeing (wellness programmes) of individuals employees; Manage, implement and promote the psycho-social wellbeing (employee assistance) of individual employees; Manage, implement and promote Work-Life Balance; Manage and implement Health & Productivity interventions; Manage and implement HIV/AIDS and TB Programmes; Manage and implement Safety, Health Environment, and Risk & Quality Management (SHERQ) in the workplace; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. NC Maseko at 083 284 9056
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank Centre ,5th Floor, Building, Nelspruit, 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 42/81</u>	:	<u>DEPUTY DIRECTOR: CRIMINAL ASSETS RECOVERY ACCOUNT REF NO: 25/113/FMS</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Financial Management/ Accounting as recognized by SAQA; A minimum of 3 years' experience in a financial management and project environment at managerial (Assistant Director) level; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA); Understanding of project/programme management techniques and methods; Knowledge of performance evaluation principles; Knowledge and understanding of Prevention of Organised Crime Act. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and financial management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate project planning processes in line with prescribed project management methodology; Monitor the end to-end execution of all projects in line with approved project plans; Coordinate project stakeholder relations; Evaluate project outputs and facilitate the implementation of post-closure recommendations; Manage and monitor

		financial reporting on Criminal Assets Recovery Account (CARA) and President's Funds; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>POST 42/82</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 25/14/KZN</u>
<u>SALARY</u>	:	R397 116 – R 467 790 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court: Ekuvukeni
<u>REQUIREMENTS</u>	:	Three-year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Skills and Competencies: People Management; Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Section, section related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	Ms NF Nkosi Tel No: (031) 372 3000.
<u>APPLICATIONS</u>	:	Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above OR https://forms.office.com/r/X2XaVPasWu
<u>POST 42/83</u>	:	<u>ADMINISTRATION CLERK (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney Kimberley Ref No: 39/25/NC/SA-KIM (X1 Post) Magistrate Office; Laingsburg Ref No: 75/2025/WC (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. Skills and competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Administrative and organization skills; Ability to work under pressure; Customer service; Document management and filing; Interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Northern Cape: Ms K. Fritz Tel No: (053) 802 1308 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. OR https://forms.office.com/r/X2XaVPasWu Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin

<u>POST 42/84</u>	:	<u>COURT INTERPRETER REF NO: 2025/13/MP</u> (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Middelburg Magistrate Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous language: Language requirement: Afrikaans. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.
<u>ENQUIRIES</u>	:	Mr. TV Mavundla at 078 802 0741
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 01 December 2025 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA.

MANAGEMENT ECHELON

<u>POST 42/85</u>	:	<u>DIRECTOR: MARKET CONDUCT REF NO: S110/2025</u> Division: Tax and Financial Sector Policy (TFSP) Purpose: To monitor and assess developments in market conduct within the financial sector and initiate policy and legislative framework developments that promote consumer protection and the fair treatment of consumers.
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum qualification (equivalent to NQF level 7) in Economics or Law or Finance or Public Management Governance. A minimum of 5 years' experience at a middle or senior managerial level obtained in the financial sector. Knowledge and experience of consumer and financial services protection measures. Knowledge of the legislative and regulatory framework on consumer protection. Knowledge of financial and consumer ombudsman operations. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Consumer Legislation and Regulation: Contribute to the development of the legislation and regulatory framework for market conduct and consumer protection. Monitor the implementation of the Twin Peaks process with respect to market conduct. Participate in the enactment of necessary law/s through Parliament. Consumer Protection: Guide and support the implementation of the financial sector ombuds reform process. Conduct research and benchmarking exercises on the latest trends and best practices for market conduct and consumer protection. Provide policy guidance on specific aspects, such as the Treating Customers Fairly principles. Governance Framework: Develop and maintain a governance and oversight framework for financial sector bodies reporting to the Minister, e.g. Financial Sector Conduct Authority, Prudential Authority, Ombud Council, Pension Funds Adjudicator, FAIS Ombud, Financial Services Tribunal, and other relevant institutions. Advise the Minister on governance-related requests from financial sector bodies. Stakeholders Engagement: Provide policy guidance and respond to policy queries. Prepare policy briefings for the Minister on market conduct and consumer protection initiatives. Provide responses and guidance in the resolution of public queries with respect to market conduct complaints. Advise stakeholders on issues regarding market conduct and consumer protection legislation and regulation. Liaise with relevant international bodies to stay abreast of developments.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

<u>POST 42/86</u>	:	<u>SENIOR ECONOMIST: CGE MODELLING REF NO: S105/2025</u> Division: Economic Policy and International Cooperation (EPIC) Purpose: To maintain a suite of CGE models and SAM databases for implementation and consumption by stakeholders and provide policy analysis and advice.
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Economics or Mathematical or Econometrics. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in development of suites of databases and CGE models. Knowledge and experience in developing and implementation of the simulation of large CGE models. Knowledge and experience in interpreting and analysis of information. Knowledge of policy formulation. Knowledge of the GAMS software and programming.
<u>DUTIES</u>	:	Maintain SAM and Sectoral Databases: Assist with the development of databases from various statistical sources and integrate relevant data. Assist with the incorporation of statistical data into a SAM database. Provide macro-economic data to stakeholders for inputs and development of statistical

information. Develop data sources and encourage stakeholder utilisation of databases. Develop a Suite of CGE Models: Maintain existing CGE models and assist with the formulation of future suites for improvement on data integrity. Recommend adjustments to CGE models for alignment to policy and analysis of data. Assist with the provision of policy advice with emphasis on quantification of policy proposals and utilisation of the suite of CGE models. Assist in the development of new models and potential data sources and understanding of economic and related alignments. Policy Analysis and Implementation: Assist with the production of well-researched instruments and aligning of model outcomes to the policy determinations. Engage stakeholders on new policy initiatives for consideration. Benchmarking and Research: Initiate research and benchmarking exercises with recognised international institutions on latest trends and best practices. Engage stakeholders for the refinement of models and suites and their consideration prior to implementation. Assist with the development of new tools in line with international best practices and to keep abreast of new trends. Involve stakeholders in findings for enrichment and improvement of modelling practices and methodologies.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 42/87 : **SENIOR ECONOMIST: ECONOMETRIC RESEARCH REF NO: S106/2025**
Division: Economic Policy and International Cooperation (EPIC)
Purpose: To develop new economic models in alignment to specific policy questions and enhance current models for the attainment of sound policy analysis to the stakeholders.

SALARY : R1 059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in Economics or Mathematical Economics or Econometrics. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained within the application of various econometric techniques and software. Knowledge and experience in economic research. Experience in econometric analysis and model building. Knowledge and experience in model programming.

DUTIES : Develop and Align Models to Specific Policy Questions: Initiate research in the identification of innovative economic modelling techniques and propose implementation. Develop economic models in response to policy questions and challenges. Provide inputs in the formulation of policies to determine their economic impact on the economy. Review and Enhance Models: Frequently review current and future models and propose adjustments. Initiate improvements for consultation and implementation of models. Assist with the design of models to reflect the overall economic theory. Provide simulations of projected scenarios within the National Treasury and other related government departments. Policy Analysis and Development: Provide theoretical and well researched reports that would align model outcomes to related policy questions. Scrutinise policy and analyse latest trends for developmental purposes. Provide inputs for improvement and development of econometric modelling. Stakeholder Engagement and Research: Engage with recognised international institutions on latest economic models and other relevant information. Perform research on planned topics and provide data for future usage. Attend forums and workshops on latest developments in econometric research and related developments for integration within policy.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 42/88 : **ECONOMIST: VALUE ADDED TAX, EXCISE AND SUB-NATIONAL TAXES REF NO: S112/2025**
Division: Tax and Financial Sector Policy (TFSP)
Purpose: To assist with the development of appropriate tax policy in the areas of Value Added Tax, Excise, Taxes, Fiscal Decentralisation and other consumption taxes to support fiscal reform in South Africa; and to assist in the maintenance of a coherent indirect tax policy framework.

SALARY : R582 444 per annum, (Excl. benefits)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Economics. A minimum of 3 years' experience obtained in research and policy analysis.
<u>DUTIES</u>	:	Value Added Tax (Assist): Reviews and analyses in support of VAT policy advice with due regard to Distributional impact, Inflationary impact, and Revenue impact. Undertake research, investigate and report on VAT policy considerations. Assist with stakeholder consultation and client liaison, comments and written replies. Investigate and analyse the implications of proposed amendments to the VAT Act and support liaison with SARS on such amendments. Assist and support liaison with legal drafters to ensure policy proposals and amendments are incorporated into VAT law as intended including submissions. Excise Taxation (Assist): Assist with reviews and analyses to provide appropriate and timely Excise Tax policy advice with due regard to Distributional impact, Inflationary impact, and Revenue impact, especially relating to Alcohol, Tobacco taxes and Health Promotion Levy and any other related excise taxes. Assist in stakeholder consultation and client liaison with written replies and comments. Undertake research, investigate and submit reviews in support of reports on Excise Tax policy considerations. Investigate and analyse the implications of proposed amendments to the Customs and Excise Act and liaising with SARS on such amendments. Support and assist liaison with legal drafters to ensure policy proposals and amendments are incorporated into Customs and Excise law as intended including submissions. Fiscal Decentralisation: Assist in investigations of appropriate tax instruments and revenue-sharing arrangements for sub-national spheres of government. Assist in review of tax proposals by provinces and local governments in respect of: Provincial taxes (including fuel taxes); Municipal taxes (including property rates and user fee surcharges); Regional Services Councils levies replacement (including local business tax, tax sharing and grant replacement options), Liaise with legal drafters on policy proposals and amendments for incorporation into law, Engage Intergovernmental Relations business unit (IGR) and provide tax policy advice. Gambling Taxes and other Indirect Taxes: Assist and prepare, develop, design and review other indirect taxes for consideration and inclusion, Assist with databases compilation, tax policy formulation, analysis of macro-economic impacts, research, investigate, review and report on tax policy considerations, Investigate and analyse the implications of proposed amendments to the appropriate legal framework and assist in liaisons with SARS on such amendments, Support Liaison with legal drafters to ensure policy proposals and amendments are incorporated into law as intended including submissions. Money Bills: Assist in evaluating the funding arrangements of extra-budgetary agencies by way of earmarked levies and / or user charges.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 42/89</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL EFFICIENCY REF NO: S113/2025</u> Division: Corporate Services (CS) Purpose: To provide technical and advisory support services on all transactional and transformational organisational development and job evaluation services within the National Treasury.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (Excl. benefits) Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Industrial Psychology or Operations Management or Human Resources Management or Management Services. A minimum of 3 years' experience with organisational development. Knowledge and experience of the Job Evaluation principles and processes. Knowledge and experience of onboarding and exit interviewing processes and procedures. Knowledge and exposure to change management. Knowledge or exposure to the PERSAL applications and Job Design principles. Knowledge and experience of Survey Tools and Database administration.
<u>DUTIES</u>	:	Organisational Design: Implement organisational design requirements and align with the regulatory requirements as prescribed and determined by the DPSA, Engage stakeholders on the relevance of information for utilisation and initiation of redesign and restructuring processes, etc, Provide and implement a clear implementation plan in conjunction with the project support office,

Propose the re-evaluation of existing jobs on the departments approved organizational structure after amendments, Conduct an overview of the existing organisational structure and compile a preliminary business case and change management plan for implementation, Review of supporting information of stakeholders prior to consultation with the DPSA. Engage stakeholders on organisational and job design policies and processes for improvement, Advise clients on the implications of the re-designing of jobs and structures, Change Management: Review the roles and responsibilities required of different jobs in conjunction with business units., Initiate the benchmarking and research relevant information on jobs with other government departments and institutions., Analyse the status quo in business units after job design interventions and provide remedial actions for implementation, Propose the re-alignment of jobs and job families for appropriateness to business, Review job descriptions and titles as prescribed by the Public Service Regulations, Advise stakeholders on significant impact of amendments to job descriptions, Communicate outcome of job evaluation to stakeholders, Database Management: Consolidate and align JE Database with approved establishment, Update JE Database with approved job evaluation results, Align and link job descriptions against the appropriate posts on the JE Database, Provide a support and advisory service to internal stakeholders prior to the advertising of posts, Record keeping of all termination surveys for annual reporting to the DPSA, Organisational culture and employee engagement processes: Facilitate and coordinate the development and implementation of organisational climate surveys, Facilitate and coordinate the development and implementation of the national treasury employee engagement survey, Analyse survey data, generate reports and present findings to relevant stakeholders, Liaise with the stakeholders to facilitate the implementation of interventions to improve employee engagement, Liaise with the stakeholders to facilitate the creation and maintenance of a conducive organisational culture, Facilitate the renewal of Survey Monkey Survey Tool subscription. Provide National Treasury Surveys as requested as per clients' requests, On-boarding and Exit Management: Develop and administer the quarterly on-boarding survey for all new joiners within the National Treasury, Convene and chair on-boarding committee meetings for on-boarding process enhancement and review, Analyse on-boarding survey data, compile quarterly on-boarding reports and present findings to relevant stakeholders, Develop and administer termination survey for all employees terminating services from the National Treasury, Analyse exit survey data, compile quarterly exit management reports and present findings to relevant stakeholders.

<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 42/90</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE AND REVENUE REF NO: S102/2025</u> Division: Office of The Director-General (ODG) Purpose: To assist with the compilation of creditor payments and review allocated departmental receipts for debt settlement in conjunction with the National Revenue Fund for transfers and payments.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum, (Excl. benefits) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree at (equivalent to NQF level 7) in Accounting or Financial Management. A minimum of 2 years' experience obtained in a financial management environment. Knowledge of the government procurement process. Knowledge and experience of transversal financial systems utilised in government (PERSAL/ BAS/ LOGIS).
<u>DUTIES</u>	:	Payments of Creditors: Compile payment requisitions and allocate departmental expenditure to the relevant beneficiaries, Capture invoices for payments on LOGIS Procurement Integration in alignment with regulatory requirements, Prepare management reports and other relevant information pertaining to departmental expenditure/payments, Comply with relevant guidelines, regulations and departmental prescripts applicable to expenditure /payments. Transfer of Departmental Funds: Transfer funds to provinces, municipalities and other entities in accordance with the approved transfer schedule, Record all cash transfers and inform stakeholders on completed transfers, Reconcile affected transfers through the transfer schedule and accumulate a funds receipt confirmation. Cash Deposits and Departmental

		Revenue: Issue receipts for cash deposits in alignment with allocations, Assist with the allocation of departmental revenue and verify payments made to the National Revenue Funds. National Treasury Bank Account and Petty Cash: Advice on the reconciliation of the control accounts with the bank account as prescribed, Verify transactions with support documents, Identify irregular transactions and issuing advances on petty cash, Reconcile and verify all petty cash transactions. Monitor Transactions on Suspense Account: Engage institutions to recover amounts allocated to control/ suspense accounts, Reconcile and clear amounts allocated to control/ suspense accounts, prepare reports on information pertaining to the control/ suspense accounts.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 42/91</u>	:	<u>PERFORMANCE AUDITOR REF NO: S103/2025 (X2 POSTS)</u> Division: Office of The Director-General (ODG) Purpose: To assist with audit of performance information engagements and performance audits by evaluating management measures for resources acquired economically and utilised efficiently and effectively in the execution of prescribed audit processes and procedures.
<u>SALARY</u>	:	R397 116 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Internal Audit or Accounting. A minimum of 2 years' experience obtained in an Internal Audit environment. Experience of Internal Audit processes and procedures. Knowledge of Performance Audit.
<u>DUTIES</u>	:	Provide inputs to the development of performance audit notification letters, Perform preliminary surveys on planned performance audit and audit of performance information engagements, Gather background information on identified performance audit and audit of performance information, Initiate interview sessions in preparation of performance audit and audit of performance information engagements and analyse disseminated information, Identify symptoms and assist with the development of audit objectives and criteria for engagement. Audit Execution: Assist with the development of an audit program for implementation, Test procedures as per the prescribed performance audit and audit of performance information programme, Determine root causes to address management measures that are lacking or inadequate, Complete work papers and draw conclusions from test results, Audit Reporting: Draft informal audit queries as per the prescribed performance audit methodology, Confirm the findings and the impact of risk ratings of performance audit and audit of performance information findings with clients and draft recommendations on root causes, Assist with compiling draft audit report, Follow up audit of Performance Audits: Follow up on previous performance audit findings, Perform performance audit reviews through tests and observations, Evaluate and capture action plans instituted by management to rectify identified inadequate management measures, Assist with completion of findings register to be reported to Audit Committee.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 42/92</u>	:	<u>PROGRAMME COORDINATOR REF NO: S085/2025</u> Division: Asset and Liability Management (ALM) Purpose: To coordinate and render an administrative support service to the business unit striving towards the attainment of a cohesive and broader integrated working environment.
<u>SALARY</u>	:	R397 116 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF Level 6) or Bachelor's degree (equivalent to NQF level 7) in Office Administration or Public Administration or Business Management or Project Management. A minimum of 2 years' experience obtained in Administrative management within government. Knowledge and exposure to the coordination of budget coordination processes. Knowledge of the analysis and interpretation of internal policies for the correct application thereof.
<u>DUTIES</u>	:	Integrated Business Support: Co-ordinate and perform quality assurance on processes pertaining to all in-coming and out-going memoranda for service

enhancement and standardisation. Develop and maintain a filing system for record and audit purposes within the Office of the Chief Director, Monitor the effectiveness of service delivery within the Office of the Chief Director and propose improvement where necessary. Administer leave centrally within the business environment and update the leave register for verification. Assist with the monitoring of all procurement and administrative initiatives and verify alignment of claims and invoices. Provide input to memoranda and record receipt thereof on the electronic filing system for record purposes, editing, etc, if and when required. Business Support: Acknowledge and confirm meetings, invitations to workshops on behalf of the Office of the Chief Director. Provide inputs to the compilation of agendas, initiating the taking minutes for the Office of the Chief Director, and follow-up on outstanding commitments from stakeholders. (Administer all duties with utmost discretion in the execution of confidential matters and converse with clients in utmost diplomacy. Stakeholder Relations and Engagement: Engage internal clients on the coordination and enhancement of the integration of dual processes for execution within the unit. Attend to clients' needs, address concerns and complains timeously, to improvement relations with stakeholders, and obtain their trust. Analyse quotations for the attainment of the most effective and efficient procurement of goods and services and advise accordingly. Budget Co-ordination: Assist and prepare relevant documentation pertaining to the consolidated budgetary inputs in compliance with the MTEF requirements and cycle. Monitor expenditure against commitments and sensitise on possible overspending. Initiate the movement of funds between items after consultation with relevant stakeholders and compile relevant papers for execution.

<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 42/93</u>	:	<u>ASSET VERIFICATION CLERK REF NO: S108/2025 (X3 POSTS)</u> Division: Office of The Director-General (ODG) (12 Months Fixed Term Contract) Purpose: To provide innovative, business processes and internal control review pertaining to good corporate governance in National Treasury and its entities.
<u>SALARY</u>	:	R193 359 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum Grade 12 is required (equivalent to NQF level 4). A minimum of 0 – 12 months' experience obtained in physical asset verification. Knowledge of the asset verification and disposal process and administrative support.
<u>DUTIES</u>	:	Asset Register: Assist with supporting documentation needed and affixed all assets with an identification tag. Provide general office and administrative support pertaining to Asset Management activities. Dispose Redundant/ Obsolete Assets: Assist with the identification of redundant or obsolete assets for disposal thereof. Assist with the verification of disposal in line with relevant regulations and departmental prescripts. Assist to remove redundant assets to demarcated area for safekeeping and ultimate disposal. Verify Departmental Assets: Verify all departmental assets and report discrepancies and findings for investigation. Assist with the alignment of Asset Register pertaining to the verification outcomes and clean-up redundancies. Issue asset inventory forms for users to acknowledge asset verified. at their area of responsibility.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685
- : **Gauteng/Land Court Randburg/Pretoria:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- : **North West/ Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.
- : **Free State High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- : **Northern Cape: Kimberly:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the Northern cape division of the High Court, Corner sol plaatjie Drive, Kimberly
- : **KwaZulu-Natal/ Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somotheu8 & Stalwart Simelane Streets, Durban, 4000.
- : **Mpumalanga/ Middelburg/Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE

: 28 November 2025

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was

unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

ERRATUM: kindly note that the post of Judge's Secretary with Ref No: 2025/270/OCJ advertised on Public Service Vacancy Circular 39 dated 24 October 2025, is 12 months nonrenewable contract.

OTHER POSTS

<u>POST 42/94</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2025/311/OCJ</u>
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11), all-inclusive remuneration package. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Grade 12, A relevant tertiary qualification at NQF level 6/7 (Accounting/ Auditing/ Internal Auditing). A postgraduate qualification or PIA/CIA or similar certification will serve as an added advantage, three (3) years supervisory experience at Assistant Director (ASD) internal audit. Institute of Internal Auditors South Africa (IIASA) membership. A valid driver's license. Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of the Global Internal Audit Standards (GIAS) developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations, Effective communications skills. Good interpersonal skills. Effective Leadership capabilities. Business Acumen. Persuasion and Collaboration. Creativity and innovation. Advanced Computer skills. Communication (verbal & written) Skills. Financial management. Project Management Skills. Planning and Organising Skills. Analytical and Decision-Making Skills. Decision making skills. Strategic and analytical skills.
<u>DUTIES</u>	:	Develop strategic internal audit plans, methodologies, policies and procedures. Evaluate the department's controls, to determine their effective and efficiency through internal audit projects to ensure achievement of department's objectives. Collect, collate, review information and compile reports for the Director Internal Audit, Senior Management and Audit and Risk Management (ARC). Marketing of the IAS and keeping up to date with new developments in the internal audit environment. Manage the sub-directorate Internal Audit.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/311/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/95</u>	:	<u>DEPUTY DIRECTOR: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2025/312/OCJ</u>
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11), all-inclusive remuneration package. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand

<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Strategic Management/ Corporate Governance/ Social Sciences/ Development Studies/ Economic Science / Public Administration or relevant qualification at (NQF level 6), a minimum of three (3) years' junior management level/ ASD experience in Strategy and Service Delivery Planning environment and a valid Driver's License. Knowledge and Skills: Comprehensive knowledge and understanding of government legislations, and government prescripts including the Revised Framework for Strategic Plan and Annual Performance Plan, Public Finance Management Act (PFMA), Public Service Act, and Public Service Regulations, 2016. Sound understanding of strategic planning, strategy formulation. Proficient in project management, planning, organisation, research and analytical decision-making. Advanced computer literacy with strong communication, presentation, and report writing skills. Skilled in problem-solving, statistical analysis, and strategising. Demonstrates innovation, creativity, and adaptability with a high level of confidentiality, accountability, and attention to detail. A self-driven, assertive team player able to work independently, meet deadlines, and perform effectively under pressure.
<u>DUTIES</u>	:	Provide administrative and technical support in the development, coordination, and implementation of the OCJ Annual Performance Plan (APP), Consolidated Operational Plan, and Environmental Scan Report. Support the facilitation of stakeholder engagements, alignment with national planning frameworks, and preparation of presentations for management and oversight structures. Assist in coordinating Strategy and Service Delivery Planning (SDP) processes, including performance reporting, data analysis, and monitoring of institutional targets. Provide administrative and managerial support to the Sub-Directorate in areas of human resources, procurement, communication, and records management. Maintain filing systems, coordinate meetings, and perform secretariat duties for the Strategy and Service Delivery Planning Unit.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P. Mahlangu Tel No: (010) 493 2501 HR Related Enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/312/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/96</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 2025/313/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Supreme Court of Appeal
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Building Management/Safety Management/ Construction Management or equivalent qualification at (NQF level 6), a minimum of three (3) years' experience in Facilities and Auxiliary Services and a valid Driver's License. Knowledge and Skills: Occupational Health and Safety Act and other Building Regulations, general Built environment including mechanical, electrical Water Services Act, National Environmental Management Act 107 of 1998 (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, (PFMA), Supply Chain Management framework, directives and procedures, Government Budget processes and procedures, report writing, project management and implementation. Analytical skills, communication skills (written and verbal), Computer literacy skills, Research and planning skills, Report writing skills, interpersonal relations, decision making skills, presentation skills, problem solving and analysis skills, planning and organizing skills, supervisory skills, people Management and Empowerment, meticulous, flexible, Self-driven, able to work under pressure, ability to multi-task, attention to detail, teamwork and self-motivated.
<u>DUTIES</u>	:	Ensure implementation of facilities and infrastructure projects at OCJ service centres: Conduct accommodation needs audit with service centres, consolidate User Assets Management Plan (UAMP) for OCJ, manage Office space planning and parking allocation, evaluate fire safety assessments reports and compile action plans to remedy gaps. Ensure day-to-day maintenance function for OCJ service centres: Develop maintenance plan for OCJ, coordinate and monitor maintenance services, monitor and report on the status and progress of maintenance and update Action Log, monitor and report on the cleaning and maintenance of gardening services. Execute operations related to facilities within OCJ: Ensure management of contracts within OCJ: Provide support in management of expenditure within sub-directorate,

implement and ensure compliance to facilities policies and Standard Operating Procedures (SOP), ensure procurement of goods and services for Head Office and Service centres, coordinate the facilities and auxiliary services for the OCJ, compile specifications and handle inspections in the cleaning field, Manage and control equipment and material register, coordinate outsourced services within the OCJ, facilitate and manage telecommunication services, ensure the provision of handyman services. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical related enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4695
APPLICATIONS : HR Related enquiries: Ms. N. de la Rey Tel No: (051) 492 4523
NOTE : Applications can be via email to: 2025/313/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/97 : **LAW RESEARCHER REF NO: 2025/314/OCJ (X2 POSTS)**

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.

CENTRE : National Office: Midrand
REQUIREMENTS : Minimum requirements: Matric; an LLB (or four-year recognised legal qualification); and at least three (3) years of dedicated legal research experience in a legal/judicial, regulatory, or policy environment. Candidates must demonstrate in-depth knowledge of the Judicial Service Commission Act, 1994 and the Code of Judicial Conduct, a sound understanding of the Constitution and related legislation, and advanced research and analytical capability. Strong report-writing and editing skills; excellent written and verbal communication; computer literacy (MS Office) and proficiency with legal research platforms (Sabinet, LexisNexis, Jutastat) are essential. Additional strengths include planning and organising, basic project management, the ability to integrate knowledge from diverse sources, problem-solving, accuracy and attention to detail, stakeholder-savvy interpersonal skills, and the capacity to work independently and under pressure. Demonstrated understanding of the functioning of commissions and tribunals is required; experience in a regulatory enforcement environment and admission as an attorney/advocate will be an advantage. A valid driver's licence and willingness to travel are required.

DUTIES : Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, Analyse and apply complex legal principles and provide summaries to the judges, Provide research support to judges in the preparation of hearings and trials, Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, Provide analysis through studying all the relevant material, Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, Correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to

		the latest legal information, Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms M Songca Tel No: (010) 493 2575 HR Related Enquiries: Ms. S. Tshidino, Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/314/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 42/98</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT REF NO: 2025/315/OCJ</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Building Management/Safety Management/ Construction Management or equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in Facilities management environment and a valid Driver's License. Knowledge and Skills: Knowledge of property evaluation methodology: Knowledge of lease agreement negotiations and BBBE procedure, knowledge of OHSAS 18001, knowledge of building maintenance, knowledge of project Management, Knowledge of Treasury and PFMA Regulations, Batho Pele Principles, computer Literacy, report writing skills, research skills, planning skills, excellent communication skills (written and verbal), interpersonal Relations, facilitation skills, ability to work independently, people orientated, professionalism, creative thinking, teamwork and time bound.
<u>DUTIES</u>	:	Provide administrative support within Facilities Management unit: Facilitate and coordinate the submission of monthly reports, collate and quality assure monthly and quarterly reports, attend to facilities services requests at National Office, co-ordinate logistical arrangements for meetings when required, ensure the safekeeping of all documentation in the office, provide support in drafting and distributing memos, or reports. Coordinate day to day maintenance services of the office buildings: Inspect the facility on a monthly basis, register and monitor reported facilities issues, monitor the status and progress of maintenance work, respond to inquiries in relation to facilities management, updated status on Action Log monthly, monitor the completion of maintenance tasks, keep accurate records of maintenance activities and expenses. Promote workplace efficiency by optimizing workstations, equipment, while ensuring a safe, comfortable, and productive work environment: Provide officials with safe office space and functional office furniture, provide comfortable office equipment to officials, conduct inspections on office equipment, identify needs for repairs and replacements. Monitor and administer the Auxiliary services: Provide support in drafting the policies and procedures for the provision of auxiliary services, conduct an inventory of all auxiliary services provided, conduct regular audits and performance reviews., provide feedback on status of repairs to the reporting client, ensure that telephony services and administration are up to date, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms M Modisakeng Tel No: (011) 493 2541 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/315/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/99</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SDIP REF NO: 2025/316/OCJ</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08), The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand

<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Public Administration or equivalent qualification at (NQF level 6), A minimum of two (2) years' experience/ supervisory level and a valid driver's license. Knowledge and Skills: Knowledge and understanding of Service Delivery Improvement Programmes, understanding and knowledge of Batho Pele Principles, knowledge and understanding of Strategic Planning, computer literacy, planning and analysis skills, problem solving skills, time management skills, presentation skills, communication and report writing skills, presentation skills, honesty, accountability, team player, attention to detail, Flexibility, creativity and self-motivated.
<u>DUTIES</u>	:	Provide administrative and technical support during the development and implementation of OCJ Annual Performance Plan and Operational Plan, provide support in the development of the OCJ Environmental Scan Report, provide administrative and technical support in the development of the Annual Performance Plan and Operational Plans, provide support in coordinating and the development of the OCJ Consolidated Operational Plan. Provide technical and administrative support in the implementation and monitoring of the OCJ Service Delivery Charter and Service Delivery Improvement Plan: Develop quarterly and annual SDC and SDIP reporting templates, review and analyse quarterly and annual reports from reporting courts, communicate with the courts for rectification of misaligned information, consolidate and formulate analysed data into report, submit consolidated and analysed reports for inputs, incorporate inputs and submit final draft report for approval. Provide support in implementation of Public Service Month in the OCJ according to the PDPA Directives: Consult with Communications Unit on Public Service Month (PSM) Awareness Information posters to be disseminated to the OCJ officials, conduct research on the contents of the PSM posters according to the PDPA directives, develop 5 PSM Posters. Provide administrative support during Batho Pele (BP) activities: Attend to Batho Pele Awareness Sessions and provide administrative support, provide the analysed Batho Pele Awareness Reports, participate in National Batho Pele Forum. Maintain records management, resources and correspondences of the Strategy and Service Delivery Planning Unit: Arrange a stationery for the unit, maintain filing of documents, archive of Strategy and Service Delivery Improvement documents and secretariat role in the meetings of the Strategy and Service Delivery Planning Unit or relevant meetings facilitated by the Unit.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. K. Motiyane Tel No: (010) 493 2642 HR Related enquiries: Ms. N. de la Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/316/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 42/100</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: MONITORING, EVALUATION & REPORTING REF NO: 2025/317/OCJ</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, a National Diploma in Public Administration or equivalent qualification on NQF level 6, two (2) years' relevant experience in planning, monitoring, evaluation and reporting environment; and Valid driver's license and be able to travel. Skills and Competencies: Understand the relevant legislations and prescripts in relation to Monitoring, Evaluation and Reporting. job Knowledge, quality of work, initiative, team work, planning and execution, Innovation and proactive, time Management, flexibility, patience and be able to Communicate effectively.
<u>DUTIES</u>	:	Verification of statistical data on default judgements finalised within 12 court days, Opposed and Unopposed taxations of legal bills of costs (60 and 40 days) and Warrants of liberation (J1), to assist the department in avoiding AGSA findings, collection, consolidation and analysis of performance information from business in order to track their performance on an annual and quarterly basis, quarterly and annual performance information reporting, Provide overall administrative support to the M, E & R Unit, Annual Performance information reporting and submission of the OCJ Auditable Annual Report, to assist in the production of quarterly and annual performance information reports and compilation of memos for submission.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. K. Motiyane Tel No: (010) 493 2642 HR Related enquiries: Ms. N. de la Rey Tel No: (051) 492 4523

<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/317/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/101</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: 2025/318/OCJ</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Supply Chain Management/ Economics/ Finance/ Financial Management/ Procurement/ Logistic/ Public Administration or relevant qualification at (NQF level 6), A minimum of one (1) years' experience in Supply Chain Management environment. and a valid driver's license. Knowledge and Skills: Knowledge and understanding of administrative and procurement procedure, knowledge of the Public Financial Management Act, knowledge of supply chain management frameworks, policies and procedures, knowledge of budgeting and financial management, knowledge of procurement policies and relevant legislation prior to awarding contracts, knowledge of PPPFA regulations, Public Service Act 1994, Public Service Regulations 2016, National Treasury Regulations, good understanding of departmental prescripts and frameworks (e.g. departmental codes: COIDA and BBEE, Batho Pele Principles, computer literacy MS Office, MS Power Point, MS Word, MS Excel, strategic and conceptual orientation, planning, organising and problem-solving skills, Financial management and interpersonal skills, decision making and time management, communication skills, report writing skills, ability to work independently, people orientated, professionalism, creative thinking, teamwork, time bound, assertive and flexible.
<u>DUTIES</u>	:	Render bidding administration function to the Bidding Committee: Render secretariat service to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), provide support in the compilation of bid documents and submit specification to the Bid Committee and finance department for budget purposes, prepare tender averts, receive and open bid documents, receive submissions of expressions of interest, arrange and coordinate tender briefing sessions and prepare attendance registers, Compile a database of approved suppliers, source quotations from database according to the threshold values determined by the National Treasury. Render procurement of goods and services function through effective and efficient demand management services: Source quotations from accredited suppliers through database, provide review on quotations, specifications and all documents supplied by the supplier in order to comply with the prescribed requirements, arrange and coordinate briefing sessions where necessary, provide support with the implementation of procurement policies in line with relevant prescripts and legislations, generate purchase orders, submissions for approval and submission of purchase orders to the relevant parties, provide support in the receipt of goods and services through the MIS and submission to Finance department. Provide support with the provision of an effective Contract Management service for OCJ, provide support with the processing of renewals, amendments and termination of contracts promptly, ensure the notification of end-users and service providers of contract expiry dates, Implement a document management system to safeguard/control contracts, provide support with evaluating the performance of contractors/service providers against stipulations in the contract or SLAs, Ensure proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Ensure the coordination of tender processes: Monitor tender portal, industry publication and networking with potential clients, conduct tender evaluation and develop a winning strategy, develop a comprehensive proposal that showcase the capabilities, experience, and value proposition, ensure that the bid is submitted within the specifies deadline and in the required format. Render administrative service: Conduct proper filling system for all the records, schedule and organise meetings, render secretarial services to the meetings within the unit, update and maintain the project dashboard for the unit, Facilitate the subsistence and travel claims for the unit, facilitate procurement of stationary and all other petty cash purchases and handle incoming and outgoing office correspondence.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. M Ngonyama Tel No: (010) 493 2560 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/318/OCJ@judiciary.org.za

<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/102</u>	:	<u>INTERNAL AUDIT REF NO: 2025/319/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate., National Diploma in Internal Audit/ equivalent qualification at (NQF level 6), a minimum of two (2) years' experience in the Internal Audit environment, Knowledge of information technology (IT) audits will be an added advantage. A driver's license. Competencies: Knowledge of the Global Internal Audit Standards (GIAS) developed by the Institute of Internal Auditors, Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Public Service Act International Financial Reporting Standards, Recognized accounting standards, Auditor General Processes and Procedures. Knowledge of DPSA ICT and Governance Framework. Computer literate, Good communication skills, Numerical skills. Ability to work under pressure, Flexible and Self-confidence.
<u>DUTIES</u>	:	Participate in the development of strategic internal audit plan and annual internal audit plans. Assist with audit planning, perform execution of audit projects, prepare findings for audit fieldwork and perform follow up audits. Provide support to the organisation in maintaining efficient and effective control by evaluating the department's controls/objectives. Keep abreast with new developments in the internal audit environment. Provide support with audit assignments to ensure an effective internal audit service. Render administrative tasks in support of the audits.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. T. Mokgope Tel No: (010) 493 2500 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/319/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/103</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/320/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	Grade 12, An LLB degree or a minimum of 20 modules completed towards an LLB, BA (Law), BCom Law degree, A minimum of two years secretarial experience or as an office assistant in legal environment, a valid drivers' licence, to pass typing test Knowledge and Skills: Knowledge of Court Online system, and. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Communication skills (verbal and written), Administration skills, Planning and Organisational skills, Exceptional Interpersonal skills, Customer service skills, Excellent Typing skills including Dictaphone typing, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English, Display maturity, Assertiveness and Confidence to interact at all Levels, Maintain Positive attitude, Good Interpersonal Relations with ability to Take charge, Able to work under pressure, Ability to multitask, Ability to take charge, Flexible, Patience and kindness, Professionalism, Maintain a positive attitude.
<u>DUTIES</u>	:	Provide general secretarial/administration duties to the DCJ. Typing (or Formatting) of draft memorandum decisions, opinions or judgments entries written by or assigned by the DCJ. Manage and type correspondence, draft directions, and judgments for the DCJ. Arrange and Diarise appointments, meetings and official visits and make travel and accommodation arrangements. Update files and chamber documents and provide such copies of documents as is necessary to the Registrar. Store, keep and file court records safely. Manage the DCJ's vehicle logbook. Compile data, statistical reports, and documents for the DCJ and Registry section as and when this is required. Manage expense reports, financial disclosure statements, and case management reports. Provide Secretarial support to the Judiciary: Diarize the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-

lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge. Provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers: Collect the files before the commencement of a criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Arguments from various stakeholders are available to the Judge as per the filing that was done. Provide support functions to civil / criminal courts: Ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, administer the correct Oath ID or declaration in court, when required, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Provide general administrative support to the Judiciary: ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, Ensure the submissions of Cell phone and 3G data claims for process purposes, ensure that all updates on the loose leafs in the Judges library are attended to (in dispute).

<u>ENQUIRIES</u>	:	Technical Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 HR Enquiries: Ms Mhlabi Tel No: (010) 493 6316
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/320/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/104</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2025/321/OCJ</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, a three-year National Diploma / Bachelor Degree in Social Science / Social Work / Psychology or Equivalent Qualification at NQF level 6 with (360 Credits) as recognised by SAQA and a minimum of 2 years' functional experience in Employee Health and Wellness field. Registration with SACSSP/ HPCSA / relevant statutory body. Valid driver's license. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public service. Knowledge and thorough understanding of Batho Pele principles. Knowledge and understanding of the Employee Health and Wellness Strategic framework, HIV/AIDS Policies, Sick Leave management, PILIR Policy and Stress Management. Policies governing EHW Project Planning and Management. Analytical thinking skills. Problem solving skills. Decision making skills. Motivational skills. Project planning and management skills. Marketing skills. Facilitation and presentation skills. Computer skills. Report writing skills. Ability to Communicate (Verbal & written). Interpersonal relations. Self-Management. Creative thinking.
<u>DUTIES</u>	:	Coordinate and implement EHW Programmes within the OCJ. Coordinate psychosocial wellness through preventive and curative programs within the OCJ. Coordinate events related to Employee Assistance Programme (EAP) in line with the departmental strategic objectives. Conduct assessment, referrals, counselling and intervention support to staff and Conduct needs analysis for employee within the institution. Conduct training for Managers, Supervisors, and Staff on their role on Employee Wellness and overall marketing of the Wellness programme. Provide awareness and education on the health and wellness issues. Implement and coordinate Employee Health and Wellness

strategic frameworks (SOPs, policies et.). Implement standard operating procedures in line with the EHW programmes policies. Implement and ensure policies are in line with the new developments in the field of EHWP. Conduct awareness campaigns. Capture statistics, analyse data and compile report regarding the findings and recommendations. Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the station strategic plan within OCJ. Coordinate screening for chronic diseases. Provide support in the implementation of diversity management programmes within OCJ. Coordinate, evaluate and implement Gender, Disability, Youth and Diversity Management Programmes within the organization. Facilitate and support the establishment of Women, Men and Disability forum within the organization. Promote the mainstreaming, development and empowerment of women, men, youth and people living with disability. Provide support in the implementation of OHS framework and related activities. Coordinate and implement occupational health and safety education and training to enable preparedness for hazards and risk. Coordinate Emergency Evacuation Drills and manage relations with external emergency stakeholders. Render employee health and wellness administrative services. Ensure client's files are updated and kept confidential.

ENQUIRIES : Technical enquiries: Ms K Maloba Tel No: (010) 493 8774
APPLICATIONS : HR Related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
NOTE : Applications can be via email to: 2025/321/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/105 : **ADMINISTRATION CLERK: (DCRS) REF NO: 2025/322/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Labour And Labour Appeals Court: Durban
REQUIREMENTS : Grade 12 certificate (NQF 4), No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA and a valid driver's license will be an added advantage. Knowledge and Skills: Knowledge of the digital recording process e.g. system tests, recording equipment is properly functional, fault reports, Knowledge of court proceedings, Knowledge of digital filing system, Knowledge of manual filing system Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services.

DUTIES : Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform playback events during or after the session. Perform collection of statistic. Attend to general administrative functions for court administration. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.

ENQUIRIES : Technical Enquiries: Mr S Cele Tel No: (031) 4926207
APPLICATIONS : HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
NOTE : Applications can be via email to: 2025/322/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/106 : **ADMINISTRATION CLERK REF NO: 2025/323/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Middelburg High Court
REQUIREMENTS : Grade 12, No experience is required. A three-year relevant qualification (NQF6) within records management will serve as an added advantage. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Knowledge and Skills: Communication skills (verbal and written). Problem solving skills. Administrative skills. Good public relation skills. Time Management skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting

	statistics. Knowledge and understanding of the legislative framework governing Public Service.
<u>DUTIES</u>	: Render general clerical support services. Record, organize, store, capture and retrieve correspondences and data. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. Capture and update expenditure in component.
<u>ENQUIRIES</u>	: Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/323/OCJ@judiciary.org.za
<u>NOTE</u>	: OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/107</u>	: <u>TYPIST REF NO: 2025/324/OCJ</u>
<u>SALARY</u>	: R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Mpumalanga Division of The High Court: Mbombela High Court
<u>REQUIREMENTS</u>	: Grade 12. No experience required. A valid Driver's license will serve as an advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office). typing skills (speed 35 words per minute) good communication skills (written and verbal). good interpersonal relations, planning and organization skills. good problem-solving skills. accuracy and attention to details. ability to work under pressure. good time keeping. Telephone etiquette.
<u>DUTIES</u>	: Type court orders, court documents and reports. Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports. Type Rule 6(12) orders and make available in terms of the rule. Type judgments. Sort and distribute incoming and outgoing files. Make amendments on judgments as per judges' request/instruction. Compile term roll, week roll and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazetted terms. Type supplementary rolls. Compile and submit relevant orders and judgments to relevant stakeholders. Provide Advocates enrolment orders to the Department of Justice and Constitutional Development. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii).
<u>ENQUIRIES</u>	: Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/324/OCJ@judiciary.org.za
<u>NOTE</u>	: OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/108</u>	: <u>FOOD SERVICE AID REF NO: 2025/325/OCJ</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Mpumalanga Division of The High Court: Mbombela
<u>REQUIREMENTS</u>	: (ABET) (NQF level 2). Matric certificate or equivalent qualifications will serve as an added advantage. Experience in a hospitality environment will serve as an added advantage. Knowledge and Skills: Knowledge of relevant legislation Good Interpersonal skills, Good Communication skills (verbal and written), Planning and organizing skills, Problem solving and analysis, Time management, Client Orientation and Customer focus, Decision making skills, Listening skills.
<u>DUTIES</u>	: Effective cleaning services. Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Remove garbage disposal. Render household duties. Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Set up

and convey crockery, cutlery and equipment to dining areas. Serve food, beverages and wash dishes. Control food supplies and report waste and losses. Perform client satisfaction surveys and plate waste duties in line with the SOP for food services. Ensure serviceability of equipment and report any defects or shortage. Set tables including decoration. Ensure only authorized personnel have access to the kitchen and consume meals. Apply safety measures in the work environment. Adhere to elementary control measures and standard operating procedures. Remove all kitchen waste. Wash the freezer to ensure clean packing of food. Pack supplies received in the food storage areas.

<u>ENQUIRIES</u>	:	Technical enquiries Ms E Smith Tel No: (013) 758 0000 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/325/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/109</u>	:	<u>SECURITY OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of The High Court: Mbombela Ref No: 2025/326/OCJ Mpumalanga Division of The High Court: Middleburg Ref No: 2025/327/OCJ
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 2). Relevant experience required. Grade 12 Certificate will be an added advantage/a driver's license will be an added advantage. Basic Security Officer's course registered with PSIRA. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of access control procedures. Knowledge of control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Batho Pele Principles. Interpersonal skills. Client service skills. Listening skills. Problem solving skills. Decision making skills. Good communication skills. Computer skills. Facilitating skills.
<u>DUTIES</u>	:	Perform access control functions. Determine whether visitors have appointments/or the service that visitor requires. Contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point. Ensure that the admission control register is completed and issue admission control documents/ cards as required. Utilise walk-through metal detector for the effectiveness of access control. Ensure that unauthorised persons and dangerous object do not enter the building/premises. Report all the identified security breaches and non-compliance to the Supervisor. Ensure that equipment, document and store do not leave or enter the building or premises unauthorised. Ensure that the registers control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores as assets of the department leave the building /premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Operate control room security equipment's. Monitor all movements, events, and activities within the department's premises using CCTV equipment's. Ensure that security system is in good working condition. Report all incidents monitored, report to the supervisor. Monitor all access points for effective access control. Report all identified non-compliance to security policy and procedures to improve office security. Ensure safety in the building and premises. Undertake building/ and the primes patrols to identify and check. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management. Monitor and respond to alarm system. Ensure all incidents are recorded in the occurrence books/registers. Ensure that recorded information is correct. Update the information on the occurrence book/register as and when required. Liaise with supervisor to verify information recorded. perform any other duties assigned to you by the supervisor/ Court Manager.
<u>ENQUIRIES</u>	:	Technical enquiries Ms E Smith Tel No: (013) 758 0000 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000

<u>APPLICATIONS</u>	:	Applications can be via email to: Mpumalanga Division of The High Court: Mbombela Ref No: 2025/326/OCJ@judiciary.org.za Mpumalanga Division of The High Court: Middelburg, Ref No: 2025/327/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 42/110</u>	:	<u>HANDYMAN (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of The High Court: Mbombela Ref No: 2025/328/OCJ Mpumalanga Division of The High Court: Middelburg Ref No: 2025/329/OCJ
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, willing to do all other trades, be keen to learn and must be physical healthy. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	:	Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be via email to: Mpumalanga Division of The High Court: Mbombela Ref No: 2025/328/OCJ@judiciary.org.za Mpumalanga Division of The High Court: Middelburg Ref No: 2025/329/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/111</u>	:	<u>HANDYMAN REF NO: 2025/330/OCJ</u> (03 Year Fixed Term Contract)
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, must be willing to do all other trades, be keen to learn and must be physical healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and

	Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	: Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mr F Wilkinson Tel No: (053) 492 3553 Hr Related Enquiries: Ms RP Netshivhale Tel No: (053) 493 3535
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/330/OCJ@judiciary.org.za
<u>NOTE</u>	: OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/112</u>	: <u>HANDYMAN REF NO: 2025/331/OCJ</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: North West Division of The High Court: Mmabatho
<u>REQUIREMENTS</u>	: ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, must be willing to do all other trades, be keen to learn and must be physical healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	: Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen,

		restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms. L Makula Tel No: (018) 397 7000/ 7064 HR Related Enquiries: Ms. KE Zwane Tel No: (018) 397 7114/ 7064
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/331/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/113</u>	:	<u>HANDYMAN REF NO: 2025/332/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, must be willing to do all other trades, be keen to learn and must be physical healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms. PN Shandu Tel No: (012) 315 7602 HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/332/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity representative employer. Therefore, the OPSC is intentional in promoting representativity (race, gender and disability) in the Public Service through filling these positions in line with the approved Employment Equity Plan. All candidates whose appointment/transfer/promotion will promote representativeness are encouraged to apply. Preference will be given to Coloureds, Indians, Whites and persons with disabilities. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : You can apply on www.psc.gov.za under “vacancies”. Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 28 November 2025; 16h30
- NOTE** : Applications must consist of: a) A fully completed and signed Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. b) A recent comprehensive CV with a minimum of three (3) contactable referees with their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers' license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical and Integrity Assessments to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate obtained from the National School of Government (NSG) prior appointment for all SMS appointments is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid.

MANAGEMENT ECHELON

- POST 42/114** : **DIRECTOR: EARLY RESOLUTION REF NO: D/ER/11/2025**
- SALARY** : R1 266 714 per annum, all-inclusive remuneration package. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree/ Advance Diploma (NQF level 7) in the field of Law/ Auditing/ Investigations/ Public Administration or equivalent. A Postgraduate or Honours Degree (NQF level 8) will be an added advantage. Five (5) years of experience at a middle/ senior managerial level. Experience in the investigative field/ anti-corruption field / fraud field/ law enforcement field/ ethics field. Knowledge of the Public Service legislation, National Anti-Corruption Strategy and Promotion of Professional Ethics. A Nyukela certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) and should be submitted prior to

	appointment. Knowledge of public administration. Understanding of government programmes and priorities. Analytical skills, Research skills, project management skills, communication skills, time management skills. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. Supervisory and appropriate people management experience. Stakeholder engagement skills. Knowledge of Microsoft Office Suite. Be willing to work abnormal hours. A Valid Driver's License. (with exception of disabled applicants).
<u>DUTIES</u>	: Manage, lead and provide effective leadership and support in the area of investigation services and rapid response interventions to service delivery blockages. Conduct investigations and compile reports for the Commission. Monitor and report on the implementation of the PSC's recommendations. Provide strategic support to the office and the Commission.
<u>ENQUIRIES</u>	: Mr M Malatsi Tel No: (012) 352 1073

OTHER POSTS

<u>POST 42/115</u>	: <u>DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/LIM/11/2025</u>
<u>SALARY</u>	: R896 436 per annum (Level 11), all-inclusive remuneration package. The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	: Public Service Commission Limpopo Provincial Office, Polokwane : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/ Bachelor's degree NQF level 7 in the field of Social Sciences/ Monitoring and Evaluation/ Public Administration / Development Management. 3-4 years' experience at an Assistant Director level or equivalent level in Research, Monitoring and Evaluation, Development of Public Administrative Practices, Data Management, Data Analysis, Project Planning and Management. Experience in inspections will be an added advantage. Knowledge of research practices, human resource practices, corporate governance, financial management, public management and administration. Knowledge of project planning. Ability to develop research and monitoring tools. Knowledge of research methodologies and research software. Report writing skills, presentation skills, analytical skills, project management skills, people management skills, communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities) and be willing to travel and work extensively both in a team and with minimal supervision. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs. Must have a valid driver's license. (with exception to people with disabilities) and willingness to travel extensively.
<u>DUTIES</u>	: Conduct service delivery inspections and research. Statistical reporting, data collection and analysis. Conduct Citizens forum, outreaches, awareness and stakeholder engagements. Promote Constitutional Values and Principles in the Province. Conduct monitoring and evaluation of Departmental quarterly and annual performance in compliance with Constitutional Values and Principles. Provide support in conducting research on Leadership and Human Resource Practices in the Public Service. Provide support to the Organisation through participation in various committees of the Organisation. Evaluate the performance of the Limpopo Provincial Public Service using indicators and standards for each of the CVPs in Section 195 of the Constitution. Design and develop research projects' proposals and/or project plans. Conduct monitoring and evaluation and research on Public Administration as per the mandate of the PSC. Evaluate Public Administration practices in the Provincial Departments and develop solutions to identified challenges. Conduct service delivery investigations and inspections. Conduct Research in Human Resource Management and Development Practices and develop solutions to identified challenges. Draft reports emanating from the key performance areas, including the report on Compliance of the Constitutional Values and Principles (Section 196).

<u>ENQUIRIES</u>	:	Ms PN Malope Tel No: (015) 023 5900
<u>POST 42/116</u>	:	<u>DEPUTY DIRECTOR: NATIONAL ANTI-CORRUPTION HOTLINE REF NO: DD/NACH/11/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package. The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree NQF level 7 majoring in Law/Public Administration/Social Sciences or equivalent qualification. 3-4 years' experience at an Assistant Director or equivalent level in anti-corruption and investigations. Knowledge and skills. Understanding of Public Service Regulatory Framework, Legislation, National Anti-Corruption Strategy, Investigation, Prevention and combating of Corrupt Activities, Understanding of government programmes and priorities, Knowledge of the Public Administration practices and prescripts, Research experience and analytical skills, Administrative and organisational skills, Project management skills, Good communication skills, Good Interpersonal skills and ability to handle pressure, Communication skills (verbal and Written) Excellent written, communication skills and ability to produce documents and reports of high quality, Ability to work both independently and as part of a team, Ability to multitask and to function in a pressurized environment and Presentation skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities).
<u>DUTIES</u>	:	Management of the National Anti-Corruption Hotline (NACH), Referral and assessment of feedback from departments and conduct surprise visits at national and provincial departments, Research reports, policy formulation and marketing of the NACH, and Investigation of cases of alleged corruption and fraud reported to the NACH.
<u>ENQUIRIES</u>	:	Ms M Mabowa Tel No: (012) 352-1082
<u>POST 42/117</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT OF CONFLICT OF INTEREST REF NO: DD/MCI/11/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package. The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria Ideal candidate's profile: The successful candidate must have an appropriate recognised Advance Diploma/Bachelor's degree (NQF level 7) in the field of Public Administration/ Law (LLB)/ Anti-corruption/ Ethics or equivalent qualification. 3-4 years' experience at an Assistant Director or equivalent level in investigation of management of conflict of interest/ public administration conflict of interest/ implementation of the Financial Disclosure Framework and Ethics Management within the public service, with demonstrable understanding of the public service ethics environment. Understanding of Public Service Regulatory Framework and related Prescripts and Legislation with Ethics and National Anti-Corruption Strategy. Understanding of government programmes and priorities. Reporting skills, presentation skills, research and analytical skills, project management skills, investigative skills, communication skills, administrative and organisational skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs. Must have a valid driver's license. Must have a valid driver's license. (with exception to people with disabilities)
<u>DUTIES</u>	:	Administration of and monitoring compliance with the Financial Disclosure Framework within the public service. Assessment of compliance with the

		Financial Disclosure Framework within the public service. Promote the management of conflict of interest and good governance practices in the public service. Manage the sub-directorate and provide support to the organisation.
<u>ENQUIRIES</u>	:	Adv. K Mgwenyana Tel No:(012) 352 1297
<u>POST 42/118</u>	:	<u>RECEPTIONIST REF NO: REC/NO/11/2025</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	A recognized National Senior Certificate or National Higher Certificate (NQF Level 4/5) no experience required. Ability to work with people and in a team. Good communication skills, planning skills, time management, problem solving and analysis. Knowledge of operating switchboard.
<u>DUTIES</u>	:	Provide front desk customer relations. Provide clients with relevant information and advice. Ensure smooth running of the switchboard. Manage monthly telephone accounts. Manage two servers, telephone manager and extensions.
<u>ENQUIRIES</u>	:	Mr S Tshatshelo Tel No: (012) 352 1056

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



<u>APPLICATIONS</u>	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number).
<u>CLOSING DATE</u>	:	28 November 2025 @ 16:30
<u>WEBSITE</u>	:	www.dpme.gov.za
<u>NOTE</u>	:	The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

OTHER POSTS

<u>POST 42/119</u>	:	<u>DEPUTY DIRECTOR: PROCUREMENT REF NO: 12/2025</u> Sub-Directorate: Procurement Services
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), all-inclusive salary package. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant Bachelor's Degree/Advanced Diploma (NQF level 7) in Supply Chain Management, Logistics or related fields with at least 6 years' experience in Supply Chain Management of which 3 years must be at Middle Management (ASD) level. Competencies & Skills: Excellent financial skills, supervisory and operational management skills. Problem solving skills. Good communication & report writing skills. Computer literacy skills. Knowledge requirements: Working knowledge of LOGIS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. In-depth knowledge of the legislative environment applicable to government supply chain management and the development, implementation and monitoring of related policies and procedures. Personal Attributes: Must be client orientated and customer focused, solution orientated and able to work under stressful situations. The ability to maintain high level of confidentiality and to prioritize work in high-pressure environment.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage the Sub-Directorate, Demand and Acquisition Management and Logistic Contract Administration in support of providing procurement services to the Department. This entails managing the functional operation of the sub-directorate: Demand and Acquisition Management. Oversee the bidding process: Compilation of bid documents and advertisement, Publishing of bid documents. Audit and Interim Financial Statements: All audit findings responded to and action plans implemented. Contract Management, Logistics and Warehouse Management: Warehouse management. Payment of suppliers within 30 days of receipt of invoice. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration: Maintenance of discipline and Management of performance and development.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (012) 312-0471
<u>APPLICATIONS</u>	:	can also be emailed to Recruitment12@dpme.gov.za
<u>POST 42/120</u>	:	<u>PARLIAMENTARY AND CABINET SUPPORT OFFICER REF NO: 13/2025</u> Office of the Director-General
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree or equivalent qualification (NQF 6) in the areas of Public Administration/ Office Management/ Administration/ Public Management or related field with 5 years' experience of which 3 years should be at supervisory/ management level (ASD). Competencies and skills: Should have good communication skills (verbal and written) and high level of computer literacy. Proven management competencies. Knowledge requirements: Knowledge of Minister's operations. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Personal attributes: Ability to produce good quality of work, be reliable and take initiative, be flexible and have the ability to work with the team. Should have management skills and be able to control financial resources and supervise staff.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide administrative support to the Executive Authority on matters relating to Parliament/the legislature and Cabinet/executive council. This entails monitoring events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the Minister. Render an efficient and effective parliamentary service. Facilitate timeous and appropriate responses to the parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events. Manage the provision of secretariat to the Cabinet Cluster meetings Co-Chaired by the

		Minister. Provide support to Clusters and ensure implementation of Cabinet actions in relations to the department mandate. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable). Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Conduct quality control in the department's documents to parliament and compiling regular written reports.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (012) 312 0471
<u>APPLICATIONS</u>	:	can also be emailed to Recruitment13@dpme.gov.za
<u>POST 42/121</u>	:	<u>SENIOR STATE ACCOUNTANT: DEBT REF NO: 14/2025</u>
		Unit: Payables, Receivables and PMG
<u>SALARY</u>	:	R397 116 – R467 790 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/ Degree (NQF 6/7) in Finance, Accounting or equivalent with at least 3 years' experience in financial management environment. Competencies and skills: Must have good Interpersonal relations, planning and execution skills and good leadership skills. Must have good verbal and written communication skills. High level of computer literacy skills. Knowledge requirements: Should have extensive knowledge and experience of BAS, LOGIS and PERSAL. Knowledge of Microsoft Office suite. Ability to supervise staff. Must have the ability to delegate and empower subordinates. Must have the ability to interpret relevant Directives such as PFMA, Treasury Regulations and other relevant legislation. Personal Attributes: Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible and reliable.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails administering Sundry Payments. Authorisation of BAS and LOGIS payments. Administering Debt Management. Administering Ledger Accounts, Journals and provide IFS/AFS inputs. Human Resource Management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (012) 312 0471
<u>APPLICATIONS</u>	:	can also be emailed to Recruitment14@dpme.gov.za
<u>POST 42/122</u>	:	<u>SENIOR SUPPLY CHAIN OFFICER: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 15/2025</u>
		Unit: Assets, Fleet and Mobile Accounts
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant 3-year tertiary qualification (NQF level 6) in Logistics/ Supply Chain Management/ Procurement/ Finance/ Accounting with at least 3 years' experience in SCM of which 2 years must be at supervisory level. Must have a valid driver's license (minimum code 8). Competencies and Skills: Must have good verbal and written communication skills. Good Interpersonal relations skills. Planning and Execution skills and good leadership skills. Knowledge requirement: LOGIS, BAS and MS Packages. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations as well as Supply Chain procedures and policies. Personal Attributes: Ability to demonstrate sound knowledge of policies and practices. Ability to apply technical/ professional knowledge. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player and be able to make sound recommendations and show trust to others. Ability to supervise staff. Ability to delegate and empower subordinates.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide effective and efficient assets, fleet and mobile accounts management services to the Department. This entails providing assets management services in the department. Providing fleet management services in the department. Providing mobile accounts management services for the department and supervision of staff.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (012) 312-0471
<u>APPLICATIONS</u>	:	can also be emailed to Recruitment15@dpme.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to Recruitment4@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., "REF NO: PA"
- CLOSING DATE** : 28 November 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote presentively in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POST

- POST 42/123** : **PERSONAL ASSISTANT "REF NO: PA"**
- SALARY** : R325 101 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Secretarial Diploma or equivalent qualification as recognised by SAQA. 3-5 years' administrative experience in office management, secretarial or administration environment (experience in rendering support service to senior management). A B Degree in Office Practice, Secretarial Studies or Business Administration will be an added advantage. Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Have proven competencies: Good telephone etiquette, Computer literacy, Sound organising and people skills, High level of reliability, Communication skills (oral and written), Ability to act with tact and discretion, Good grooming and presentation and Self-management and motivation.
- DUTIES** : Provide a receptionist / secretarial service to the manager by means of receiving, directing or re-directing calls, clarifying instructions or taking messages. Make use of office equipment and ensure serviceability. Scrutinize documents to determine actions required for meetings and provide a meeting management service. Manage the diary and travel arrangements of the manager in line with relevant directives. Provide administrative and document management services to the Office. Manage the procurement of goods and services within the prescribed legislative guidelines in the manager's office. Liaise with internal and external stakeholders.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

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

MANAGEMENT ECHELON**POST 42/124**

- : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 281125/01**
- : Branch: Corporate Support Services
- : CD: Human Resource Management

SALARY
CENTRE
REQUIREMENTS

- : R1 494 900 per annum (Level 14), (all-inclusive salary package)
- : Pretoria Head Office
- : An Undergraduate qualification in Human Resource Management or related field at (NQF level 7) as recognized by SAQA. Five years of experience at senior managerial level in a Human Resource environment; Extensive work experience in a complete range of Human Resources functions and regulatory framework. Understanding of strategic capability and leadership. Knowledge of programme and project management. Understanding finance, change and knowledge management. Planning and organizing skills. Service delivery and innovation. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES

- : Lead the management of the provision of human resource administration services. Oversee the accurate and timely management of HR records payroll administration, benefits management and compliance with labour regulations. Oversee the planning and recruitment of human resources. Lead the development and execution of workforce planning strategies to ensure the organization attracts, develops, and retains top talent. Lead the provision of employee health and wellness programmes. Monitor the effectiveness of wellness programmes and make recommendations for continuous improvement. Oversee the rendering of employee relations services. Lead the resolution of employee conflicts, grievances, and disciplinary issues in accordance with organizational policies and legal requirements. Lead the

management of human resource development and professional capacity. Oversee the identification of skill gaps and the creation of targeted development plans to build the workforce's professional capacity. Oversee the management of the Learning Academy functions in the Department. Promote and implement the framework on professionalization in the public sector. Management of human and financial resources in the chief directorate.

ENQUIRIES : Ms N Fundakubi Tel No: (012) 336 8197
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 42/125 : **DEPUTY DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: 281125/02**
 Branch: Finance: Main Account
 Dir: Supply Chain and Asset Management

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant qualification at NQF 7 in Supply Chain Management / Purchasing Management / Logistics. Management / Public Management. Three (3) years related Supply Chain (Acquisition Management) experience at supervisory/management level (ASD). Knowledge and understanding on human resource management legislation, policies, practices and procedures. Understanding of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Broad-Based Black Economic Empowerment (BBBEE), Public Procurement Act 28 of 2024, State Information Technology Agency (SITA) Act 88 of 1998 as amended by SITA Amendment Act 38 of 2002 & its regulations and Treasury Regulations and guidelines. Understanding Public Service anticorruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge and understanding of departmental policies and procedures. Understanding of government financial systems. Principles and practices of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Lead and manage the operations of the Sub-Directorate: Supply Chain Management (Acquisition Management), ensuring alignment with departmental objectives and legislative requirements. Develop, implement, and maintain acquisition management policies, processes, and procedures to enhance operational efficiency and compliance. Oversee the procurement of goods and services through quotation processes, ensuring adherence to prescribed thresholds and guidelines set by the National Treasury. Manage the sourcing, evaluation and award of quotations in accordance with applicable regulatory frameworks. Oversee the acquisition of goods and services through competitive bidding processes, ensuring transparency, fairness, and value for money. Ensure the accurate compilation and timely publication of bid documents. Oversee the administration of bid processes, including the provision of secretariat support to Bid Committees (Evaluation and Adjudication). Coordinate and produce monthly, quarterly, and annual acquisition management reports to support strategic decision-making. Manage and supervise staff within the sub-directorate to ensure the delivery of effective acquisition management services. Perform administrative functions related to financial and human resource management within the unit. Management of performance and development.

ENQUIRIES : Ms N Khubana Tel No: (012) 336 6681
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

<u>POST 42/126</u>	:	<u>QUANTITY SURVEYOR PRODUCTION GRADE A - C REF NO: 281125/03</u> Branch: Infrastructure Management: Head Office Dir: Technical Engineering Support Services SD: Quantity Surveying and Contract Management
<u>SALARY</u>	:	R761 157 – R1 144 008 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification. Three (3) years post qualification Quantity Survey experience. Compulsory registration with the South African Council for the Quantity Surveying Profession (SACQSP) as a Professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high performance culture and networking. Professional judgement and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.
<u>DUTIES</u>	:	Reports to the Chief Quantity Surveyor. Provide support to all engineers, contract managers and site agents. Pricing of new construction works development of bills of quantities and estimates and valuation and submission of payment certificates. Calculation of unit rates for record keeping, creating a data base for all construction costs and activities. Co-ordinate professional teams on all aspects regarding quantity surveying and cost reporting. Ensure adherence to quantity determination standards. Provide quantity surveying advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by engineering designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration.
<u>ENQUIRIES</u>	:	Ms. N Smit Tel No: (012) 336 8098
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/127</u>	:	<u>RISK OFFICER (ENTERPRISE RISK MANAGEMENT) REF NO: LOCMA 05</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane (Limpopo-Olifants Catchment Management Agency)
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Risk Management/Auditing/Economics at NQF7. Registration as a Certified Risk Management practitioner/professional, Certified Internal Auditor, Certified Fraud Examiner. A minimum of 4 years' experience obtained in Risk Management practices at a middle managerial level. Knowledge and experience of risk mitigation processes, knowledge of the broader risks management guidelines and standards. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures, Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures, Knowledge of equal opportunities and Affirmative action guidelines and laws, Knowledge of administrative and clerical procedures and systems, Principles and practice of financial accounting, Framework for managing performance information, business strategy transaction and alignment, Problem solving and Analysis, People and Diversity Management, Client Orientation and Customer Focus, Communication, Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Development and implementation of Enterprise Risk Management (ERM) framework: Participate in the development of the risk management framework, implement the risk management plan, support the establishment of the risk management philosophy and culture in the organization, advocate and promote risk management in the agency (awareness activities). Supervise, facilitate and advise on the risk management assessment process: facilitate Enterprise-Wide Risk Assessments, conduct risk identification, analysis and evaluation with strategic partners within the Vaal-Orange Catchment Management Agency. Initiate the updating of LOCMA's risk register for

conformity of objectives to improve effectiveness of the entity. Engage stakeholders within business units with the sole purpose of extracting information to integrate within the draft risk reports as per identified risks for mitigation. Develop proposals to determine the scope of allocated internal audits. Monitor and review the identified risk response activities: continuous monitoring of the risk environment. Monitoring the implementation of the progress of activities to address risks as agreed on revising risk response activities. Conduct Risk Education, Training and benchmarks; Initiate awareness sessions on risks and provide training to educate internal clients on ERM principles. Conduct workshops on risks mitigation processes for implementation within LOCMA. Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies.

ENQUIRIES : Ms Fanisa Lamola at 083 273 2494
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 42/128 : **ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO: 281125/04**
 Branch: Water & Sanitation Services Management KwaZulu-Natal
 CD: Provincial Operations KZN

SALARY : R468 459 per annum (Level 09)
CENTRE : Durban
REQUIREMENTS : Relevant NQF 7 qualification in Auditing/Financial Management. Five (5) years experience in Auditing. The disclosure of a valid unexpired driver's license. Ability to think strategically. Excellent communication skills. A sound understanding of Enterprise Risk Management (ERM) principles and philosophy. Sound understanding of Auditing principles and philosophy. Excellent facilitation skills. Able to organise and motivate others, who in many cases may be in senior position. Extensive knowledge of computerized, financial and business systems. Sound understanding of PFMA, Treasury Regulations and Corporate Governance issues. Sound understanding of the framework for strategic plan and annual performance plan. Computer literacy in Microsoft Office suite. Leadership skills. Sound understanding of investigation skills. Sound understanding of Anticorruption strategy and fraud prevention measures. Leadership, project management, strategic support, capability, programme and project management skills. Financial management and change management. Service delivery innovation (SDI).

DUTIES : Perform enterprise risk management. Perform regular inspections. Perform preliminary investigations. Co-ordination of internal and external audits on both Main and Trading account. People Management. Assess the control environment, risk management and governance processes of the department. Plan the audit projects. Develop adequate audit programmes. Document all findings on the standard audit working papers. Compile audit reports. Perform follow-up reviews to ensure that agreed action plans have been implemented. Identify risk and suggest corrective measures. Monitor expenditure against budget allocation. Maintain updated signature specimens of authorised signatories. Build relationships with external auditors and other assurance providers. Special investigations, Inspection and audit coordination.

ENQUIRIES : Mr B Mkhungo at 082 874 4438
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 42/129 : **ASSISTANT DIRECTOR: LAND MATTERS REF NO: 281125/05 (X4 POSTS)**
 Branch: Infrastructure Management: Head Office
 Dir: Land Rights Administration

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria Head Office

<u>REQUIREMENTS</u>	:	A relevant NQF 6 qualification (National Diploma), a course in Real Estate will serve as an added advantage. Five (5) years appropriate experience in land related matters. Knowledge understanding Expropriation Act, National Water Act, Water Services Act, Promotion of Administrative Justice Act, Constitution of South Africa, Public Services Act, Public Administration and relevant acts in relation to the land related matters. Problem solving and analysis. Accountability and ethical conduct. Good communication skills both (verbal and written).
<u>DUTIES</u>	:	Facilitate the Development of land acquisition practices. Develop and review methodologies within the unit. Participation in policy development and review processes. Coordination of administration of land use matters. Compile and submit accurate monthly and quarterly reports within prescribed timeframes. Prepare submissions and reports on land administration matters, ensuring compliance with all relevant legislation, policies, and departmental requirements. Supervise and guide staff in interpreting and applying land-related legislation, policies, and departmental guidelines. Provide administrative support in relation to applications wayleave, servitudes, the leasing of land and solar and hydro applications under the land delegated authority. Verify and ensure that all land parcels have been vested under DWS. Monitor and report illegal occupation or misuse of State land within government waterworks and conduct site visits as required. Administer applications from interested parties for new developments on State land and oversee administrative functions for existing (old scheme) properties. Attends meetings related to land matters.
<u>ENQUIRIES</u>	:	Ms P Mangotlo Tel No: (012) 336 8949
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/130</u>	:	<u>ASSISTANT DIRECTOR: SCM ACQUISITION (QUOTATION MANAGEMENT) REF NO: 281125/06</u> Branch: Finance: Main Account CD: Dir: Supply Chain and Asset Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Relevant qualification at NQF 7 in Supply Chain Management, Purchasing Management, Logistics Management, Public Management. Three (3) years related Acquisition Management experience at supervisory level in Acquisition Management. Knowledge and understanding of Supply Chain Management Treasury Prescripts, practices, and procedures, Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of CSD procurement systems. Report writing skills.
<u>DUTIES</u>	:	Allocate duties and perform quality control and compliance on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Assist with sourcing and evaluation of quotations as and when a need arises. Produce weekly and monthly reports on the status of all procurement projects. Assist in the consolidation of the Departmental Transformation report. Ensure compliance with quotation thresholds as per the SCM Policy. General Supervision and Management of officials.
<u>ENQUIRIES</u>	:	Ms E Kgwadi Tel No: (012) 336 7120
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/131</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER: (MR5) (OFFICE OF THE BOARD SECRETARY) REF NO: LOCMA 06</u>
<u>SALARY</u>	:	R464 634 per annum, (OSD)
<u>CENTRE</u>	:	Polokwane (Limpopo-Olifants Catchment Management Agency)
<u>REQUIREMENTS</u>	:	LLB (or equivalent qualification). At least eight (8) years appropriate post qualification legal experience. Competencies required: Knowledge and experience of policy development and implementation, public sector legal processes, legislation and contracts, PAIA, PAJA, the Constitution and all the relevant legislation. Knowledge of Treasury regulations. Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of Public Finance Management Act.

		Legal research and interpretation. Analytical skills. Report-writing. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Provide legal support to ensure compliance with relevant legislation. Develop standard operating procedures. Advise on and draft legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act. Draft legal documents, memoranda, reports and submissions. Draft, vet and review contracts on behalf of the entity. Advise, negotiate and draft multilateral and bilateral agreements. Handle litigation matters and appeals on behalf of the CMA. Render legal support on all litigation matters. Develop interventions where challenges are experienced. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the CMA. Handle PAIA and PAJA matters on behalf of the CMA.
<u>ENQUIRIES</u>	:	Ms Fanisa Lamola at 083 273 2494
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 42/132</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 281125/07</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central Div: Civil Engineering
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (offer will be based on proven years of experience)
<u>CENTRE</u>	:	Free State (Bloemhof Dam)
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Three (3) years post qualification Technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Significant dam engineering experience related to design, construction, management, operation, maintenance, and safety of dams with a safety risk will serve as an added advantage. Knowledge of programme and project management. Knowledge of technical design and analyses of dams and canals. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding research and development. Knowledge of computer-aided engineering applications including relevant computer software. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
<u>DUTIES</u>	:	Render technical services and support. Provide input in engineering drawings, research, design, manufacturing, operations and maintenance to the area offices and scheme offices. Assist control engineering Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings, compilation, and submission of progress reports. Development of Condition Assessment and Civil Maintenance Inspections. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance / refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical

		designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Perform administrative and related functions. Provide input into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals together with verifying and certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement, and maintain databases. Supervise technical personnel and control strategic infrastructure.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr HS van der Westhuizen Tel No: (051) 405 9000
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 42/133</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL ENGINEERING) REF NO: 281125/08</u> Branch: Water and Sanitation Services Management Gauteng CD: Provincial Operations: Gauteng SD: Hydrological Services (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Boskop Area Office
	:	A National Diploma in Civil Engineering. Three (3) years post qualification technical Civil Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Good computer literacy and computer programming skills. Good communication skills (verbal and written) and negotiation skills. Experience in project management. Technical design of gauging weirs and analysing knowledge of hydrological data. Knowledge and experience in Computer-aided engineering applications. Technical report writing and technical consulting skills. Problem solving, analysis, decision making and teamwork skills. Creativity, financial management, customer focus and responsiveness skills. Good planning, organising and people management. Travel extensively as and when required. Must be prepared to work away from the office for extended periods of time.
<u>DUTIES</u>	:	Stream Gauging using ADP and conventional stream gauging methods. Survey of gauging weirs and flood (rated) sections using the levelling instrument. Preparation of drawings using CAD software. Calibration of flow gauging stations. Inspection planning of maintenance surface water gauging stations within the area of responsibility. Maintenance of electronic data logging instruments. Supervision of personnel. Hydrological Data editing and processing. Management of hydrological data bank. Prepare technical specifications for procurement of the required resources. Manage the collection of all forms of hydrological data within area of responsibility and compile reports. Provide technical support to requests received from stakeholders. Ensure the compliance to the Occupational Health and Safety Act in line with statutory and regulatory requirements. Engage in research and developmental activities for continuous professional development to keep up with new technologies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	KV Moganedi Tel No: (018) 298 9009
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/134</u>	:	<u>ENVIRONMENTAL OFFICER (GRADE A-C): SANITATION SERVICES REGULATION REF NO: 281125/09</u> Branch: Water & Sanitation Services Management Dir: Water Services Regulation
<u>SALARY</u>	:	R343 842 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A National Diploma in Environmental Management or Natural Sciences. Experience in water services management or regulation will be an added advantage. The disclosure of a valid unexpired driver's license. Computer skills

		(MS Office). Data analysis, good presentation and communication skills. Technical report writing and professional judgement skills. Understanding of the National Water Act, Water Services Act and related legislation. An understanding of the National Green Program. Willingness to travel and work extensive hours.
<u>DUTIES</u>	:	Conducting inspections on wastewater systems infrastructure and compilation of detailed inspection reports with recommendations. Monitoring compliance to wastewater effluent quality standards and compilation of relevant reports with recommendations. Issuing letters of non-compliance to wastewater effluent quality standards and monitoring remedial actions. Monitoring the loading of wastewater services data by Water Services Institutions in the Integrated Regulatory Information System (IRIS). Compilation of presentations for catchment management forums and DWS management. Preparations, and conducting of assessments relating to regulatory Green Drop regulatory programme. Coordinating submission and monitoring implementation of submitted corrective action plans for the Green Drop programme. Coordinating with Catchment Management Agencies on the investigations and reporting on sewer spillages and pollution incidents. Monitoring compliance of onsite sanitation to relevant guidelines and regulations. Evaluate and provide comments on Environmental Impact Assessment, Basic Assessment Reports, and Environmental Management Plans relating to infrastructure developments projects (e.g. housing developments, shopping centers, etc.).
<u>ENQUIRIES</u>	:	Mr N Musekene Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/135</u>	:	<u>CHIEF SECURITY OFFICER REF NO: 281125/10 (X2 POSTS)</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Vaal Dam Ref No: 281125/10A (X1 Post) Orange Vaal (Bloemfontein) Ref No: 281125/10B (X1 Post)
<u>REQUIREMENTS</u>	:	A relevant NQF level 4 or Senior/Grade 12 Certificate. A valid Security Grade A PSIRA Certificate. National Diploma in Security Management will serve as an added advantage. National Key Point Certificate, A valid SAPS Firearm Competency for Rifle, Shotgun and Pistol will serve as an added advantage. Three (3) years' supervisory experience in a security environment. The disclosure of a valid unexpired driver's license. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Occupational Health and Safety. Sound knowledge in interpretation and application of security code of conduct, security legislations and directives. Good listening, communication, and interpersonal skills. Ability to interact with people at all levels and work in a team environment. Analytical thinking. Problem-solving and analysis. Ability to handle conflicts and excellent report writing skills. Work under pressure, willingness to travel throughout the Area Office and work extended hours.
<u>DUTIES</u>	:	Implement security polices in line with relevant acts and national directives as determined. Monitor threats and risk analysis Ensure firearm regulation is implemented accordingly. Manage deployment and the functioning of security operations. Implement emergency contingency and procedures. Conduct site inspections on official residence and offices. Safeguard Departmental assets. Conducts investigations of security incidents and breaches. Liaise with National Intelligence Agency (NIA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Coordinate security awareness and training Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Supervision of human resources. Manage and evaluate staff performance on an on-going basis. Manage private security service provider's contracts. Provide operational and administrative assistance regarding security activities, forums, training, vetting, risk assessments and security reports. Conduct investigations where necessary.
<u>ENQUIRIES</u>	:	Mr. CM Mokone. Tel No: (016) 880 0919
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test.

<u>POST 42/136</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CFO) REF NO: LOCMA 08</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane (Limpopo-Olifants Catchment Management Agency)
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification at NQF level 6 (Diploma or Degree). Experience in high-level administrative support. Experience in providing executive-level support in a fast-paced environment. Strong organizational and communication skills. Ability to manage multiple priorities and stakeholders. Excellent organizational and time management skills. Strong written and verbal communication abilities. Proficiency in Microsoft Office and other administrative tools.
<u>DUTIES</u>	:	Provide a secretary/receptionist support service to the CFO, which includes the following: act as the primary point of contact for the CFO, handling inquiries and correspondence, manage the CFO's calendar, schedule meetings, and coordinate appointments with internal and external stakeholders, assist in preparing reports, presentations, and documents for meetings, ensuring accuracy and professionalism. Provide a clerical support service to the CFO which entails the following: Liaise with travel agencies to make travel arrangements, process travel and subsistence claims of the office, process all invoices that emanate from the activities of the work of the CFO, record minutes of meetings of the CFO where required, draft routine correspondence and reports, filing of documents for the CFO and the office, administer matters like the leave registers and telephone accounts, handle the procurement of standard items like stationery.
<u>ENQUIRIES</u>	:	Ms Fanisa Lamola at 083 273 2494
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 42/137</u>	:	<u>COMMITTEE SECRETARIAT REF NO: LOCMA 07</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane (Limpopo-Olifants Catchment Management Agency)
<u>REQUIREMENTS</u>	:	A relevant three (3) year tertiary qualification in Administration/Secretarial. Minimum Three (3) years' experience in Committee work, administration and secretarial. Competencies required: knowledge of Governance, Policies and Procedures. Knowledge of administrative and clerical procedures and systems. Board Procedures. Schedule 4 of National Water Act. Ethics and integrity. Writing skills. Detail and focused. High Degree of confidentiality. Computer skills and good Communication skills. Coping with work pressure.
<u>DUTIES</u>	:	Record and prepare minutes of the Governing Board and its committees including (ad-hoc committees) and stakeholders' sessions. Prepare and have agendas delivered for the Governing Board and its committees including (ad-hoc committees). Arrange official transport and accommodation for Board and Committee members through Supply Chain Management section. Update outstanding Board Resolutions Register by collating information from various divisions. Follow up with Executives/Managers on all reports due to be submitted to committees including ad-hoc committees. Prepare and distribute to all Executives/Managers schedule of meeting dates with the closing dates for reports for the financial year. Prepare schedules of the Governing Board and its Committee meetings dates of every financial year. Arrange venues and logistics for the meetings of the Governing Board and its committees. Arrange appointments for the Chairperson and Governing Board members regarding official business of the LOCMA. Keep filing systems for verification to internal and external Auditors upon request. Provide documents for verification to internal and external Auditors upon request. Keep the pecuniary interests register in respect of the Governing Board members. Have declaration of interest forms completed by the Governing Board members and all employees attending the meetings of the Governing Board and its committees. Provide administrative support regarding the completion of claims by the Governing

		Board members in respect of attendance of Governing Board and committee meeting and events. Perform other committee work on request such as for MANCO, REMCO, etc.
<u>ENQUIRIES</u>	:	Ms Fanisa Lamola at 083 273 2494
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 42/138</u>	:	<u>ARTISAN PRODUCTION GRADE A – C (ELECTRICAL) REF NO: 281125/11</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R243 597 – R408 048 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Jericho Dam (Usutu River)
<u>REQUIREMENTS</u>	:	An appropriate Electrical Trade Test Certificate. The disclosure of a valid unexpired driver's license. Ability to work in a team. Knowledge of production process and skills. Technical report writing skills. Knowledge of Occupational Health and Safety Act. Legal compliance. Computer aided technical applications and computer literacy. Good communication skills. Technical analysis and problem-solving skills. Willingness to travel and ability to work long hours. Able to perform well under pressure.
<u>DUTIES</u>	:	Maintenance of electrical installations in various dams, reservoirs, departmental houses, pump stations, machinery, repeater stations, dam walls and pipelines. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff. Perform standby duties if required.
<u>ENQUIRIES</u>	:	Mr A.P Maphanga Tel No: (017) 846 6000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test.
<u>POST 42/139</u>	:	<u>WATER CONTROL AID (X22 POSTS)</u> Branch: Infrastructure Management Northern Operations Dir: Operations Northern
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Loskop Dam Ref No: 281125/12 (X2 Posts) Nzhelele Canals Ref No: 281125/13 (X6 Posts) Rustedeventer (Elandsriver) Ref No: 281125/14 (X3 Posts) Blyde River Ref No: 281125/15 (X2 Posts) Mapochs Ref No: 281125/16 (X2 Posts) Albasin Ref No: 281125/17 (X1 Post) Nandoni Dam Ref No: 281125/18 (X2 Posts) Letaba System Ref No: 281125/19 (X1 Post) Tzaneen Dam Ref No: 281125/20 (X2 Posts)
<u>REQUIREMENTS</u>	:	An NQF level 2 or equivalent. A higher qualification will serve as an added advantage. Good verbal, writing and reading skills. Basic knowledge in controlling and managing the water distribution for all Government water works. Basic understanding in occupational Health and safety. Basic knowledge of flood control. Basic understanding of record keeping.
<u>DUTIES</u>	:	Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly.

	Conduct daily inspections on section. Report holes on embankments and any irregularly on canals to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment's safe and lock the store room always.
<u>ENQUIRIES</u>	: Mr. KS Thantsha Tel No: (015) 307 8600
<u>APPLICATIONS</u>	: Mr. ST Ngcobo, Tel No: (013) 262 6839 All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/140</u>	: <u>DRIVER/MESSENGER REF NO: 281125/21</u> Branch: Ministry Div: Office of The Deputy Minister
<u>SALARY CENTRE REQUIREMENTS</u>	: R193 359 per annum (Level 04) : Pretoria Head Office : An NQF 2 or equivalent. The disclosure of a valid code 8 Driver's License. One (1) year experience in driver/ messenger services. Knowledge of driving services. Knowledge of Occupational Health and Safety protocol. High sense of responsibility and accountability. Record keeping and reporting procedures. Reliability and punctuality. Maintain strict confidentiality.
<u>DUTIES</u>	: Drive light motor vehicles. Complete vehicle logbook and trip authorisation. Collection and drop-off of documents. Collect and drop off officials to and from various destinations. Conduct routine checks on safety of vehicle. Assist in registry services.
<u>ENQUIRIES APPLICATIONS</u>	: Ms P Mabelane Tel No: (012) 336 6783 : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/141</u>	: <u>DRIVER/MESSENGER REF NO: 281125/22</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central Div: Administration Support
<u>SALARY CENTRE REQUIREMENTS</u>	: R193 359 per annum (Level 04) : Pretoria (Central Operations) : An NQF 2 qualification or equivalent. The disclosure of a valid code 8 Driver's License. One (1) year experience in driver/messenger services. Computer literacy skills. Knowledge of government policies and procedures. Client orientation and customer focus. Good communication, and interpersonal skills. Ability to interact with people at all levels and work in a team environment. Ability to pay attention to detail, handle confidential information, track and trace documents. Accountability, analytical thinking and problem-solving skills. Must be prepared to work under pressure, travel extensively and work extended hours.
<u>DUTIES</u>	: Render quality messenger and driver services to the directorate. Safe conveying of officials to and from various destinations. Routine maintenance and inspections of vehicle to ensure roadworthiness. Collect and deliver mail and official documents to and from various destinations. Retrieval and delivery of files to various offices. Tracking, tracing of correspondence documents and keeping registers. Operate photocopier machines. Render administrative assistance through the execution of tasks related to administration support section as and when there is a need.
<u>ENQUIRIES APPLICATIONS</u>	: Mr SM Muelwa Tel No: (012) 741 7349 : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>NOTE</u>	: Candidates may be required to complete a practical and theoretical test.
<u>POST 42/142</u>	: <u>FOOD SERVICE AID REF NO: 281125/23</u> Branch: Ministry Div: Office of The Deputy Minister
<u>SALARY</u>	: R138 486 per annum (Level 02)

<u>CENTRE</u>	:	Pretoria, Head Office
<u>REQUIREMENTS</u>	:	An NQF level (1) or (2) Certificate or relevant qualification. N6 or Diploma in Hospitality & Catering Services will serve as an added advantage. Two (2) years' experience in food preparation and serving environment will serve as an added advantage. Three (3) years of experience working as a cleaner will be an added advantage. Ability to work under pressure. Basic knowledge keeping kitchen utensils clean and safe. Knowledge of sanitation, health and safety procedures. Knowledge of hygiene standards. Knowledge of inventory procedures and techniques. Knowledge of food preparation techniques. Knowledge in dishing out food. Basic knowledge in quality management. Willing to work shifts and overtime.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks, beverages (water, tea, coffee, sugar, and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food suppliers and report waste and losses.
<u>ENQUIRIES</u>	:	Tel No: Ms P Mabelane Tel No: (012) 336 6783
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/143</u>	:	<u>GENERAL WORKER (X10 POSTS)</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern Cluster (Groblersdal Area Office)
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Buffelskloof Dam Ref No: 281125/24 (X1 Post) Tours Dam Ref No: 281125/25 (X1 Post) Kwena Dam Ref No: 281125/26 (X2 Posts) Mapochgronden GWS (Vlugkraal Dam) Ref No: 281125/27 (X1 Post) Injaka Dam (Bushbuckridge) Ref No: 281125/28 (X1 Post) Rhenosterkop / Mkhombo Dam Ref No: 281125/29 (X1 Post) Bronkorstspuit Dam Ref No: 281125/30 (X3 Posts)
<u>REQUIREMENTS</u>	:	An ABET Certificate. A higher qualification will serve as an added advantage. Preference will be given to candidates who can demonstrate relevant work experience in a similar environment. Knowledge of general worker in handling gardening equipment and appliances. Knowledge of working on various general work including lawn care process. Basic knowledge of maintenance practices for the efficient and safe upkeep of government water infrastructure and associated facilities.
<u>DUTIES</u>	:	Carry out general maintenance activities including weed control, gardening, painting, maintenance of fire breaks and herbicide application. Conduct general routine inspections on Departmental infrastructure. Perform maintenance tasks on government water infrastructure and related facilities such as canals, pipelines, dams, servitudes, terrain and buildings. Report faults, defects, and safety hazards to supervisors promptly. Load and off-load equipment. Adhere to the Occupational Health and Safety (OHS) Act and all related safety regulations. Assist with other general duties as and when requested.
<u>ENQUIRIES</u>	:	Mr. ST Ngcobo Tel No: (013) 262 6839 (Groblersdal)
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

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

<u>APPLICATIONS</u>	:	Applications are submitted via one of the following options on https://erecruitment.ecotp.gov.za/ which is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: RecruitmentHeadOffice.gov.za (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related e-Recruitment enquiries to the specified email address: RecruitmentHeadOffice@echealth.gov.za. For more information, please contact Ms. S Ndlabhu Tel No: (040) 608 1272
<u>CLOSING DATE</u>	:	28 November 2025
<u>NOTE</u>	:	Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Eastern Cape Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.
OTHER POSTS		
<u>POST 42/144</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-ANZO/MIN/01/11/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District
	:	An appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient-centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or postgraduate medical students. Participation in activities within the discipline, including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. The incumbent must also be prepared to train, develop and supervise undergraduate and postgraduate junior doctors.
<u>ENQUIRIES</u>	:	Mr K Praitel Tel No: (039) 797 6070 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

<u>POST 42/145</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-AMA/MIN/02/11/2025 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms Njokweni Tel No: (043) 709 2487/2532 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/146</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-BCM/MIN/03/11/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro District An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms N Jaceni Tel No: (043) 7433 006/057 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/147</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-CH/MIN/04/11/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner.

		Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years' experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Mr L Solomane Tel No: (045) 8071110/1101 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/148</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-JGQ/MIN/05/11/2025 (X14 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District
	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years' experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Mr JS Ndzinde Tel No: (051) 633 9631 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/149</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-UTH/MIN/06/11/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Uitenhage Hospital
	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years' experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate

		medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms D Davids Tel No: (041) 391 8164 or e-Recruitment Enquiries: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 42/150</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO. ECHEALTH/MO-ORT/MIN/07/11/2025 (X17 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms A Sokutu Tel No: (047) 502 9000 or e-Recruitment Enquiries: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 42/151</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-SB/MIN/08/11/2025 (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

<u>ENQUIRIES</u>	:	Ms Z Sulo Tel No: (041) 408 8509 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/152</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-CMRH/MIN/09/11/2025 (X7 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years' experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: (043) 708 2121 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/153</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-FTH/MIN/10/11/2025 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years' experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/154</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-FRH/MIN/11/11/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)

<u>CENTRE</u>	:	Chris Hani District, Frontier Regional Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Mr T Sonxujwa Tel No: (045) 808 4272 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/155</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-LVH/MIN/12/11/2025 (X15 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/156</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-MRH/MIN/13/11/2025 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, Mthatha Regional Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.

<u>DUTIES</u>	:	Provision of quality patient-centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or postgraduate medical students. Participation in activities within the discipline, including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. The incumbent must also be prepared to train, develop and supervise undergraduate and postgraduate junior doctors.
<u>ENQUIRIES</u>	:	Ms Mkhosi Tel No (047) 502 4143/4008 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/157</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-SERH/MIN/14/11/2025 (X7 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St. Elizabeth Regional Hospital
	:	An appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient-centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or postgraduate medical students. Participation in activities within the discipline, including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. The incumbent must also be prepared to train, develop and supervise undergraduate and postgraduate junior doctors.
<u>ENQUIRIES</u>	:	Mr Langa Tel No: (039) 253 5012 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/158</u>	:	<u>MEDICAL OFFICER GRADE 1 –3 REF NO: ECHEALTH/MO-NMAH/MIN/15/11/2025 (X10 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum, (OSD) Grade 2: R1 142 553 – R1 247 202 per annum, (OSD) Grade 3: R1 322 352 – R1 647 630 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	An appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must be ready to produce prior or on the interview date an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient-centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or postgraduate medical students. Participation in activities within the discipline, including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with

		all departmental policies and guidelines regulating employment relationships and clinical functioning. The incumbent must also be prepared to train, develop and supervise undergraduate and postgraduate junior doctors.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469/4320 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/159</u>	:	<u>SPEECH THERAPIST GRADE 1-3 REF NO: ECHEALTH/SPE-MKZH/MIN/24/11/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Madzikane Ka Zulu Hospital National Senior certificate, bachelor's degree or equivalent qualification, Speech Therapy or Speech therapy and Audiology that allows for registration with HPCSA as a Speech Therapist or Speech Therapist and Audiologist (dual registration) as an independent practitioner. Proof of current renewal of practice license with HPCSA as a Speech therapist or Speech Therapist and Audiologist (dual registration) Independent practice will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement Speech Therapy treatment methods within the speech therapy service and other allocated areas of work, including cerebral palsy management. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Speech Therapy service through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Speech Therapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Mr K Praitel Tel No: (039) 797 6070 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/160</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1 -3 REF NO: ECHEALTH/DRAD-MCHC/MIN/25/11/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Meje CHC National Senior certificate, an appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer. Current registration with the HPCSA as a Diagnostic Radiographer. Competencies: Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.
<u>DUTIES</u>	:	To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the provision of quality Radiography services in the Department, through the

		implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy, and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.
<u>ENQUIRIES</u>	:	Mr K Praitel Tel No: (039) 797 6070 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/161</u>	:	<u>SPEECH THERAPIST GRADE 1-3 REF NO: ECHEALTH/SPE-CMRH/MIN/26/11/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
	:	National Senior Certificate, bachelor's degree or equivalent qualification, Speech Therapy or Speech therapy and Audiology that allows for registration with HPCSA as a Speech Therapist or Speech Therapist and Audiologist (dual registration) as an independent practitioner Proof of current renewal of practice license with HPCSA as a Speech therapist or Speech Therapist and Audiologist (dual registration) Independent practice will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement Speech Therapy treatment methods within the speech therapy service and other allocated areas of work, including cerebral palsy management. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Speech Therapy service through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Speech Therapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: (043) 708 2121 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/162</u>	:	<u>SPEECH THERAPIST GRADE 1-3 REF NO: ECHEALTH/SPE-FTH/MIN/27/11/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital
	:	National Senior Certificate, bachelor's degree or equivalent qualification, Speech Therapy or Speech therapy and Audiology that allows for registration with HPCSA as a Speech Therapist or Speech Therapist and Audiologist (dual registration) as an independent practitioner. Proof of current renewal of practice license with HPCSA as a Speech therapist or Speech Therapist and Audiologist (dual registration) Independent practice will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights

		Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement Speech Therapy treatment methods within the speech therapy service and other allocated areas of work, including cerebral palsy management. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Speech Therapy service through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Speech Therapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/163</u>	:	<u>SPEECH THERAPIST GRADE 1-3 REF NO: ECHEALTH/SPE-DNRH/MIN/28/11/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
	:	National Senior Certificate, bachelor's degree or equivalent qualification, Speech Therapy or Speech therapy and Audiology that allows for registration with HPCSA as a Speech Therapist or Speech Therapist and Audiologist (dual registration) as an independent practitioner Proof of current renewal of practice license with HPCSA as a Speech therapist or Speech Therapist and Audiologist (dual registration) Independent practice will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement Speech Therapy treatment methods within the speech therapy service and other allocated areas of work, including cerebral palsy management. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Speech Therapy service through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Speech Therapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel No: (041) 406 4421 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

<u>POST 42/164</u>	:	<u>SPEECH THERAPIST GRADE 1-3 REF NO: ECHEALTH/SPE-NMAH/MIN/29/11/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital National Senior Certificate, bachelor's degree or equivalent qualification, Speech Therapy or Speech therapy and Audiology that allows for registration with HPCSA as a Speech Therapist or Speech Therapist and Audiologist (dual registration) as an independent practitioner. Proof of current renewal of practice license with HPCSA as a Speech therapist or Speech Therapist and Audiologist (dual registration) Independent practice will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement Speech Therapy treatment methods within the speech therapy service and other allocated areas of work, including cerebral palsy management. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Speech Therapy service through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Speech Therapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469/4320 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/165</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OCT-MKZH/MIN/30/11/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Madzikane Ka Zulu Hospital National Senior Certificate, Bachelor's degree or equivalent qualification in Occupational therapy that allows for registration with HPCSA as an Occupational therapist. Proof of current renewal of practice license with HPCSA as an Occupational therapist (Independent practice) will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license is an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement Occupational therapy treatment methods within Occupational Therapy services and the other allocated areas of work, including management of cerebral palsy services. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure

accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Occupational therapy services through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Occupational therapy services and contribute towards research and training.

ENQUIRIES : Mr K Praise Tel No: (039) 797 6070 or e-Recruitment Enquiries: RecruitmentHeadOffice@ehealth.gov.za

POST 42/166 : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OCT-CMRH/MIN/31/11/2025**

SALARY : Grade 1: R397 233 – R454 191 per annum, (OSD)
Grade 2: R463 941 - R529 221 per annum, (OSD)
Grade 3: R543 099 – R657 507 per annum, (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Cecilia Makiwane Regional Hospital
: National Senior Certificate, Bachelor's degree or equivalent qualification in Occupational therapy that allows for registration with HPCSA as an Occupational therapist. Proof of current renewal of practice license with HPCSA as an Occupational therapist (Independent practice) will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license is an added advantage.

DUTIES : Assess, plan and implement Occupational therapy treatment methods within Occupational Therapy services and the other allocated areas of work, including management of cerebral palsy services. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Occupational therapy services through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Occupational therapy services and contribute towards research and training.

ENQUIRIES : Ms N. Matshaya Tel No: (043) 708 2121 or e-Recruitment Enquiries: RecruitmentHeadOffice@ehealth.gov.za

POST 42/167 : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OCT-FTH/MIN/32/11/2025**

SALARY : Grade 1: R397 233 – R454 191 per annum, (OSD)
Grade 2: R463 941 - R529 221 per annum, (OSD)
Grade 3: R543 099 – R657 507 per annum, (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Frere Tertiary Hospital
: National Senior Certificate, Bachelor's degree or equivalent qualification in Occupational therapy that allows for registration with HPCSA as an Occupational therapist. Proof of current renewal of practice license with HPCSA as an Occupational therapist (Independent practice) will be required

		prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license is an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement Occupational therapy treatment methods within Occupational Therapy services and the other allocated areas of work, including management of cerebral palsy services. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Occupational therapy services through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Occupational therapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/168</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OCT-DNRH/MIN/33/11/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Ngiza Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's degree or equivalent qualification in Occupational therapy that allows for registration with HPCSA as an Occupational therapist. Proof of current renewal of practice license with HPCSA as an Occupational therapist (Independent practice) will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license is an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement Occupational therapy treatment methods within Occupational Therapy services and the other allocated areas of work, including management of cerebral palsy services. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Occupational therapy services through the development and implementation of appropriate systems, protocols, quality assurance programs and internal

		controls. Market and promote Occupational therapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel No: (041) 406 4421 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/169</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OCT-NMAH/MIN/34/11/2025 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital National Senior Certificate, Bachelor's degree or equivalent qualification in Occupational therapy that allows for registration with HPCSA as an Occupational therapist. Proof of current renewal of practice license with HPCSA as an Occupational therapist (Independent practice) will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license is an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement Occupational therapy treatment methods within Occupational Therapy services and the other allocated areas of work, including management of cerebral palsy services. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Occupational therapy services through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Occupational therapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469/4320 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/170</u>	:	<u>PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHI-MKZH/MIN/35/11/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Madzikane Ka Zulu Hospital National Senior certificate, Bachelor's degree or equivalent qualification in Physiotherapy that allows for registration with HPCSA as a Physiotherapist. Proof of current renewal of practice license with HPCSA as a Physiotherapist (Independent practice) will be required prior or on the interview date.. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license is an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement physiotherapy treatment methods within Physiotherapy services and other allocated areas of work, including cerebral Palsy management services. Perform administrative tasks such as accurate

compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Physiotherapy service through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Physiotherapy services and contribute towards research and training.

ENQUIRIES : Mr K Praitel Tel No: (039) 797 6070 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST 42/171 : **PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHI-FTH/MIN/36/11/2025 (X3 POSTS)**

SALARY : Grade 1: R397 233 – R454 191 per annum, (OSD)

Grade 2: R463 941 - R529 221 per annum, (OSD)

Grade 3: R543 099 – R657 507 per annum, (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Frere Tertiary Hospital

: National Senior certificate, Bachelor's degree or equivalent qualification in Physiotherapy that allows for registration with HPCSA as a Physiotherapist. Proof of current renewal of practice license with HPCSA as a Physiotherapist (Independent practice) will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license is an added advantage.

DUTIES : Assess, plan and implement physiotherapy treatment methods within Physiotherapy services and other allocated areas of work, including cerebral Palsy management services. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Physiotherapy service through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Physiotherapy services and contribute towards research and training.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST 42/172 : **PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHI-DNRH/MIN/37/11/2025 (X2 POSTS)**

SALARY : Grade 1: R397 233 – R454 191 per annum, (OSD)

Grade 2: R463 941 - R529 221 per annum, (OSD)

Grade 3: R543 099 – R657 507 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Dora Ngizwa Regional Hospital

: National Senior certificate, Bachelor's degree or equivalent qualification in Physiotherapy that allows for registration with HPCSA as a Physiotherapist. Proof of current renewal of practice license with HPCSA as a Physiotherapist

		(Independent practice) will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license is an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement physiotherapy treatment methods within Physiotherapy services and other allocated areas of work, including cerebral Palsy management services. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Physiotherapy service through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Physiotherapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel No: (041) 406 4421 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/173</u>	:	<u>PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHI-NMAH/MIN/38/11/2025 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 - R529 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	National Senior certificate, Bachelor's degree or equivalent qualification in Physiotherapy that allows for registration with HPCSA as a Physiotherapist. Proof of current renewal of practice license with HPCSA as a Physiotherapist (Independent practice) will be required prior or on the interview date. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational Health and Safety, Patients' Rights Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework, etc. Good communication skills, Report writing skills, problem-solving and decision-making, and computer skills. Ability to work in a multi-disciplinary environment. A valid driver's license is an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement physiotherapy treatment methods within Physiotherapy services and other allocated areas of work, including cerebral Palsy management services. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement a referral system and ensure accurate record-keeping standards and quality assurance requirements. Participate in the skills development programme of the Department of Health. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme, as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost centre. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Physiotherapy service through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Physiotherapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469/4320 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

<u>POST 42/174</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG-CMRH/MIN/16/11/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R376 458 per annum, (OSD) Grade 2: R396 132 – R459 726 per annum, (OSD) Grade 3: R476 367 – R601 638 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration must be produced prior or on the interview date. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within the prescripts of the applicable legislation. Provide a safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt a multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the Batho Pele principles and patients' rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients and take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the EPMDS. Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work-day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: (043) 708 2121 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/175</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG-FTH/MIN/17/11/2025 (X11 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R376 458 per annum, (OSD) Grade 2: R396 132 – R459 726 per annum, (OSD) Grade 3: R476 367 – R601 638 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration must be produced prior or on the interview date. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within the prescripts of the applicable legislation. Provide a safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt a multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the Batho Pele principles and patients' rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients and take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the EPMDS. Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work-day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

<u>POST 42/176</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG-FRH/MIN/18/11/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R376 458 per annum, (OSD) Grade 2: R396 132 – R459 726 per annum, (OSD) Grade 3: R476 367 – R601 638 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Frontier Regional Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration must be produced prior or on the interview date. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within the prescripts of the applicable legislation. Provide a safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt a multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the Batho Pele principles and patients' rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients and take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the EPMDS. Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work-day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Mr T Sonxujwa Tel No: (045) 808 4272 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/177</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG-NMAH/MIN/19/11/2025 (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R376 458 per annum, (OSD) Grade 2: R396 132 – R459 726 per annum, (OSD) Grade 3: R476 367 – R601 638 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration must be produced prior or on the interview date. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within the prescripts of the applicable legislation. Provide a safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt a multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the Batho Pele principles and patients' rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients and take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the EPMDS. Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work-day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469/4320 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

<u>POST 42/178</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG-MRH/MIN/20/11/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R376 458 per annum, (OSD) Grade 2: R396 132 – R459 726 per annum, (OSD) Grade 3: R476 367 – R601 638 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Mthatha Regional Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration must be produced prior or on the interview date. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within the prescripts of the applicable legislation. Provide a safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt a multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the Batho Pele principles and patients' rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients and take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the EPMDS. Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work-day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms Mkhosi Tel No: (047) 502 4143/4008 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/179</u>	:	<u>PARAMEDIC GRADE 1-3 REF NO: ECHEALTH/PAR-ANZO/MIN/21/11/2025</u>
<u>SALARY</u>	:	Grade 1: R321 372 - R381 012 per annum, (OSD) Grade 2: R397 308 - R468 600 per annum, (OSD) Grade 3: R487 014 - R556 854 per annum, (OSD) Grade 4: R570 267 – R643 155 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District EMS Grade 1: Successful completion of the Critical Care Assistant Programme (CCA) that allows registration with HPCSA as a Paramedic. Registration with HPCSA as a Paramedic. None after registration with HPCSA as a Paramedic. Grade 2: Successful Completion of the following courses or obtaining of the following qualification that allows registration with the HPCSA as a Paramedic: Critical Care Assistant (CCA Qualification) or recognised National Diploma. Registration with HPCSA as a Paramedic with CCA or a National Diploma. 7 years' experience after registration with HPCSA as Paramedic (CCA). None after registration with HPCSA as a paramedic (National Diploma). Grade 3: Successful Completion of the following courses or obtaining the following qualification that allows registration with the HPCSA as a Paramedic: Critical Care Assistant (CCA Qualification) or recognised National Diploma or successful completion of a BTech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with HPCSA as Paramedic (CCA OR NDip) or ECP. Registered Paramedic (CCA) -14 years' experience after registration with HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years' experience after registration with HPCSA as Paramedic. Registered ECP's - None after registration with HPCSA as a paramedic. Grade 4: Successful Completion of the following courses or obtaining the following qualification that allows registration with the HPCSA as a Paramedic: Critical Care Assistant (CCA Qualification) or recognised National Diploma or successful completion of a BTech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with HPCSA as Paramedic (CCA OR NDip) or ECP. Registered Paramedic (CCA) -24 years' experience after registration with HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years' experience after registration with HPCSA as Paramedic. Registered ECP's -10 years' experience after registration with HPCSA as an ECP. Knowledge of Advanced

	Life Support protocols within the Paramedic/ ECT scope of practice. A valid code 10 driver's licence with PDP.
<u>DUTIES</u>	: Render Emergency Medical Care and transportation of patients at an Advanced Life Support level and be prepared to work in the Aeromedical and Rescue environments. Provide effective pre-hospital Emergency Medical Care and response to incidents when required. Complete and analyze Patient Report Forms for all category of personnel. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Maintain a clean and infection free environment for emergency vehicles and equipment in line with the Infection Control Policy. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication concerning patients, colleagues, other services, and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required.
<u>ENQUIRIES</u>	: Mr K Praitel Tel No: (039) 797 6070 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/180</u>	: <u>PARAMEDIC GRADE 1-3 REF NO: ECHEALTH/PAR-CH/MIN/22/11/2025</u>
<u>SALARY</u>	: Grade 1: R321 372 - R381 012 per annum, (OSD) Grade 2: R397 308 - R468 600 per annum, (OSD) Grade 3: R487 014 - R556 854 per annum, (OSD) Grade 4: R570 267 – R643 155 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	: Chris Hani District EMS : Grade 1: Successful completion of the Critical Care Assistant Programme (CCA) that allows registration with HPCSA as a Paramedic. Registration with HPCSA as a Paramedic. None after registration with HPCSA as a Paramedic. Grade 2: Successful Completion of the following courses or obtaining of the following qualification that allows registration with the HPCSA as a Paramedic: Critical Care Assistant (CCA Qualification) or recognised National Diploma. Registration with HPCSA as a Paramedic with CCA or a National Diploma. 7 years' experience after registration with HPCSA as Paramedic (CCA). None after registration with HPCSA as a paramedic (National Diploma). Grade 3: Successful Completion of the following courses or obtaining the following qualification that allows registration with the HPCSA as a Paramedic: Critical Care Assistant (CCA Qualification) or recognised National Diploma or successful completion of a BTech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with HPCSA as Paramedic (CCA OR NDip) or ECP. Registered Paramedic (CCA) -14 years' experience after registration with HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years' experience after registration with HPCSA as Paramedic. Registered ECP's - None after registration with HPCSA as a paramedic. Grade 4: Successful Completion of the following courses or obtaining the following qualification that allows registration with the HPCSA as a Paramedic: Critical Care Assistant (CCA Qualification) or recognised National Diploma or successful completion of a BTech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with HPCSA as Paramedic (CCA OR NDip) or ECP. Registered Paramedic (CCA) -24 years' experience after registration with HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years' experience after registration with HPCSA as Paramedic. Registered ECP's -10 years' experience after registration with HPCSA as an ECP. Knowledge of Advanced Life Support protocols within the Paramedic/ ECT scope of practice. A valid code 10 driver's licence with PDP.
<u>DUTIES</u>	: Render Emergency Medical Care and transportation of patients at an Advanced Life Support level and be prepared to work in the Aeromedical and Rescue environments. Provide effective pre-hospital Emergency Medical Care and response to incidents when required. Complete and analyze Patient Report Forms for all category of personnel. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Maintain a clean and infection free environment for emergency vehicles and equipment in line with the Infection Control Policy. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication concerning patients, colleagues, other services, and members

		of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required.
<u>ENQUIRIES</u>	:	Mr L Solomane Tel No: (045) 8071110/1101 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/181</u>	:	<u>PARAMEDIC GRADE 1-3 REF NO: ECHEALTH/PAR-ORT/MIN/23/11/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R321 372 - R381 012 per annum, (OSD) Grade 2: R397 308 - R468 600 per annum, (OSD) Grade 3: R487 014 - R556 854 per annum, (OSD) Grade 4: R570 267 – R643 155 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District EMS
	:	Grade 1: Successful completion of the Critical Care Assistant Programme (CCA) that allows registration with HPCSA as a Paramedic. Registration with HPCSA as a Paramedic. None after registration with HPCSA as a Paramedic. Grade 2: Successful Completion of the following courses or obtaining of the following qualification that allows registration with the HPCSA as a Paramedic: Critical Care Assistant (CCA Qualification) or recognised National Diploma. Registration with HPCSA as a Paramedic with CCA or a National Diploma. 7 years' experience after registration with HPCSA as Paramedic (CCA). None after registration with HPCSA as a paramedic (National Diploma). Grade 3: Successful Completion of the following courses or obtaining the following qualification that allows registration with the HPCSA as a Paramedic: Critical Care Assistant (CCA Qualification) or recognised National Diploma or successful completion of a BTech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with HPCSA as Paramedic (CCA OR NDip) or ECP. Registered Paramedic (CCA) -14 years' experience after registration with HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years' experience after registration with HPCSA as Paramedic. Registered ECP's - None after registration with HPCSA as a paramedic. Grade 4: Successful Completion of the following courses or obtaining the following qualification that allows registration with the HPCSA as a Paramedic: Critical Care Assistant (CCA Qualification) or recognised National Diploma or successful completion of a BTech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with HPCSA as Paramedic (CCA OR NDip) or ECP. Registered Paramedic (CCA) -24 years' experience after registration with HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years' experience after registration with HPCSA as Paramedic. Registered ECP's -10 years' experience after registration with HPCSA as an ECP. Knowledge of Advanced Life Support protocols within the Paramedic/ ECT scope of practice. A valid code 10 driver's licence with PDP.
<u>DUTIES</u>	:	Render Emergency Medical Care and transportation of patients at an Advanced Life Support level and be prepared to work in the Aeromedical and Rescue environments. Provide effective pre-hospital Emergency Medical Care and response to incidents when required. Complete and analyze Patient Report Forms for all category of personnel. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Maintain a clean and infection free environment for emergency vehicles and equipment in line with the Infection Control Policy. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication concerning patients, colleagues, other services, and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required.
<u>ENQUIRIES</u>	:	Ms Z Mtimba Tel No: (047) 502 9000 or email: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/182</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PAPB-MPD/MIN/39/11/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R264 750 – R298 482 per annum, (OSD) Grade 2: R306 411 - R324 117 per annum, (OSD) Grade 3: R330 540 – R375 381 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	: OR Tambo District, Mthatha Pharmaceutical Depot
	: As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Good communication and interpersonal skills. Knowledge of relevant policies and legislation which have an impact on pharmaceutical services, including National Health Act, Good Pharmacy Practice standards, the Pharmacy Act 53 of 1974 as amended and the Medicine and related substance Act 101 of 1965, occupational Health and Safety Act and Skills Development Act. Physically fit and able to lift heavy boxes repeatedly, willingness to work in a temperature-controlled environment (cold-rooms).
<u>DUTIES</u>	: Support the warehouse supervisor/pharmacist in daily operations. Supervise and perform the receiving, storage, issuing and distribution of pharmaceuticals within the designated store, ensuring compliance with FIFO/FEFO stock management principles. Assist in staff supervision, including SOP training, disciplinary process, leave planning and time and attendance monitoring. Participate in stock control processes, including cyclic count and the preparation of the annual and bi-annual stock take. Assist in complaint resolution from health facilities in line with SOPs. Ensure compliance with all relevant legislation, SOPs, and quality standards (GPP, GDP, GWP, Pharmacy Act, PFMA. Ensure Occupational Health and Safety (OHS) compliance, including enforcement of wearing protective clothing and maintaining a safe warehouse environment. Support performance management processes by ensuring that performance reviews are completed as per schedule. Contribute to the development of staff in the warehouse. Must be willing to rotate within different sections of the Warehouse when operationally required.
<u>ENQUIRIES</u>	: or e-Recruitment Enquiries: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 42/183</u>	: <u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PAPB-PEPD/MIN/40/11/2025 (X4 POSTS)</u>
<u>SALARY</u>	: Grade 1: R264 750 – R298 482 per annum, (OSD) Grade 2: R306 411 - R324 117 per annum, (OSD) Grade 3: R330 540 – R375 381 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	: Nelson Mandela Metro, PE Pharmaceutical Depot
	: As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Good communication and interpersonal skills. Knowledge of relevant policies and legislation which have an impact on pharmaceutical services, including National Health Act, Good Pharmacy Practice standards, the Pharmacy Act 53 of 1974 as amended and the Medicine and related substance Act 101 of 1965, occupational Health and Safety Act and Skills Development Act. Physically fit and able to lift heavy boxes repeatedly, willingness to work in a temperature-controlled environment (cold-rooms).
<u>DUTIES</u>	: Support the warehouse supervisor/pharmacist in daily operations. Supervise and perform the receiving, storage, issuing and distribution of pharmaceuticals within the designated store, ensuring compliance with FIFO/FEFO stock management principles. Assist in staff supervision, including SOP training, disciplinary process, leave planning and time and attendance monitoring. Participate in stock control processes, including cyclic count and the preparation of the annual and bi-annual stock take. Assist in complaint resolution from health facilities in line with SOPs. Ensure compliance with all relevant legislation, SOPs, and quality standards (GPP, GDP, GWP, Pharmacy Act, PFMA. Ensure Occupational Health and Safety (OHS) compliance,

		including enforcement of wearing protective clothing and maintaining a safe warehouse environment. Support performance management processes by ensuring that performance reviews are completed as per schedule. Contribute to the development of staff in the warehouse. Must be willing to rotate within different sections of the Warehouse when operationally required.
<u>ENQUIRIES</u>	:	or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/184</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1-3 REF NO:</u> <u>ECHEALTH/ECO/NMM/MIN/41/11/2025 (X40 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R187 488 – R214 368 per annum, (OSD) Grade 3: R217 983 - R286 521 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro EMS Grade 1: National Senior Certificate, Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with HPCSA as Basic Ambulance Assistant (BAA). Registration with the HPCSA as BAA. None after registration with the HPCSA as BAA. Knowledge of Basic Life Support protocols. A valid code 10 driver's license with PDP. Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Knowledge of Intermediate Life Support protocols. A valid code 10 driver's license with PDP.
<u>DUTIES</u>	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicle checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base stations. Undertake inter-facility transfers of patients. Any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Ms D Davids Tel No: (041) 391 8164 or email: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/185</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1-3 REF NO:</u> <u>ECHEALTH/ECO/BCM/MIN/42/11/2025 (X24 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R187 488 – R214 368 per annum, (OSD) Grade 3: R217 983 - R286 521 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro EMS Grade 1: National Senior Certificate, Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with HPCSA as Basic Ambulance Assistant (BAA). Registration with the HPCSA as BAA. None after registration with the HPCSA as BAA. Knowledge of Basic Life Support protocols. A valid code 10 driver's license with PDP. Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Knowledge of Intermediate Life Support protocols. A valid code 10 driver's license with PDP.
<u>DUTIES</u>	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter-facility transfers of patients. Any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Ms N Jaceni Tel No: (043) 7433 006/057 or email: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/186</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1-3 REF NO:</u> <u>ECHEALTH/ECO/AMH/MIN/43/11/2025 (X32 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R187 488 – R214 368 per annum, (OSD) Grade 3: R217 983 - R286 521 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole EMS Grade 1: National Senior Certificate, Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with HPCSA as Basic Ambulance Assistant (BAA). Registration with the HPCSA as BAA. None after registration with the HPCSA as BAA. Knowledge of Basic Life Support protocols. A valid code 10 driver's license with PDP. Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows

		registration with HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Knowledge of Intermediate Life Support protocols. A valid code 10 driver's license with PDP.
<u>DUTIES</u>	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter-facility transfers of patients. Any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Ms S Njokweni Tel No: (043) 707 6748 or email: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/187</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1-3 REF NO:</u> <u>ECHEALTH/ECO/ORT/MIN/44/11/2025 (X48 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R187 488 – R214 368 per annum, (OSD) Grade 3: R217 983 - R286 521 per annum, (OSD)
<u>CENTRE</u>	:	EMS OR Tambo, Mthatha Station
<u>REQUIREMENTS</u>	:	Grade 1: National Senior Certificate, Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with HPCSA as Basic Ambulance Assistant (BAA). Registration with the HPCSA as BAA. None after registration with the HPCSA as BAA. Knowledge of Basic Life Support protocols. A valid code 10 driver's license with PDP. Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Knowledge of Intermediate Life Support protocols. A valid code 10 driver's license with PDP.
<u>DUTIES</u>	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter-facility transfers of patients. Any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Ms Z Mtimba Tel No: (047) 502 9000 or email: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/188</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1-3 REF NO:</u> <u>ECHEALTH/ECO/ALF/MIN/45/11/2025 (X32 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R187 488 – R214 368 per annum, (OSD) Grade 3: R217 983 - R286 521 per annum, (OSD)
<u>CENTRE</u>	:	Alfred Nzo EMS
<u>REQUIREMENTS</u>	:	Grade 1: National Senior Certificate, Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with HPCSA as Basic Ambulance Assistant (BAA). Registration with the HPCSA as BAA. None after registration with the HPCSA as BAA. Knowledge of Basic Life Support protocols. A valid code 10 driver's license with PDP. Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Knowledge of Intermediate Life Support protocols. A valid code 10 driver's license with PDP.
<u>DUTIES</u>	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter-facility transfers of patients. Any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr Praim Tel No: (039) 797 6070 or email: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/189</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1-3 REF NO:</u> <u>ECHEALTH/ECO/SBD/MIN/46/11/2025 (X24 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R187 488 – R214 368 per annum, (OSD) Grade 3: R217 983 - R286 521 per annum, (OSD)
<u>CENTRE</u>	:	Sarah Baartman EMS

<u>REQUIREMENTS</u>	:	Grade 1: National Senior Certificate, Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with HPCSA as Basic Ambulance Assistant (BAA). Registration with the HPCSA as BAA. None after registration with the HPCSA as BAA. Knowledge of Basic Life Support protocols. A valid code 10 driver's license with PDP. Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Knowledge of Intermediate Life Support protocols. A valid code 10 driver's license with PDP.
<u>DUTIES</u>	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter-facility transfers of patients. Any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Ms Z Sulo Tel No: (041) 408 8509.or email: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/190</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1-3 REF NO: ECHEALTH/ECO/JGQ/MIN/47/11/2025 (X24 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R187 488 – R214 368 per annum, (OSD) Grade 3: R217 983 - R286 521 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi EMS
	:	Grade 1: National Senior Certificate, Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with HPCSA as Basic Ambulance Assistant (BAA). Registration with the HPCSA as BAA. None after registration with the HPCSA as BAA. Knowledge of Basic Life Support protocols. A valid code 10 driver's license with PDP. Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Knowledge of Intermediate Life Support protocols. A valid code 10 driver's license with PDP.
<u>DUTIES</u>	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter-facility transfers of patients. Any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631 or email: RecruitmentHeadOffice@echealth.gov.za
<u>POST 42/191</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1-3 REF NO: ECHEALTH/ECO/CR/ MIN/48/11/2025 (X24 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R187 488 – R214 368 per annum, (OSD) Grade 3: R217 983 - R286 521 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani EMS
	:	Grade 1: National Senior Certificate, Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with HPCSA as Basic Ambulance Assistant (BAA). Registration with the HPCSA as BAA. None after registration with the HPCSA as BAA. Knowledge of Basic Life Support protocols. A valid code 10 driver's license with PDP. Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Knowledge of Intermediate Life Support protocols. A valid code 10 driver's license with PDP.
<u>DUTIES</u>	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter-facility transfers of patients. Any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr L Solomane Tel No: (045) 807 1110/1101. or email: RecruitmentHeadOffice@echealth.gov.za

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Free State Department of Agriculture and Rural Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the appointment of members to the Glen College Advisory Board and candidates whose appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications, Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen. Email: cpswarts17@gmail.com
- CLOSING DATE** : 28 November 2025
- NOTE** : Nominations for candidates/Applications must be accompanied by a comprehensive curriculum vitae, accurately detailing the qualifications, copies of academic qualifications, professional membership (if applicable), relevant experience and the identity document. Applicants must clearly indicate the reference number of the Advisory Board that is being applied for on the covering letter of the application. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following an invitation from the Department to attend an interview, and such qualifications and other related document(s) should be in line with the requirements of the advertisement. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are emailed or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Dual citizenship holder must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please consider your application as unsuccessful. The Department reserves the right not to make any appointment(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Glen College of Agriculture under the Free State Department of Agriculture and Rural Development is an institution of Higher Learning that facilitates and provides structured agricultural education and training in line with Agricultural Education and Training (AET) strategy. The Glen College executes its mandate within the prescripts of the Higher Education Act 101 of 1997, which requires that the institution should appoint members to serve on the Glen College Advisory Board.

OTHER POST

- POST 42/192** : **GLEN COLLEGE ADVISORY BOARD: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: FSGCB 07/11/2025**
(Three years from 01 December 2025 until 30 November 2028)
Re-advertisement, Candidates who previously applied do not have to re-apply. The Glen College of Agriculture hereby invites nominations/applications for the positions of six (6) external advisory board members who will be serving on the Glen College Advisory Board and Advisory Board sub-committees on a part-time basis.
- SALARY** : Glen College Advisory Board sitting (inclusive of preparation) in accordance with Treasury Regulations Section 20.2.3. Subsistence and travelling allowances when attending College Advisory Board activities and meetings will be paid by the Department in accordance with the applicable guidelines.
- CENTRE** : Glen College of Agriculture
- REQUIREMENTS** : The nominee / applicant must have suitable experience or expertise. Diversity and demographics of South Africa shall be taken into consideration during the

selection process. Moreover, the below categories will be considered in order to cater for the three Advisory Board sub-committees i.e. Human Resources and Ethics Committee, Finance and Audit Committee and a Senate Committee. Candidates will be recruited from the following categories: Individuals who hold a PhD degree in Agriculture or in Education with a minimum of ten (10) years' working experience in governance structures of academic institutions and must be currently working in an Institution of Higher Learning. Individuals who hold a minimum of a degree in Accounting or Finance or Economics or Auditing or Business Administration. Individuals with extensive farming experience or an active role player in the agricultural sector or Glen College alumni. In addition, applicants/nominees must be permanent residents of the Free State Province and be a fit and proper person. Two candidates will be selected under each of the three categories. Thus two Advisory Board members will serve in each of the three sub-committees.

DUTIES

: The College Advisory Board will direct, guide and advise on the following: The implementation and revision of the Glen College of Agriculture strategy to ensure execution of strategic goals as approved by the MEC through Head of Department of Agriculture and Rural Development; Matters concerning the College but fall within the powers of the Executive Authority; Agricultural training and fundraising strategy of the College to the Department; Creation of conducive learning and teaching environment for the academic programmes of the College; Ensuring that the College operates within a national mandate and also reflect regional diversity by responding to unique agricultural production imperatives; Ensures that the College establishes Committees; Ensures involvement of students in the governance and operations of the College; Monitor and evaluate use of funds and resources to ensure prudent utilization in accordance with PFMA; Ensure development of strategic, operations, and risk management plans; Ensure monitoring and evaluation of strategic, operations, and risk management plans; Ensures the development and offering of academic programmes in line with standards set by different academic bodies; Ensures that the College keeps a database of all registered learners/beneficiaries; Ensures that the College register all qualified diplomats and graduates to the National Learners Register of SAQA; Ensure that the College keeps a traceability record of all learners registered or previously registered with the College; Advise the Department on appointment of Principal; Recommend approval of policies and strategic plan of the College to the Department; Report quarterly to the Chief Director and HOD; Advise on the development of business models for the College to be financially viable and self-sustainable; Advise on the development of a marketing strategy; Promotion of good governance and accountability; and Promotion of intergovernmental relationships.

ENQUIRIES **NOTE**

: Mr C Swarts at 083 406 9787
: Members of the Advisory Board will be appointed either (1) in their personal capacities (2) to represent their relevant organizations and must broadly represent South African Society. Confirmation of the availability of the nominee is also required. Preference will be given to candidates whose appointments will enhance representativity.

DEPARTMENT OF HEALTH

CLOSING DATE **NOTE**

: 28 November 2020
: Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.". Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The

Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan

MANAGEMENT ECHELON

<u>POST 42/193</u>	:	<u>CHIEF EXECUTIVE OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (Level 13), all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Bongani Regional Hospital Ref No: H/C/8/2025 (X1 Post) Mofumahadi Manapo Regional Hospital Ref No: H/C/9/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field as recognized by SAQA. Minimum of 10 years experience in public health sector. At least 5 years' experience at a middle/senior managerial level or Employment Equity EEA, DDA. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ , prior to finalisation of appointment, is a requirement for all SMS positions. 138 The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: https://www.thensg.gov.za/trainingcourse/sms-preentry-programme/ . All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and a proven track record in all major aspects of management within a healthcare environment. Inherent requirements of the job: Valid driver's license. Willingness to travel across the province as required. Competencies (knowledge/skills): Strong corporate management skills within a health service environment. Policy implementation and guidelines development. Strong business orientation with the proven skills and ability in the financial management of health services. Open-minded and the ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to think fast, decisively and appropriately to rapidly changing situations. Adaptive leadership capabilities. High level of computer literacy, with proficiency in MS Word, Excel, Access, PowerPoint, internet-based applications, and email communication.
<u>DUTIES</u>	:	Plan, direct, co-ordinate, manage Health Care and Administrative support service effectively and efficiently as an integral part of the health service delivery in the area served by the hospital. Represent the hospital authoritative at Provincial and Public Forums. Prepare a Business Plan for the hospital to ensure that is in line with the departmental strategic plan. Plan, co-ordinate and ensure the effective and efficient overall management of the hospital in terms of relevant acts and delegation. Human Resource Management. Procurement and Management of equipment and facilities. Corporate Governance. Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspects of patient care and ensure health, safety, welfare of patient and quality improvement. Ensure comprehensive compliance with standards to provide quality care. Serve on various internal and external committees, and

ENQUIRIES
APPLICATIONS

provide input into the development of Provincial policy and strategy on the provision of health/medical care.
Dr GM London Tel No: (051) 408 1846
Applications to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

OTHER POST

POST 42/194

ASSISTANT MANAGER: PNA7(PHC) REF NO: MMD/ P/01/2025

SALARY
CENTRE
REQUIREMENTS

R755 355 per annum
Mangaung Metro District
Diploma/Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC, post basic qualification of Clinical Nursing Science, health assessment, treatment and care (PHC), a minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Professional nurse. Atleast 6 years of the period referred above must be appropriate /recognizable experience after obtaining the 1year post basic qualification, at least 3 year of the period referred to must be appropriate/recognizable experience at Management level. Proof of working experience endorsed by HR (submitted only when shortlisted). Valid driver's license. Skills and Knowledge: Driving Skills. Verbal and written communication, time management, good interpersonal relations. Ability to work under pressure and deliver within tight deadlines, travelling extensively and work extra hours, strong ability to build and work as a team member, computer literacy, strong management and leadership. Coordinate, monitor and analyses data quality assessment. Knowledge of financial management.

DUTIES

Support re-engineering of Primary Health Care to promote access to quality health care service. Implement the assessments, compliance and attainment of ideal clinic status for all facilities in the Local Areas. Monitor performance of key priority programs according to APP and AOP targets. Management of key priority programs. Work as part of a multi-disciplinary team to ensure good quality of care across all disciplines. Perform quality improvements audits and surveys and report Senior Management and multidisciplinary health team. To monitor and evaluate delivery of quality of health care within the Facilities. Provide advice on various aspects of quality care within the entire district. Provide monthly reports to supervisors and Senior Management. Monitor clinical and non-clinical on regular basis to ensure compliance to processes. Represent the entire district at the Provincial Quality, Finance and key priority program forums.

ENQUIRIES

Mr WA Maletle, Assistant Manager: Admin and Support, Cell: 0832712534.
Email: MaletleWA@fshealth.gov.za

APPLICATIONS

Applications to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS

applications for the Department of Public Works and Infrastructure to be submitted to: Head: Public Works and Infrastructure, P.O Box 7551, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the Foyer of O.R Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, O.R Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.

CLOSING DATE
NOTE

28 November 2025
Directions to applicants: Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being

considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will not be accepted.

OTHER POSTS

POST 42/195 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: PWI 25/39 (X1 POST)**

SALARY : R468 459 per annum (Level 09)

CENTRE : Bloemfontein

REQUIREMENTS : A three-year Bachelor's degree or equivalent NQF level 7 qualification with Risk Management, Auditing/ Internal Auditing as a major and valid driver's license. 2-3 years' experience in Risk Management, Auditing/ Internal Auditing. Valid driver's licence with exception of persons with disabilities. Experience in the development and implementation of Risk Management systems/strategies Experience of Risk Management soft-ware. Practical experience in a risk management services.

DUTIES : To supervise and implement the risk management framework in the organisation. Participate in the development of the risk management framework. Implement the risk management plan. Support the establishment of the risk management philosophy and culture in the organisation. Advocate and promote risk management in the organisation (awareness activities). Risk maturity – data gathering and quality review. Capacity building (training and development). Develop and maintain stakeholder and client relationships. Continuous monitoring the risk environment. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context). Supervise the capturing of data and maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process. Facilitate the identification of risks. Analysis of risks. Risk evaluation. Risk response. Compile risk profile (ensure and maintain risk register). Compile reports as required. Monitor and review the identified risk response activities. Monitoring the implementation of the progress of activities to address risks as agreed on. Revising risk response activities. Supervise employees to ensure an effective risk management service. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr PT Tshitannye, Tel No: (051) 492 3844

APPLICATIONS : Email address: e-recruitmentfspwi03@fsworks.gov.za

POST 42/196 : **INTERNAL AUDITOR REF NO: PWI 25/40 (X2 POSTS)**

SALARY : R325 101 per annum (Level 07)

CENTRE : Bloemfontein

REQUIREMENTS : A degree in Auditing/Accounting or equivalent NQF 7 qualification. Good understanding of the audit process and audit approaches. Good communication (verbal and written) skills. Effective report writing. Computer literacy. 3 years Internal Audit experience. Registration with the IISA and/or knowledge of Teammate will serve as an advantage.

<u>DUTIES</u>	:	Assist the audit managers in the development of audit plans. Execution of the audit programmes on control and governance processes associated with the activities under review. Participate in entrance and exit conference meetings. Compilation of adequate audit working papers as well as review of junior officials' work. Perform audits of the department in accordance with the audit methodology. Documenting field work on audits. Assisting in ensuring effective and efficient audits by keeping time records. Execute compliance audits. Prepare and present reports on compliance audits. Conduct follow up audits. Summarise audit findings and develop conclusions on audit findings for presentation to clients. Supervise and transfer auditing skills to Internal Auditors.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Mocwaledi Tel No: (051) 492 3817
	:	Email address: e-recruitmentfspwi02@fsworks.gov.za
<u>POST 42/197</u>	:	<u>SENIOR ADMINISTRATIVE CLERK: MUNICIPAL SERVICES – UTILITIES DIVISION REF NO: PWI 25/41 (X3 POSTS)</u> Directorate Operational Property and Housekeeping
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Bloemfontein
	:	NQF 4 (Grade 12 or equivalent). No previous experience required. Computer literacy. Good verbal and written communication skills. Planning and organization skills.
<u>DUTIES</u>	:	Render general clerical support services: Ensure the processing of property rates payment. Monitor and reconcile debtors register and PASTEL to ensure correct monthly rental invoicing. Capturing monthly rental invoices on the PASTEL system in line with the signed lease agreements. Request BAS report on a weekly basis to confirm payments received. Allocation of cash receipts on PASTEL system as reflected on BAS report. Compiling debtor's reconciliations between PASTEL and BAS based on payments received. Liaising with the relevant departmental Salary sections to ensure that all PERSAL deductions are correctly implemented in line with signed stop orders. Follow up on outstanding debt in terms of the approved debtors Management and write off in terms of Debt policy.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Du Plessis Tel No: (051) 410 7517
	:	Email address: e-recruitmentfspwi@fsworks.gov.za
<u>POST 42/198</u>	:	<u>SENIOR ADMINISTRATIVE CLERK: CONTRACT ADMINISTRATION – DEBTORS SECTION REF NO: PWI 25/42 (X1 POST)</u> Directorate Operational Property and Housekeeping
<u>SALARY CENTRE REQUIREMENTS DUTIES</u>	:	R228 321 per annum (Level 05)
	:	Bloemfontein
	:	NQF 4 (Grade 12 or equivalent). No previous experience required. Computer.
	:	Provide financial administration support services within rates and taxes component: Handling accounts of Eskom, water Boards, Municipalities and other suppliers. Advice and report to management regarding the state of services accounts. Monitor expenditure. Check payment documents with spreadsheet which is developed internally. Request outstanding invoices from the suppliers at least 10 working days before due date. Ensure the monthly reconciliation of municipal accounts in respect of service accounts. Prepare payment batches for processing on BAS and LOGIS. Capture approved payment batches on BAS and LOGIS. Ensure the sound management and control of the services accounts. Accruals and payables for disclosure of financial statements. Ensure the allocation of budgets to correct items, request allocation for the following year and adjustment budget.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Ndenze Tel No: (051) 410 7541
	:	Email address: e-recruitmentfspwi@fsworks.gov.za
<u>POST 42/199</u>	:	<u>SECRETARY: DIRECTOR: STRATEGIC PLANNING REF NO: PWI 25/43</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Bloemfontein
	:	Applicants must be in possession of an appropriate NQF 4 but preferably a Post Matric qualification. Secretarial and typing experience. Knowledge of telephonic etiquette. Records Management and Office administration. Language skills and the ability to communicate well with people at different

levels. High level of reliability. Basic written communication skills. Computer literacy. Sound organizing skills. Good people skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES

: Receives telephone calls and refers the calls to the correct role players if not meant for the Director. In the process the jobholder should finalise some enquiries. Records the engagements of the Director. Compile realistic schedules of appointments. Types documents for the Director and other staff within the unit. Operates and ensures that the office equipment, e.g photocopier and shredding machine are in good working order. Provide a clerical support to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arranges meetings and events for the Director and the staff in the unit. Identifies venues, invite role players, organises refreshments and sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Drafts routine correspondence and reports. Does filing of documents for the Director and the unit where required. Administers matters like the leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments, etc. Collects all relevant documents to enable the Manager to prepare for meetings.

ENQUIRIES
APPLICATIONS

: Ms IG De Beer Tel No: (051) 492 3749
: Email address: e-recruitmentfspwi01@fsworks.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

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

<u>APPLICATIONS</u>	:	Manual applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or Applicants can apply online at: jobs.gauteng.gov.za
<u>CLOSING DATE</u>	:	28 November 2025
<u>NOTE</u>	:	Applications must be submitted on the recent Z83 form (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents). Only an updated comprehensive CV (with detailed personal information, duties, experience and references) and a completed and signed new Z83 application form is required for both online and manual applications. The Z83 form must be completed in full, and page 2 duly signed. An accurate position and reference number must be indicated on the Z83 form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Applicants are not required to submit copies of qualifications. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested information will result in the application not being considered and deemed a regret. Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts technical and generic requirements. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/ . For more information regarding the course please visit the NSG website: www.thensg.gov.za . Following the interview process, recommended candidate (s) will be required to attend to generic SMS competency assessment as mandated by DPSA. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s).

OTHER POSTS

<u>POST 42/200</u>	:	<u>DEPUTY DIRECTOR: DEBT MANAGEMENT REF NO: REFS/023181</u> Chief Directorate: Human Resources Services – Debt Management
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Qualification in Financial Accounting/Financial Management at NQF level 7 as recognized by the SAQA. 3 years of experience at supervisory (Assistant Director) level within debt management environment. Training required: Debt

administration and collection process. Management and leadership training. Knowledge required: Understanding e-GOV and GPG business. Public Service Act and regulations. National Credit Act. Knowledge/data management. Debt Management knowledge of IFRS, IAS and GAAP. Debt collections processes and legal. Legal prescripts. Sound Microsoft office computer skills. Treasury Regulations. PFMA. Understanding of Public Sector revenue collection processes. Fully conversant with the acceptable accounting standards. Understanding, interpretation, and application of the of legislative framework. Skills required: Competency in financial information systems. Ability to apply debt management policies and procedures. Leadership and interpersonal skills. SAP system or ERP system. BAS, PERSAL and SAP. Bad debt management & collection. Financial compliance and reporting. Conflict management. Research analysis and methodology. Budgeting and Financial management. Strong analytical skills. Impartiality and ability to implement. Decision making. Attributes required: Planning and organising. Client orientation and customer focus. Knowledge management. Team leadership. Interpersonal Sensitivity. Good communicator (verbal and written) report writing. Tact and Confidentiality. Consistently follow departments values and goals. Communication and Customer relations.

DUTIES

: Reduction of new and legacy debts as per the targets: Ensure timeous allocation of newly taken on debts to be collected. Tracing of uncontactable debtors escalated to the DD's office. Calling debtors disputing their debts and resolving them. Approve communication to be posted to debtors to ensure correctness of the information. Verify debt statements, reminder letters and letters of demand if no payments received. Monitor the sending out of AOD for in-service employees and instating of instalments on PERSAL. Referral of cases to the state attorney; Perform due diligence on memos before sent out to client departments for legal costs approval and to the State attorney for issuing summons. Continuous monitoring and control of progress through consistent reports. Attend to inquiries received from the State attorney's office concerning the referred cases. Ensure compliance to quality assurance with ISO 9001 standards. Ensure proper records keeping of all communication and annexures received. Have regular meetings to discuss targets and devise means to augment targets not met. Management of doubtful debts: Verify prescribed cases, under R500, deceased and interest rates to approve for write process initiation. Perform due diligence on memos and recommend write-off to be send to the client departments for approval. Upon approval of memos by the department, ensure accurate processing of status from doubtful to bad. Monitor BAS exception of case status changed from active to doubtful. Ensure record keeping i.e. approved memos, status reports. Ensure compliance to quality assurance with ISO 9001 standards. Ensure BAS reconciled to the Debt Collection system vis. versa. Administration of new debt, credit balances and maintenance of Ledger accounts within the SLA: Quality assurance (Perform due diligence on): Proper verification and confirmation of the processing of new debt notification of mandates, received via ECM within the 3 days SLA (BAS, PERSAL & SAP). Furthermore, it entails inspecting debts mandates, compilation of checklist and verification forms. Validation of credits balances on an aging analysis and reconciled with balances on debt suspense account. Monitoring and confirmation of clearing and maintenance of Ledger accounts (debt suspense) within the 2 days SLA timelines and that balances are zero by the end of the month. Review monthly report for credit balances and suspense accounts. Monitor processing of journals to off-set debts using leave gratuity for ex-employees and use of credit note for Suppliers. Verify, correct, and sign-off the following memos and ISO form related to: Credit refund to suppliers. Credit funds to debtors. Credit refund to beneficiaries of the deceased. Credit transfer from one debt to another and revenue. Ensure that internal controls are adhered to in line with policies and procedures. Ensure management and proper record keeping. Ensure timeous account's reconciliation, maintenance as well as making follow-ups with clients to ensure smooth book closure. Management of staff: Review quarterly and yearly performance evaluation of all subordinates. Assist with the educational or skills development of all subordinates. Develop in-house training programs for indirect reports based on training needs analysis. Assist in identifying any training requirements for all staff and ensure continuous improvement and opportunities. Manage continued staff development in line with the latest development in systems and processes, reporting on tight timelines. Monitor leave monthly as per Leave Policy. Monitor attendance of 8 ASDs, 44 Practitioners and 2 filing clerks.

Individual mentoring and coaching of staff. On-boarding and induction of new staff members. Provide counselling on staff with performance challenges. Management of Stakeholder relationship: Measure customer feedback by means of customer feedback survey. Initiate and attend customer meeting/visits quarterly Conduct trainings sessions. Ensure audit queries are attended within agreed SLA timelines (AG, GAS, ISO). Prepare and supply monthly management figures for reporting [management reports - OPSCOM, STRAT REPORTS and BMT reports on request. Prepare and supply data to the departments for inclusion in the Annual Financial Statements in accordance with IFRSs (International Financial Reporting Standards), IAS (International Accounting Standards) and GAAP (Generally Accepted Accounting Practice). Providing support to all external offices where revenue management operations take place. Build and maintain sound relationships between internal and external stakeholders (e-GOV directorates and GPT Fiscal policy, State attorneys etc). Attend and participate in BMT on invitation. Initiate and attend BEC meetings on invitation.

ENQUIRIES

: Ms. Nonhlanhla Mabuza, Contact no: 0715490292

POST 42/201

: **SENIOR ADMIN OFFICER: ERP BASIS REF NO: REFS/ 023531**

Branch: Information Communication Technology Shared Services (ICTSS) - Applications Competency (ERP BASIS)

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum, (plus benefits)

: Johannesburg

: Qualification in Information Technology at NQF level 6 (National Diploma). 2-3 years' experience in BASIS administration and Linux Server Operating system. Training required: SAP BASIS academy Certified with SAP Database administration in MSSQL or HANA. Knowledge of: General GPG business. Government regulations, policies and procedures. General government sector and organizational structure. Technical competencies: Adherence to ERP standards and protocols. Expert ERP Basis knowledge and skills levels. Delivery of an ERP project management service as per agreed Service Level Agreements. SAP BASIS ACADEMY. MS Operating Systems experience. Project Management. Change Management. Skills required: Communications skill. Computer literacy. Interpersonal skills. Analytical. Report writing. Planning. Organization. Attributes required: Be able to work under pressure. Enable Diversity awareness. Inspire innovation within the organization. Encourage teamwork. Should be cost conscious. Inspire to be quality oriented.

DUTIES

: Conduct ERP Basis System monitoring and reporting: Check critical transactions and report on issues found as per SAP best practice. Report on backups and system uptime. Participate in the creation of required documentation. Perform performance testing and validating of results through reporting. Interpret of system performance statistics and adjustments to maximize performance. Provide Administrative functions on the SAP and Database system: Conduct upgrading, patching and administration of SAP and DB systems. Running periodic functions, cleanups, and tasks. Participate in the design and development of system changes. Assist in testing, modifying and documenting system design. Provide a supportive role in all projects: Facilitate in the determining and development of functional system specifications, hardware and software specifications. Assist in setup, configuration and administrating the software to enable functional teams to replicate the necessary business processes for projects. Assist the project team to develop migration programs for from old to new system platforms and upgrades. Participate in ERP configuration expert consultations: Provide user training as required after implementation of the system solution. Take part in the project team in business process definition and modelling. Join the project team in designing system solutions and strategies to satisfy the requirements of the relevant customer departments. Contribute to the process of ERP configuration, testing and development. Provide systems support: Support the DB and Operating system of the SAP server. Patching and administration of DB. Handling Calls and incidents logged for first level technical support on the SAP applications systems. Supporting the multiple products from SAP we currently have, and future new products installed.

ENQUIRIES

: Ms. Sithembile Buthelezi at 071 548 8903

<u>POST 42/202</u>	:	<u>REGISTRY CLERK REF NO: REFS/022742</u> Branch: Corporate Management – Human Resource Administration & Payroll Services
<u>SALARY</u>	:	R228 321 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Skills: Computer (MS package). Planning and Organizing. Good verbal and written communication skills. Interpersonal Skills. Attributes: Decisive. Quality oriented. Innovative. Team Worker. Diversity awareness. Customer focused. Flexible/change orient. Action Oriented.
<u>DUTIES</u>	:	Provide registry counter services: Receive, register, sort and file documents systematically for easy retrieval. Responding to inquiries from external or internal clients. Submitting WP1002 forms to GEFP satellite office. Retrieve files requested by auditors within the specified SLA. Handle incoming and outgoing correspondence: Tracking and tracing files. Transfer and collect files of officials to and from other government departments. Render an effective filing and record management service: Storing files numerically to facilitate easy access. Opening and closing of files according to the records classification system. Process documents for archiving and/ disposal: Retrieve and prepare files that are due for archiving and disposal as per the National Archives Act. Maintain records for all archived and transferred files. Use of printers, computer, and MS Word software to compile reports: Provide monthly reports to the supervisor. Make copies, scanning and digitizing paper documents. Maintain records for all archived and transferred files.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo at 060 543 9098
<u>POST 42/203</u>	:	<u>SECURITY OFFICER REF NO: REFS/ 022744 (X2 POSTS)</u> Branch: Corporate Management – Security Management
<u>SALARY</u>	:	R163 680 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 10. Grade C – Security (grades) training at PSIRA registered / recognized training centre. Valid PSIRA – Grade C. No experience required. Knowledge of general government sector, organizational structure. government regulations, policies and procedures. Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedure. Customer Management. Problem Solving. Skills: Communications skills. Computer literacy. Interpersonal skills. Analytical. Report writing. Leadership, Strategic, Planning. Organization. Attributes: Be able to work under pressure. Should be decisive. Enable Diversity awareness. Inspire innovation within the organization. Encourage teamwork. Should be cost conscious. Inspire to be Quality Oriented.
<u>DUTIES</u>	:	Perform access control: Determine whether visitors have appointments/or the service that the visitors require. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is controlled. Issue control documents/ cards as required. Escort visitors to the relevant employee/venues where required. Operate X-Ray machine in the performance of access control to detect unauthorized and dangerous equipment (e.g. firearms and knives) where required. Utilize walk-through metal detector for the effectiveness of access control. Ensure safety in the building and the premises: Undertake building/premises patrol to identify and check: that doors are locked and unlocked as required; that water leaks and taps are closed; fire hazards, exposed electrical contacts and other fire hazards emanating from for instance chemicals; lights, switch on and off as required, and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency and services department management. Monitor and respond to alarm system. Ensure that equipment, documents, and stores do not leave or enter the building or premises unauthorized: Complete or ensure that registers to control the movement of equipment, stores and documents are

completed. Ensure that no equipment, stores and assets of the department leave the building/ premises unauthorized. Inspect vehicles entering and leaving the premises gather information and report on missing or stolen equipment and stores. Handle documents at point of entry according to classification and the prescripts. Operate control room security equipment's: Monitor all movements, events, and activities within the department's premises using CCTV equipment's. Ensure that security system is in good working condition. Immediately report all incidents monitored, report to the supervisor. Monitor all access points for effective access control. Report all identified non-com. Ensure that all incidents are recorded in the occurrence book/registers: Perform proper lockups for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the Supervisor.

ENQUIRIES

: Mr. Leon Steyn at 083 234 4399

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS

: applications must be emailed to: SACR.RecSMS@gauteng.gov.za

CLOSING DATE

: 28 November 2025 @ 16:00

NOTE

: All attachments for online application via email must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot/Screenshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents (new Z83 and CV) will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. Some shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. If you have not been contacted within three (03) months after the closing date of this advertisement, based on the unfolding recruitment and selection processes, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action

employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position

MANAGEMENT ECHELON

<u>POST 42/204</u>	:	<u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS: SACR/02/2025/06</u> Directorate: Financial Accounting (05 years contract) Re-advertisement
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 certificate plus an undergraduate qualification (NQF level 7) in B. Com Accounting, Auditing / Financial Management / Supply Chain Management / Management Accounting as recognized by SAQA. 5 years' experience in middle management/ senior managerial level and relevant experience in financial environment. SMS Pre-entry Certificate (Nyukela) submitted prior to appointment. A valid driver's license. Skills: Communication both verbal and written. Analytical. Report-writing. Research. Computer literacy (MS Teams). Planning and Organization. Presentation and training. Problem Solving. Negotiation. Decision making. Resilience. Self-motivation. Interpersonal skills. Customer service. Knowledge: Government Financial Management Systems and PERSAL. Cash Basis of Accounting (MCBA). Public Finance Management Act (PFMA). Treasury Regulations and related Treasury Instruction notes and guidelines. Government Supply Chain Management procedures and the Division of Revenue Act.
<u>DUTIES</u>	:	Manage the development, review, and implementation of financial accounting systems, policies, and procedures in line with the relevant legislation and regulations. Manage the planning and preparation of financial statements, ensure accurate financial statement disclosure. Perform strategic and operational planning. Monitor compliance with financial prescripts and ensure that invoice payments are processed within 15 and 30 days in line with GDSARC Annual Performance Plan (APP) and Treasury regulations. Monthly and quarterly reporting on unauthorized, irregular, and fruitless expenditure. Manage resources (Human, Financial, Equipment/Assets).
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934 or Ms. Itumeleng Maisane Tel No: (011) 355 2697

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are highly encouraged to apply.

<u>APPLICATIONS</u>	:	Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. All applications must be addressed to the Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobssouth@kzndard.gov.za for reference numbers starting with SSC. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. All applications for reference numbers starting with NSC may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag X1048, Richards Bay, 3900. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobsnorth@kzndard.gov.za for reference numbers starting with NSC. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications.
<u>CLOSING DATE</u>	:	28 November 2025
<u>NOTE</u>	:	Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please use the New Z83 form which is effective from 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost due to budgetary constraints.

OTHER POSTS

<u>POST 42/205</u>	:	<u>CHIEF ENGINEER REF NO: SSC40/2025</u>
<u>SALARY</u>	:	R1 266 450 per annum, all-inclusive salary OSD package
<u>CENTRE</u>	:	Head Office - Cedara
<u>REQUIREMENTS</u>	:	A Bachelor of Engineering or a BSc Engineering Degree (Agricultural Engineering or Civil Engineering) and a valid driver's licence. Compulsory registration with ECSA as a Professional Engineer. Experience: 6 years' relevant post qualification experience as a registered professional engineer (Agricultural Engineering or Civil Engineering). Knowledge: Programme and project management, engineering, legal and operational compliance, engineering operational communication, process knowledge and skills,

		maintenance skills and knowledge, mobile equipment operating skills, engineering design and analysis knowledge, research and development, computer-aided engineering applications, creating high performance culture, technical consulting, engineering and professional judgement, Occupational Health and Safety Standards, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer, people management, planning and organising, conflict management, negotiation, change management and writing.
<u>DUTIES</u>	:	Ensure the development and design of engineering infrastructure plans. Maintain engineering operational effectiveness. Provide technical consulting services on engineering related matters to minimise engineering risks. Provide professional engineering advisory services. Manage the resources of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms SE Ndlela Tel No: (033) 343 8024
<u>POST 42/206</u>	:	<u>SCIENTIFIC MANAGER GRADE A – ANALYTICAL SERVICES REF NO: SSC41/2025</u>
<u>SALARY</u>	:	R1 099 488 per annum, all-inclusive salary OSD package
<u>CENTRE</u>	:	Cedara Research Station
<u>REQUIREMENTS</u>	:	An M.Sc degree (NQF level 9) in Soil Science / Biochemistry / Microbiology / Chemistry. Compulsory registration with SACNASP as a Professional Natural Scientist. Experience: 6 years' post qualification (M.Sc) natural scientific experience. Knowledge: Occupational Health and Safety Standards, laboratory management and flow, laboratory instrumentation maintenance, calibration and troubleshooting, analytical chemistry, Labour Relations Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD policies, agricultural research methodologies and application of practices and techniques, scientific methodology and models, and legal compliances. Skills: programme and project management, scientific methodology and models, research and development, computer-aided scientific applications, technical report writing, ability to create a high performance culture, professional judgment, analytical skills and data analysis, policy development and analysis, scientific editing and reviewing, communication skills at a scientific and technical level and an informative level, scientific presentation, mentoring, strategic capability and leadership, decision making, team leadership, creativity, financial management, customer focus and responsiveness, computer literacy, networking, planning, organizing and execution, people management, problem solving and analysis.
<u>DUTIES</u>	:	Conduct research and development. Provide strategic leadership and direction and to ensure the development and implementation of policies, systems and procedures. Provide advice and ensure governance. Administer financial resources. Manage Human Resources.
<u>ENQUIRIES</u>	:	Dr. FNP Qwabe Tel No: (033) 355 9365
<u>POST 42/207</u>	:	<u>PROFESSIONAL ENGINEER GRADE A/B/C REF NO: SSC42/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R879 342 per annum, (all-inclusive OSD remuneration package) Grade B: R990 669 per annum, (all-inclusive OSD remuneration package) Grade C: R1 127 100 per annum, (all-inclusive OSD remuneration package)
<u>CENTRE</u>	:	Head Office - Cedara
<u>REQUIREMENTS</u>	:	A B. Engineering / BSc. Engineering degree in Agricultural Engineering or Civil Engineering, compulsory registration with ECSA as a Professional Engineer and a valid driver's license. Experience: 3 years' post qualification Agricultural Engineering or Civil Engineering experience. Knowledge: Programme and project management, engineering design and analysis knowledge, research and development, computer-aided engineering applications, legal compliance, technical report writing, creating a high-performance culture, professional judgement, networking, Occupational Health and Safety Standards, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsiveness, communication, computer

		literacy, planning and organising, conflict management, problem solving and analysis, people management, change management, innovation and writing.
<u>DUTIES</u>	:	Develop and design engineering infrastructure plans. Conduct project inspections and provide progress reports. Conduct research and development. Promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Perform administrative and related duties.
<u>ENQUIRIES</u>	:	Ms SE Ndlela Tel No: (033) 3438024
<u>POST 42/208</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: SSC43/2025 (X3 POSTS)</u>
<u>SALARY</u>	:	R551 493 per annum, (OSD)
<u>CENTRE</u>	:	Harry Gwala, uThukela and uMzinyathi Districts
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering (NQF level 6), compulsory registration with ECSA as an Engineering Technician and a valid driver's licence. Experience: Six (06) years' post qualification technical agricultural or civil engineering experience. Knowledge: Programme and Project Management, engineering design and analysis knowledge, research and development, computer-aided engineering applications, legal compliance, technical report writing, Occupational Health and Safety Standards, National Water Act, Legislation in terms of Water Act, Conservation of Agricultural Resources Act, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, RSA Constitution. Skills: Project planning and management, technical design and analysis, presentation, research and development, technical consulting, problem solving and analysis, decision making, teamwork, creativity, financial management, customer focus and responsiveness, communication, computer, planning and organising, people management, presentation, conflict management, HR Management, literacy, language, listening, analytical thinking, interpersonal relations, research and time management.
<u>DUTIES</u>	:	Manage and control the planning and design of infrastructure, irrigation and mechanisation. Provide technical advisory services. Monitor and evaluate district engineering projects. Manage the resources of the division.
<u>ENQUIRIES</u>	:	Ms SE Ndlela Tel No: (033) 3438024
<u>POST 42/209</u>	:	<u>CONTROL SCIENTIFIC TECHNICIAN GRADE A: AGRONOMY REF NO: SSC44/2025</u>
<u>SALARY</u>	:	R551 493 per annum, (OSD)
<u>CENTRE</u>	:	Cedara Research Station
<u>REQUIREMENTS</u>	:	A National Diploma/ Diploma in Crop Sciences (NQF level 6), compulsory registration with SACNASP as a Certificated Natural Scientist and a valid driver's licence. Experience: 6 years' post qualification experience in an agricultural scientific environment. Knowledge: Occupational Health and Safety Standards, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, sound understanding of agricultural research methodologies and application of practices and techniques, scientific methodology and models. Skills: Analytical and data analysis, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, programme and project management, scientific presentation, computer aided scientific applications, policy development and analysis, leadership, mentorship, conflict management, financial management, planning and organizing, analytical, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, customer focus and responsiveness, networking and creating a high performance culture.
<u>DUTIES</u>	:	Conduct research and development. Oversee, develop and implement methodologies, policies, systems and procedures. Lead the coordination and development of databases, procedures and regulatory frameworks. Provide strategic leadership on technical scientific matters. Manage resources of the division.
<u>ENQUIRIES</u>	:	Dr. FNP Qwabe Tel No: (033) 355 9365

<u>POST 42/210</u>	:	<u>ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: SSC45/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Cedara
<u>REQUIREMENTS</u>	:	An Advanced Diploma / Degree (NQF level 7) qualification in Financial Management and a valid driver's license. Experience: 3 – 5 years' supervisory experience or 3 – 5 years' experience at the level of an Administrative Officer in Financial Management. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, National and Provincial Practice Notes, National Treasury Regulations, PERSAL, BAS, Instruction Notes, Income Tax Act and National Interventions. Skills: Financial Management, people management, problem solving, time management, decision making, planning, organizing, leadership, project planning, conflict management, communication, interpersonal relations, policy analysis and development, management and administration, motivational, computer and report writing.
<u>DUTIES</u>	:	Coordinate the adjustments/creation of certificates (TAX, IRP5, IT3a, etc.). Facilitate and control BAS tax account and pay over to SARS and coordinate the Annual Tax Reconciliation. Administration of departmental debts. Coordinate and control salary administration. Provide advice and guidance and input to policy. Manage resources of the division.
<u>ENQUIRIES</u>	:	Ms JE Joshua Tel No: (033) 355 9134
<u>POST 42/211</u>	:	<u>FINANCE CLERK SUPERVISOR: REVENUE CONTROL REF NO: SSC46/2025</u> (Re-advertisement, previous applicants must please re-apply)
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office – Cedara
<u>REQUIREMENTS</u>	:	A Senior Certificate/National Senior Certificate (Matric) and a valid driver's licence. Experience: 3 years' relevant experience. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, Basic Accounting System (BAS), PFMA, Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act and Departmental Policies and SOPS. Skills: Financial management, computer literacy – MS Office, communication (verbal and written), leadership, problem solving, change management, presentation and interpersonal relations.
<u>DUTIES</u>	:	Verify receipts and deposits of state money. Verify all revenue registers and suspense accounts. Render petty cash services to the Department. Perform administrative and related functions. Supervise human resources.
<u>ENQUIRIES</u>	:	Mrs M Seethal Tel No: (033) 355 9127
<u>POST 42/212</u>	:	<u>FINANCE CLERK SUPERVISOR: BOOKKEEPING AND LOSS CONTROL REF NO: SSC47/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office – Cedara
<u>REQUIREMENTS</u>	:	A Senior Certificate/National Senior Certificate (Matric) and a valid driver's licence. Experience: 3 years' experience in a Financial Accounting Environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, National and Provincial Treasury Practice Notes, Treasury Regulations, Division of Revenue Act, Batho Pele Principles, BAS, LOGIS, PERSAL, Basic Conditions of Employment Act and Departmental Policies and SOPS. Skills: Financial management, computer literacy, communication (verbal and written), leadership, problem solving, change management, presentation and interpersonal relations.
<u>DUTIES</u>	:	Prepare monthly, quarterly and annual reports. Administer interdepartmental claims. Administer the provision of loss control services. Administer financial accounting transactions. Supervise resources of the division.
<u>ENQUIRIES</u>	:	Ms JE Joshua Tel No: (033) 355 9134
<u>POST 42/213</u>	:	<u>GENERAL ADMINISTRATION CLERK (SUPERVISOR) REF NO: NSC22/2025 (X3 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	uMkhanyakude, King Cetshwayo, Zululand Districts

<u>REQUIREMENTS</u>	:	A Senior Certificate/National Senior Certificate (Matric) and a valid driver's licence. Experience: 3 – 5 years' clerical experience. Knowledge: Clerical duties and practices as well as the ability to capture data, operating a computer and collecting statistics, legislative framework governing the Public Service, working procedures in terms of the working environment, Public Service Act, Public Service Regulations, RSA Constitution, PFMA, HRM Policies, Finance Policies. Skills: Computer, planning and organization, interpersonal relations, language, flexibility, verbal and written communication, basic analytical thinking, time management and reasoning.
<u>DUTIES</u>	:	Provide coordination of administrative financial support. Supervise and provide supply chain and asset clerical support services within the component. Provide HR Management support services. Provide record and administration clerical support services. Provide auxiliary and receptionist support. Supervise human resources.
<u>ENQUIRIES</u>	:	Mr TH Ngcobo Tel No: (035) 550 0210 (uMkhanyakude) Mr SA Shandu Tel No: (035) 473 0402 (King Cetshwayo) Mr MD Dlamini Tel No: (035) 874 9006 (Zululand)
<u>POST 42/214</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: AGRICULTURAL RESEARCH, DEVELOPMENT AND TRAINING INSTITUTES REF NO: SSC48/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Head Office - Cedara A Secretarial Diploma or relevant equivalent qualification (one year qualification) and a valid driver's license. Experience: 3 years' experience in rendering support service to senior management. Knowledge: Public Service Act, Public Service Regulations, Public Systems and Procedures, knowledge on the relevant legislation, policies, prescripts and procedures, Financial Administration and Office Administration. Skills: language, good verbal and written communication, good telephone etiquette, computer literacy, organisational, people, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation.
<u>DUTIES</u>	:	Provide a secretarial and receptionist support service to the Chief Director. Render administrative support duties. Provide support to the Chief Director during meetings. Support the Chief Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts, policies and other documents to ensure the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Dr. FNP Qwabe Tel No: (033) 355 9365
<u>POST 42/215</u>	:	<u>PERSONAL ASSISTANT TO THE DIRECTOR: AGRICULTURAL CROP RESEARCH SERVICES REF NO: SSC49/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Head Office - Cedara A Secretarial Diploma or relevant equivalent qualification (one year qualification) and a valid driver's license. Experience: 3 years' experience in rendering support service to senior management. Knowledge: Public Service Act, Public Service Regulations, Public Systems and Procedures, knowledge on the relevant legislation, policies, prescripts and procedures, Financial Administration and Office Administration. Skills: language, good verbal and written communication, good telephone etiquette, computer literacy, organisational, people, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation.
<u>DUTIES</u>	:	Provide a secretarial and receptionist support service to the Director. Render administrative support duties. Provide support to the Director during meetings. Support the Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts, policies and other documents to ensure the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Dr. FNP Qwabe Tel No: (033) 355 9365

<u>POST 42/216</u>	:	<u>REGISTRY CLERK (SUPERVISOR): RECORDS MANAGEMENT REF NO: NSC23/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	North Service Centre, Richards Bay
<u>REQUIREMENTS</u>	:	A Senior Certificate/ National Senior Certificate (Matric). Experience: 3 – 5 years' experience in a registry environment. Knowledge: National Archives Act, KZN Archives Records Services Act. RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, Public Participation, National and Provincial Practice Notes, SCM Practices and Procedures, Treasury Regulations, Occupational Health and Safety Regulations, registry duties, practices as well as the ability to capture data and operate a computer, storage and retrieval procedures in terms of the working environment. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organisational, research, financial management, time management, report writing, problem solving, communication, be self-disciplined and have the ability to work under pressure with minimum supervision, leadership, people management, relationship management, people management and diplomacy.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and / or disposal. Supervise human resources.
<u>ENQUIRIES</u>	:	Ms MN Mhlongo Tel No: (033) 355 9397

DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

<u>APPLICATIONS</u>	:	Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, Pietermaritzburg, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Sipho Zangwa. "Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: kznjobs@kznedtea.gov.za . Applicants may also visit any one of our Designated Online Application Centres (DOACS), where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the Designated Online Application Centres (DOACS) list at www.kznonline.gov.za/kznjobs ." Please note that applicants should only use one of the following methods when applying for a post: Either through the online e-recruitment system, emailing the Z83 and CV directly to the relevant department, or submitting a hardcopy application as directed.
<u>CLOSING DATE</u>	:	08 December 2025 (at 16h00). Applications received after the closing date and time will not be considered.
<u>NOTE</u>	:	The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and women and people with disabilities are encouraged to apply. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies . The form must be completed in full, and the application form should be initiated, signed, and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign

qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be required to undergo a competency test/technical exercise. Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementing competency-based assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry, and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. Regrettably, due to excessive budget cuts, the Department is not in a position to meet any travel and subsistence costs relating to recruitment processes.

MANAGEMENT ECHELON

<u>POST 42/217</u>	:	<u>DEPUTY DIRECTOR GENERAL: TRADE, SECTOR AND TOURISM DEVELOPMENT REF NO: DDG -TST-DOM 01/NOV 2025</u> Business Unit: Trade, Sector, Tourism, and District Operations Management
<u>SALARY</u>	:	R1 813 182 - R2 042 535 per annum (Level 15), (all-inclusive salary package to be structured under the rules of SMS)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Post Graduate Degree (NQF level 8) in Business Management/ Development Studies/Administration/ Policy/ Economic Development as recognized by SAQA; 'Minimum of 8 years' experience at a senior management level within the sector / industrial and tourism development environment; Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) submitted prior to appointment; and A valid driver's license. Skills, Training and Competencies: The successful candidate must have an in-depth knowledge and insight of South African economic policy, strategy, and legislation applicable to industry development, trade and investment, tourism development and the district development model, South Africa Trade Policy Framework; Trade and Investment Act; Business Act; Investment Promotion Strategy; National Tourism Sector Strategy, Provincial Tourism Master Plan; Tourism Act of 2014, KwaZulu/Natal Tourism Act of 1996 as amended. Also required is advanced knowledge and understanding of the KZN economy, extensive knowledge of sustainable economic development, economic empowerment and Economic Transformation prescripts - White paper on the development and promotion of tourism Broad Based Black Economic Empowerment Act (BBBEE); National Development Plan (NDP), Industrial Policy Action Plan (IPAP), Provincial Industrial Development Strategy (PIDS), Provincial Growth and Development Strategy (PGDS), Provincial Spatial Economic Development Strategy (PSEDS); and knowledge of Global, National, and Regional Economies. Knowledge and understanding of the regulatory framework for the Public Service, e.g., the Constitution of the Republic of South Africa, Public Service Act, PFMA, Treasury Regulations,

Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Risk management processes, ethics, and integrity management. Good stakeholder coordination and engagement, Sound research, knowledge management, and strategic, leadership, problem-solving, analysis, and empowerment capabilities. Knowledge and understanding of the Public Sector Employee Performance, Management, and Development System, knowledge of the Security Management Act, Bill of Rights, Community Outreach, and Public participation. Knowledge of monitoring and implementing government programs and ensuring proper coordination with line managers at the Head Office level. Ability to communicate with relevant stakeholders at all levels, including Provincial Departments, Senior Management, Private Sector Organizations, Media, International Organizations, and the General Public. Business planning, Economic Modelling, strategy development, financial management, computer literacy, policy and research, Programme and Project management, report writing, and presentation skills.

- DUTIES** :
- Provide strategic leadership and direction in the management and coordination of Trade and Investment Promotion, Sector Development, Industry Development, Tourism Development Services, and District Operations Management offices in the KZN Province;
 - Oversee the formulation of economic growth initiatives through the development of priority economic sectors of the province and trade promotions;
 - Oversee the provisioning and facilitation of the development of strategic industrial interventions;
 - Oversee the implementation of Integrated Aerotropolis Strategy (IAS) Programmes / catalytic projects;
 - Oversee and provide strategic leadership on tourism development services;
 - Oversee effective implementation of all services in the districts and lead the implementation of transversal policies such as risk management, GEYODI, OSS/ DDM; and Manage human, financial resources, and assets of the various components within the Branch.
- ENQUIRIES** :
- Mr N B Nkontwana: Head of Department at 082 889 1819

DEPARTMENT OF HEALTH

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

- APPLICATIONS** :
- applications can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the HR Department at Sinikithemba building. Applications can be emailed to Manqoba.ngidi@kznhealth.gov.za
- FOR ATTENTION** :
- CLOSING DATE** :
- NOTE** :
- HR Recruitment
 - 28 November 2025 @ 15h00
 - Applications should be submitted on form Z83, which must be fully completed, from any Public Service Department OR from the website www.kznhealth.gov.za. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. Copies of qualifications and other relevant documents: Reference is made to Circular No.5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administrative burden on Hr Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from short listed candidates only which may be submitted to Hr on or before the day of interview. Departments are required to consider including the matters articulated in paragraph 3 in advertisements and accompanying notes, going forward.

OTHER POST

<u>POST 42/218</u>	:	<u>DISPENSING OPTICIAN REF NO: MCCORD PEH/D/O/10/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum. Other Benefits: 13th cheque, Home owners allowance, Medical Aid and Pension. (conditions apply)
<u>CENTRE</u>	:	McCord Provincial Eye Hospital, Overport
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. National Diploma in Optical Dispensing / Bachelor of Health Science in Opticianry, Current registration with the Health Professions Council of South Africa (HPCSA), Code 8 drivers Licence, Ability to perform all dispensing procedures and duties effectively and efficiently, Knowledge of quality assurance including levels of lens tolerances in order to meet clinical standards, Sound knowledge and understanding of Health Professions Act, 1974 (ACT NO. 56 OF 1974), Good verbal, interpersonal and communication skills, Be patient and tactful, Mechanical and technical aptitude, Finger dexterity and a steady hand, Good eye-hand coordination and good eye sight.
<u>DUTIES</u>	:	To carry out blocking, mounting, cutting and edging as well glazing spectacles, minimum 11 lenses per person per hour, breakage maintenance of less than 1.1%, To support other functions within the Optical Lab/Optomety Department, Performance of ocular measurements for the purpose of lens centration (vertical, horizontal, binocular & monocular), Performance of facial/head measurements for the purpose of correct frame selection and fitting. Assessment of vertical distance and panoptic angle fitting. Analysis of the prescription for the most appropriate lens and frame selection for the purposes of prescribing the optimum lens/frame, To verify that finished lenses are ground to specifications, To effectively manage stock control in the laboratory and storeroom, To provide weekly and monthly stock statistics, To enter the figures of the stock dispensed in the computer daily. To ensure that adequate stock is available in the laboratory and is locked away all the time, Monitor functioning of all equipment on a daily basis and to ensure that they are cleaned every afternoon, Manage the eye clinic laboratory assets through regular updated asset lists. To keep abreast of new developments in the field of Optician clinical training and requirements so as to continuously improve performance in the Department. To supervise student training as needed.
<u>ENQUIRIES</u>	:	Dr SR Naidoo Tel No: (031) 268 5701

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

APPLICATIONS

: Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below address.

Head Office: Polokwane: The Head of Department: Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane, 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

Capricorn District: The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort, 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowakgomo.

Waterberg District: The Director: Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle, 0510 or hand delivered to: NTK Building, Modimolle, 0510.

CLOSING DATE

: 28 November 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE

: It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are

requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management and development for public service professionalization volume 1, "All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment". Note: Shortlisted candidates for Senior Management Services (SMS) 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 tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and submit such on the date of the interview. Failure to comply with the above requirements will result in the disqualification of the application. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made by the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

<u>POST 42/219</u>	:	<u>CHIEF DIRECTOR: AGRICULTURE DEVELOPMENT AND FARMER SUPPORT REF NO: LDARD 01/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), all-inclusive package to be structured in terms of applicable rules and guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	Grade 12 plus an appropriate Bachelor's degree (NQF level 7) qualification in Agriculture / Agriculture Extension or equivalent qualification as recognised by the South African Qualifications Authority (SAQA). A Minimum of 5 years of experience at a senior managerial level. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre-entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. In-depth knowledge and experience in agricultural development management. Proven experience and thorough understanding of Agriculture and Rural Development sector. Core Competencies: Strategic capability and leadership. People Management and empowerment. Programme and project management. Financial Management.

		Change management. Process competencies: Knowledge Management. Service delivery innovation. Problem solving analysis. Client orientation and customer focus. Communication.
<u>DUTIES</u>	:	To manage, coordinate and provide strategic leadership and direction for the provision of agriculture development and farmer support services. Provide high level strategic leadership and direction on policy and programmes development and implementation within the chief directorate. Coordinate and promote the implementation of agricultural extension support, agricultural development programmes and identified integrated food security strategy of south africa initiatives. Manage and coordinate the provision of agricultural advisory services to farmers within the districts. Establish and maintain good relations within the department and all stakeholders. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 42/220</u>	:	<u>CHIEF DIRECTOR: CORPORATE MANAGEMENT REF NO: LDARD 02/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate Bachelor's degree (NQF level 7) qualification in Business Administration / Public Administration / HRM or equivalent qualification as recognised by the South African Qualifications Authority (SAQA). A minimum of 5 years of experience at a senior managerial level. Proof of completion of SMS pre- entry certificate must be submitted before appointed. A valid driver's licence (with exception of people with disabilities. Knowledge, Competencies and Skills: Extensive understanding and in-depth knowledge of the legislative framework governing the Public Service. Proven experience and knowledge in corporate services. Core Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change and management. Process competencies: Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication. Personal Attributes: Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible. Willing to work under changing and difficult circumstances.
<u>DUTIES</u>	:	To manage, coordinate and provide strategic leadership and direction for the provision of corporate management services. Provide high level strategic leadership and direction on policy and programmes development and implementation within the Chief Directorate. Manage and coordinate the provision of human resource management services. Manage and coordinate the provision of human resource development and employee relations services. Manage and coordinate the provision of employee health and wellness services. Manage and coordinate the provision of security and facilities management services. Establish and maintain good relations within the department and all stakeholders. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 42/221</u>	:	<u>DIRECTOR: DISTRICT AGRICULTURAL ADVISORY SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), all-inclusive package to be structured in terms of applicable rules and guidelines.
<u>CENTRE</u>	:	Capricorn District Ref No: LDARD 03/11/2025 (X1 Post) Waterberg District Ref No: LDARD 04/11/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate Bachelor's degree (NQF level 7) qualification in Agriculture / Agriculture Extension or equivalent qualification as recognised by the South African Qualifications Authority (SAQA). A Minimum of 5 years of experience at a middle/senior managerial level. A valid driver's license (with

exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. In-depth knowledge and experience in agricultural development management. Proven experience and thorough understanding of agriculture and rural development sectors. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Core Competencies: Strategic capability and leadership People Management and empowerment, Programme and project management. Financial Management. Change and management. Process competencies: Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication. Willing to work under changing and difficult circumstances.

DUTIES

: Manage and coordinate agricultural advisory services within the district. Ensure management of agricultural extension and advisory services across the agricultural development zones. Ensure provision of extension and advisory services to promote livestock and crop development in the district. Ensure provision and management of rural development facilitation and support services. Manage the provision of corporate services. Ensure efficient and effective implementation of financial management services in accordance with relevant directives and legislation. Build sound and sustainable relationships between the employer and the employees, representative bodies and all role-players.

ENQUIRIES

: Capricorn District: Ms Sebatjane LD Tel No: (015) 632 8609, Mr. Masera TN Tel No: (015) 632 8625, Maredi RB (015) 632 8610
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND & ENVIRONMENTAL AFFAIRS
DARDLEA is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DARDLEA through the filling of posts. Persons with disability are encouraged to apply. No Payment of any kind is required when applying for these positions.

- APPLICATIONS** : Applications quoting relevant reference number should either be hand delivered, posted or e-mailed to the following addresses:
For Head Office: to the Director: Human Resource Management & Development, Samora Machel Building, Private Bag X11219, Riverside Park, Mbombela, (1200) or Email: dardlearecruitment-ho@mpg.gov.za
For Nkangala District Office: to the District Director, Ebhudlweni Building, Government Complex, Private Bag X4017, KwaMhlanga (1022) or Email: dardlearecruitment-nka@mpg.gov.za Please ensure that you email your application to the relevant email address.
- CLOSING DATE** : 28 November 2025 at 16:00
- NOTE** : Applications must include only fully completed and signed new Z83 form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a recent updated Curriculum Vitae with full personal details, experience including three names of contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualifications as well as a driver's license where necessary will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in the application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (proof submitted only when shortlisted). Applicants should ensure that they submit their applications on or before the closing date as no late applications will be considered. If more than one position is applied for, a separate application for each post should be completed. Candidates on SMS and MMS posts will be subjected to a competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine candidate's suitability based on the post's technical and generic requirements. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Candidate must provide proof of successful completion of the course prior to appointment. Due to the large number of applications envisaged to be received, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium is placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. NB: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time to be determine by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will undergo security vetting. DARDLEA will conduct reference checks which will include social media profiles of the shortlisted candidates. Please note that by responding to the advert, you consent to the collection, processing and storing of your personal information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of the advertisement and will not be shared with third parties without prior consent unless required by law. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful

candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

MANAGEMENT ECHELON

<u>POST 42/222</u>	:	<u>DIRECTOR: ANIMAL HEALTH SERVICES REF NO: DARDLEA/2025/11/88</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A Matric certificate with an appropriate Bachelor of Veterinary Science (BVSc/ BVMch) Degree NQF 7 or equivalent qualifications as recognised by South African Qualifications Authority (SAQA). Registered with the South African Veterinary Council as a Veterinarian, and a Pre-entry certificate for senior management service (Nyukela certificate) submitted prior to appointment. A minimum of 5 years' experience at middle management / senior managerial. Valid driver's license. Skills and Competencies: Knowledge of Public Service-related Legislation. Implementation of Animal Diseases Act 35 of 1984, Animal Welfare Act, Medicines and Related Substance Control Act 101 of 1965 Fertilizers, Farm feeds, Agricultural remedies and stock remedies Act 36 of 1947 and their relevant regulations. Implementation of Animal Identification programme. Management of Animal Health programme and schemes. Organising skills, programme and project management skills and financial management skills. Good verbal and written communication skills. Must be computer literate ((MS Word, Ms Excel, MS Power point).
<u>DUTIES</u>	:	Management of Animal Health Services in the Province. Management of Animal Health Programmes including dipping, inspections, primary health care, vaccination, disease surveillance and animal disease schemes. Ensuring credible performance reporting of the Directorate. Management of Human resource. Financial management of the Directorate. Ensuring all Facilities of the Directorate are compliant with the South African Veterinary Council Standards and Regulations. Management of import and Export function rendered by the Directorate. Management of veterinary extension, liaison and training. Management of logistics of the Directorate. Ensuring revenue is collected and managed within the prescripts.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 42/223</u>	:	<u>DIRECTOR: VETERINARY SPECIALISED SERVICES REF NO: DARDLEA 2025/11/89</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A Matric certificate with an appropriate Bachelor of Veterinary Science (BVSc/ BVMch) Degree NQF or equivalent qualifications as recognised by South African Qualifications Authority (SAQA). Registered with the South African Veterinary Council as a Veterinarian Pre-entry certificate for senior management service (Nyukela certificate) submitted prior to appointment. A minimum of 5 years' experience at middle management / senior managerial Valid driver's license. Skills and Competencies: Understanding of Meat Safety Act 40 of 2000, Animal Diseases Act 35 of 1984, Animal Welfare Act, Medicines and Related Substance Control Act 101 of 1965 Fertilizers, Farm feeds, Agricultural remedies and stock remedies Act 36 of 1947 and their relevant regulations. Must have an understanding of accreditation and approval of veterinary laboratories. Organising skills, project and programme management skills and financial management skills. Good verbal and written communication skills. Must be computer literate (MS Word, Ms Excel, MS Power point). Knowledge of Public Service-related legislations.
<u>DUTIES</u>	:	Management of Veterinary Public Health, Veterinary Clinical Services, Veterinary Laboratory Services and Veterinary Specialised. Ensure credible performance reporting of the Directorates. Management of Human resource. Financial management of the Directorate. Ensuring all Facilities of the Directorates are compliant with the standards of the South African Veterinary Council Standards and Regulation. Management of import and Export function rendered by the Directorate. Management of veterinary extension, liaison and training. Providing necessary support to other programmes in the Department. Management of logistics of the Directorate. Ensuring revenue is collected and

managed within the prescripts. Management of Compulsory Community Programme for Veterinary graduates in the province.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

OTHER POSTS

POST 42/224 : **DEPUTY DIRECTOR: EVENTS MANAGEMENT REF NO: DARDLEA 2025/11/90**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Head Office Mbombela
REQUIREMENTS : Grade 12 Certificate and an appropriate Bachelor's Degree / Advanced National Diploma or equivalent qualification in Communications Marketing/ Public Relations,/or Events Management. At least 3-5 years of junior management experience at an Assistant Director level in an events management or communications environment. Skills and Competencies: Strong managerial skills: Planning, organizing, leading, and control. Excellent communication (verbal and written), presentation, and facilitation skills. Project and programme management skills. Problem-solving and analytical skills. Computer literacy (advanced MS Office skills). Ability to work under pressure, travel, and work irregular hours. A valid driver's license.

DUTIES : Plan, manage, and evaluate departmental strategic events in line with internal policies and government protocols. Organise and mobilise all relevant internal and external stakeholders for departmental activities and advocate for the department's brand. Develop the annual events calendar and associated procurement plans. Monitor and manage the budget and expenditure for all events. Monitor and evaluate event outcomes and track progress of stakeholder engagement. Provide written contributions to monthly, quarterly, and annual departmental reports. Produce reports for events and outreach programmes implemented. Ensure compliance with all relevant legislative and regulatory frameworks. Manage human resources, including performance assessment and development of staff within the Directorate.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 42/225 : **DEPUTY DIRECTOR: ANIMAL PRODUCTION REF NO: DARDLEA 2025/11/91**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Head Office Mbombela
REQUIREMENTS : Grade 12 and an appropriate Bachelor's Degree specialising in animal science, a post graduate qualification in Animal Science will be an added advantage Minimum 5 years experience at entry level management and experience in project management, a valid driver's license. Skills and Competencies: Demonstrate skills and knowledge of relevant legislation and regulations governing the Public Service especially PFMA and Treasury regulations, Public Service Act and the Labor relations Knowledge of relevant Acts, policies and priorities related to Animal Production/breeding, livestock development and food security Understanding of poverty and food insecurity of the various communities in the province Computer literacy and knowledge of basic software like Ms Office (Ms Word, Ms Excel, Ms PowerPoint and Ms Outlook) are required Excellent skills in communication, problem solving, people management and capacity building Understanding and application Batho Pele principles, Ability to work under pressure, work extended hours and undertake travel

DUTIES : Planning, implementation and coordination of livestock development projects to improve animal production in the province. Promote, support and monitor ruminant production; and provide sustainable solutions for producers facing challenges in their production Develop, review and implement policies relating animal production and food security Liaison with internal and external stakeholders including farmers and breeder societies to implement departmental priorities aimed at improving the capacity of livestock farmers Lead the sub directorate: Ruminants Production to achieve strategic objectives and setting targets Manage the finances and human resources allocated, mainly responsible for planning, budgeting, reporting and monitoring of projects implemented Develop monthly, quarterly and annual reports for

Ruminants Productions Facilitate the commercialisation of livestock farming and ensure support for relevant farmers with a potential to expand operations Participation in various provincial structures that are addressing food security matters.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 42/226 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT SUPPORT UNIT REF NO: DARDLEA/2025/11/92**

SALARY : R468 459 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Applicants must be in possession of a SAQA recognized Bachelor's degree in Agriculture / Agricultural Science/ Development studies/ Community Development/ qualification in Public Administration/ Public management and monitoring and evaluation/ Rural Development or any equivalent/ relevant qualification. A minimum of 3 years' experience in Agriculture/ project management/ Rural Development. A valid driver's license. Skills and Competencies: Ability to plan, implement, monitor, and evaluate rural development programs and projects. Excellent written and oral communication skills. Strong interpersonal skills. Experience in managing project budgets, financial performance, and allocating funds is essential. A strong understanding of rural development dynamics, including agriculture, natural resource management, and infrastructure development. Ability to analyse challenges, identify solutions, and make informed decisions. Proficiency with relevant software, such as MS Office and project management tools.

DUTIES : Develop and coordinate rural development plans. Ensure provision of support to all departmental projects from inception until completion. Ensuring that communities are well sensitized in the rural development space. Ensure that there is proper alignment between projects implemented and the goal of the directorate. Provision of necessary support to all rural development projects. Coordinate the implementation of rural projects in the province, ensure that beneficiaries are linked to different stakeholders, support beneficiaries of rural development. Ensure that there is coordination between programs that work in the rural space. Application of relevant legislations that talks to rural development.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 42/227 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: POLLUTION AND WASTE MANAGEMENT REF NO: DARDLEA/2025/11/93**

SALARY : R343 842 per annum
CENTRE : Nkangala District
REQUIREMENTS : A National Senior Certificate and an appropriate three-year tertiary qualification in Environmental or Natural Sciences / Environmental Management/ Chemistry / Chemical Engineering. Bachelor of Science degree is added advantage. Minimum of 2 years working experience in air quality management services or environmental management. A valid drivers license. Skills and Competencies: Knowledge and skills in formulating and writing of reports and scientific papers, with specific reference to air quality related topics. Sound knowledge of air quality or other environmental legislation, good knowledge of computer and information systems as well as database management systems. Ability to work under pressure and willingness to work long hours.

DUTIES : Provision of quality controlled and assured ambient air quality data and information gathered by ambient air quality monitoring stations reporting to the SAAQIS through the SAAQIS web site to government, business and industry, academia, research institutes and the public. Development and presentation of Air Quality Monitoring Reports to Mpumalanga Air Quality Officer's Forum and Highveld Priority Area Meetings. Compilation and submission of air quality information for inclusion into the Annual Provincial State of the Air Report. Prepare and present air quality management services information through various projects including client liaison, research, development, equipment installation, upgrading or maintenance of the scientific systems relevant to specific Air Quality research fields. Report on the main issues, results and recommendations emanating from the work done in a calendar month. Participate in programs, projects or activities including training sessions and

		seek opportunities for personal growth and development including but not limited to publishing air quality-related articles.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 6301770
<u>POST 42/228</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: DARDLEA/2025/11/94</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A National Senior Certificate and an NQF Level 6 qualification in Labour Relations/ BCom Law or equivalent. A minimum of 2 years' experience in Labour relations environment. An LLB qualification will be an added advantage. A valid drivers license. Skills and Competencies: Computer literacy and report writing skills. Knowledge of prescripts and systems applicable in the Public Service and Labour Relations Environment. Problem solving abilities. Conflict management and good interpersonal relations. Ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Handling of matters pertaining to misconduct. Provide advice to management, employees and organized labour. Investigate grievances and disputes. Arrange grievance hearings and disciplinary hearings. Manage database of grievances and dispute related matters. Write reports and provide statistics. Implementation of the disciplinary code and procedures. Coordinate training of employees on labour relations. Facilitate mandates for conciliations and arbitrations. Strike management. Manage the resources of the component.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 42/229</u>	:	<u>COMMUNICATIONS OFFICER: MEDIA LIAISON AND MONITORING REF NO: DARDLEA/2025/11/95</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Communications /Journalism/Public Relations/ or Equivalent qualification recognized by SAQA. The minimum of 1-2 years' work experience in the related field. Valid driver's licence. Skills and Competencies: Knowledge of prescripts applicable in Public Service. Strong written and verbal communication, and media relations expertise. Computer literacy, ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Conduct daily media monitoring and analysis and produce reports. Draft and disseminate press releases. Write articles for publications and social media platforms. Compile media coverage report after campaigns and events. Organise media interviews. Invite various media houses and journalists to events. Consolidate media attendance register after every event and update the media database. Implement media plan for campaigns and events. Organize and facilitate monthly editorial meetings. Increase social media engagements through social media platforms.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 42/230</u>	:	<u>ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: DARDLEA/2025/11/96</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, such as a National Diploma or Degree, in Accounting, Asset Management, or a equivalent field, this qualification must be at a National Qualifications Framework (NQF) level 6 or higher. At least 2 years of experience in a relevant financial role is generally required. Skills and Competencies: Good communications and interpersonal skills, Computer Literacy (Excel, Power Point and MS Word). Ability to work under pressure, sense of responsibility and loyalty. Knowledge of transversal System: LOGIS and BAS and Standard Chart of Accounts (SCOA).
<u>DUTIES</u>	:	Record new assets in the asset register and ensure they are bar-coded and properly capitalized. Conduct regular physical asset verification, spot-checks, and reconcile physical assets with the asset register. Manage the transfer of assets between different organizational units. Maintain and update the organization's asset registers, ensuring accuracy and data integrity. Ensure all asset management activities comply with relevant legislation, policies, and

procedures. Manage the disposal of assets in line with organizational policies and procedures, ensuring all steps are followed and documented. Compile reports on the state of assets, including monthly verification reports and asset tracking reports.

ENQUIRIES : Mr. A Kekana at 079 6301770

POST 42/231 : **SECRETARY REF NO: DARDLEA/2025/11/97**
Directorate: GITO

SALARY : R228 321 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support service will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 42/232 : **SECRETARY REF NO: DARDLEA/2025/11/98**
Directorate: Internal Audit

SALARY : R228 321 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support service will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

DEPARTMENT OF CULTURE, SPORT AND RECREATION

CLOSING DATE : 28 November 2025
NOTE : All applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service department. All section of the form must be

fully completed and duly signed. Please note the following important guidelines: Z83 Form: All sections of the online Z83 form must be fully completed also attach a detailed CV. Supporting Documents: Only shortlisted candidates will be contacted. If shortlisted, you will be required to submit: Certified copies of your qualifications, Your RSA ID document, Your Senior Certificate and a valid driver's license (where applicable). Application Details: Applications must be sent in PDF format (maximum size: 5MB) only and indicate in the email subject: Name of Post and Post Reference Number. One post per application form. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to the wrong e-mail address will not be considered. Please note the following: The Department of Culture, Sport and Recreation is an equal opportunity, Sport and Recreation to promote representatives (race, gender and disability) in accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference). Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: <https://dcsr.mpg.gov.za>

OTHER POSTS

<u>POST 42/233</u>	:	<u>ASSISTANT DIRECTOR: SPORT & RECREATION GRANT MANAGEMENT</u> <u>REF NO: DCSR/34/2025</u> (3 Year Contract)
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The candidate must be in a possession of a Matric and a Diploma or Bachelor's Degree in Public Administration, Business Administration, Financial Management or equivalent qualification and a valid Driver's license. Must have 3 years experience in the Grant Management, monitoring and evaluation, data analysis tools. Knowledge of the PFMA, including their respective regulations. Strong communication skills, interpersonal and organizational as well as the ability to work independently and as part of a team and have knowledge of supervision.
<u>DUTIES</u>	:	Managing the entire grant lifecycle, from application of Business Plan and ensuring compliance with the grant terms / framework. Overseeing grant funds, managing budgets and ensuring accurate and timely financial reporting. Maintaining strong communication with program managers and stakeholders including communicating grant updates, and outcomes. Tracking grant performance, conducting monitoring visits, and evaluating the impact of grants on sport and recreation initiatives. Contributing to the development of sport and recreation programs, including identifying funding opportunities. Collection, collating and analysing of data on relevant policies and regulations. Building and maintaining relationships with Key Stakeholders including sport organizations, government agencies and national government. Prepare Departmental report on a monthly / Quarterly and Annual basis on the Grant and program performance for reporting at National Level.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/234</u>	:	<u>LANGUAGE PRACTITIONER: SISWATI REF NO: DCSR/35/2025</u> (Re-advert)
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in Siswati as recognized by SAQA. Good command of English, and Siswati (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of

		Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Translation and proof-reading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/235</u>	:	<u>SPORT & RECREATION - GRANT OFFICER REF NO: DCSR/36/2025</u> (3 Year Contract)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The candidate must be in a possession of a Matric, a Diploma or degree in Public Administration, Business Administration or B.Com in Management or equivalent qualification and a valid driver's license. Knowledge of Grant management, monitoring and Evaluation, data analysis tools. Strong communication skills, Interpersonal and organizational as well as the ability to work independently and as part of a team.
<u>DUTIES</u>	:	Track and monitor the performance of Sport and recreation program in line with the target set. Prepare the Business plan and manage the consolidation of operational plans, Management of performance information. Support Managers with the development of activity Schedule and implementation thereof, conduct reviews and evaluations on the implementation of Programs. Provide support in the development /design of relevant indicators. Enforce compliance of the DORA and PFMA within the program. Analyze report data/report for accuracy, Link planning with programs; liaise with stakeholder's federations on matters of impact evaluations and compilation of the Conditional Grant monthly /Quarterly reports. Conduct performance evaluations for the Sport and Recreation programs.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/236</u>	:	<u>CULTURAL OFFICER REF NO: DCSR/37/2025</u> (Re-advert)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Arts or equivalent qualification. Must be Computer literate, willingness to travel extensively and a valid driver's license.
<u>DUTIES</u>	:	Identify, develop and promote (emerging) artists and crafters as well as implanting projects related to performing and visual and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to the programmes that are implemented.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/237</u>	:	<u>SPORT PROMOTION OFFICER REF NO: DCSR/38/2025</u> (Re-advert)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gert-Sibande Region
<u>REQUIREMENTS</u>	:	An appropriate B Degree/National Diploma in Sport Management or equivalent qualification and a valid driver's licence.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools wards, local areas and districts. Implement sport and recreation

		programmes in schools, wards and local areas for development of sport and recreation. Monitor and evaluate the compliance with sport and recreation and transformational policies. Render administrative function in relation to programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 42/238</u>	:	<u>SPORT PROMOTION OFFICER REF NO: DCSR/39/2025</u> (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Ehlanzeni Region
	:	An appropriate B Degree/National Diploma in Sport Management or equivalent qualification and a valid driver's licence.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for development of sport and recreation. Monitor and evaluate the compliance with sport and recreation and transformational policies. Render administrative function in relation to programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/239</u>	:	<u>MUSEUM HUMAN SCIENTIST REF NO: DCSR/40/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Ehlanzeni Region: Pilgrim's Rest Museum
	:	A National Diploma/Bachelor's Degree in Museum or Heritage studies. The incumbent should have amongst other majors in History, Cultural History, Anthropology or Cultural studies. A post graduate Diploma in Museum or Heritage studies and a valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Museum curation and collections management. Research into local history and culture. Preservation of educational programmes, conversation and preservation of historic building and artifacts, plan and maintain exhibitions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/240</u>	:	<u>LIBRARY ASSISTANT/CYBER CADET REF NO: DCSR/41/2025</u> (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum
	:	Ethandukhanya Public Library
	:	Grade 12 and Certificate in IT-related studies, good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating systems software. Experience in IT and of working in a public library will be an added advantage. 190
<u>DUTIES</u>	:	To assist library users on how to do electronic information searches on CD and DVD, encyclopaedia, Internet, do searches for school projects and assignment, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za

<u>POST 42/241</u>	:	<u>AUXILIARY SERVICE OFFICER (TOUR GUIDE) REF NO: DCSR/42/2025</u> (Re-advert)
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Ehlanzeni Region: Barberton Museum
<u>REQUIREMENTS</u>	:	Senior Certificate and a Certificate in Tour Guide. The candidate should be a registered Tour Guide with good communication skills and Valid driver's licence.
<u>DUTIES</u>	:	Conduct tours for tourist and learners. Be responsible for the preservation of relevant historical collections. Supervise the maintenance of relevant historic terrain. Participate in conducting museum outreach programmes.
<u>ENQUIRIES</u>	:	Ms Ncobile Tshuma Tel No: (013) 766 5656
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/242</u>	:	<u>ADMIN CLERK REF NO: DCSR/43/2025</u> (Re-advert)
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Gert Sibande Region
<u>REQUIREMENTS</u>	:	A Senior certificate or equivalent qualification, computer literacy and a driver's license.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 42/243</u>	:	<u>CLEANER REF NO: DCSR/44/2025</u> (Re-advert)
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Zithabiseng Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 42/244</u>	:	<u>CLEANER REF NO: DCSR/45/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Ermelo Regional Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and

	boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	: Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	: Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsgsrecruit@mpg.gov.za
<u>POST 42/245</u>	: <u>GROUNDSMAN REF NO: DCSR/46/2025</u>
<u>SALARY</u>	: R138 486 per annum
<u>CENTRE</u>	: Ermelo Regional Library
<u>REQUIREMENTS</u>	: An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures.
<u>DUTIES</u>	: Maintain gardening services in the premises and surrounding through watering the gardening, prune, trim flowers and tree. Grass mowing, remove weeds and garden fuse. Apply insecticide; cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Repair minor defect of gardening tools. Assist with on/off loading of deliveries. Washing and cleaning of GG's vehicle. Empty dirty dustbin services in the Museum and assist with other tasks/duties as and when required by supervisor.
<u>ENQUIRIES</u>	: Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	: Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsgsrecruit@mpg.gov.za

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	: 28 November 2025
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

<u>POST 42/246</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: OBSTETRICS & GYNAECOLOGY REF NO: MPDOH/NO/25/669</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 - R1 422 810 per annum Grade 2: R1 531 032 - R1 623 609 per annum Grade 3: R1 773 222 - R2 212 680 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics & Gynaecology (2025). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for foreign qualified employees. Grade: 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for qualified foreign employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for qualified foreign employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	Supervising the management of and managing Obstetrics & Gynaecology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/247</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: OPHTHALMOLOGY REF NO: MPDOH/NO/25/670</u>
<u>SALARY</u>	:	R1 341 855 - R1 422 810 per annum
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology (2025). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health

		and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Ophthalmology) for foreign qualified employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	Supervising the management of and managing Ophthalmology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/248</u>	:	<u>MANAGER NURSING (PN-A9): PHC REF NO: MPDOH/NOV/25/671</u>
<u>SALARY</u>	:	R1 155 099 – R1 320 732 per annum
<u>CENTRE</u>	:	Mbombela Sub-district (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level at Public Health Service. Competencies: Knowledge of the District Health System, District Health Planning, District Health Expenditure Reviews. A demonstrable understanding of the PFMA and Treasury Regulations, Financial Management, People Management and Empowerment, Client Orientation and Customer Care. Skills: Leadership, Excellent Communication skills (verbal and written), Problem Solving, Computer Literacy and Presentation Skills. Ability to work under pressure. Valid driver's licence.
<u>DUTIES</u>	:	Manage and evaluate the implementation of policy frameworks for service delivery by Primary Health Care facilities. Monitor and evaluate the implementation of services by CHC's and clinics, including mobile clinics. Coordinate and evaluate implantation of the five streams for health system strengthening. Facilitate transformation of nursing management. Coordinate and manage NPO's that provide PHC services. Monitor optimal functioning of clinic committees. Monitor and evaluate the norms and standards for nursing practice in Primary Health Care. Promote professionalism in Primary Health Care.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>POST 42/249</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/NOV/25/680 (X9 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Ehlanzeni District: Themba Hospital (X2 Posts) Barberton Hospital (X1 Post) Shongwe Hospital (X1 Post) Tonga Hospital (X1 Post) Mapulaneng Hospital (X4 Posts)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/250</u>	:	<u>MEDICAL OFFICER GRADE 1-3: GENERAL SURGERY REF NO: MPDOH/NOV/25/681</u> (Re-advertisement)
<u>SALARY</u>	:	Grade 1: R1 00 349 - R1 078 116 per annum Grade 2: R1 142 553 - R1 247 202 er annum Grade 3: R1 322 352 - R1 647 630 per annum
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner

(Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibly and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/251 : **PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/NOV/25/682**

SALARY : R1 001 349 - R1 062 183 per annum
CENTRE : Sabie Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma Pharm/ BSc. Pharm/ B. Pharm. Current registration with South African Pharmacy Council (SAPC) (2025). Minimum of seven (7) years' appropriate experience after registration as a Pharmacist with SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid code B driver's licence.

DUTIES : Implement and monitor the procurement of medicines and medical devices against the approved demand plan and stock levels. Authorize purchase orders generated as per the SCM delegation. Monitor the receiving of purchased goods and confirm that goods have been received and can be paid for (sign completion certificate). Monitor and manage returns by facilities. Compile and submit reports. Monitor stock upliftment and ensure proper credit allocation by the supplier/s. Coordinate the transfer of stock from receiving to the warehouse and from the warehouse to receiving. Monitor upliftment and batch recalls and stock of poor quality or standard. Compile and submit reports of obsolete (expired and damaged) and redundant stock. Monitor receipt of all stock received on donation. Confirm stock issued to facilities (sign completion certificate for the service rendered by the service provider). Compile stock reports and analyse these reports. Capture receipt transactions on stock management system. Attend Bid Evaluation and/or Bid Specific Committee meetings. Perform quality assurance activities in the area of responsibility.

		Maintain and uphold good warehousing practice standards and Good Pharmacy Practice standards.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/252</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDOH/NO/25/683</u>
<u>SALARY</u>	:	R755 355 – R863 667 per annum
<u>CENTRE</u>	:	Bushbuckridge Sub-district (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years of appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). At least six (6) years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. A valid driver's licence.
<u>DUTIES</u>	:	Supervise and support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators and form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/253</u>	:	<u>ASSISTANT MANAGER NURSING (PB-B4): TRAUMA AND EMERGENCY REF NO: MPDOH/NOV/25/684</u>
<u>SALARY</u>	:	R755 355 - R863 667 per annum
<u>CENTRE</u>	:	Tintswalo Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Trauma & Emergency Nursing Science. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the Specific Specialty after obtaining the 1-year post-basic qualification in the Trauma & Emergency. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. A valid driver's licence. Skills: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health

		and Safety Act 44 Patient's Right Charter, Batho-Pele Principles, Sound Knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, Organisational decision-making solving abilities within the limit of the public sector and Institutional policy framework. Good interpersonal skills including public relation, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and process pertaining to the relevant resources under management. Insight into public health sector strategies and priorities, standard procedures and policies pertaining to nurse care, computer skills in basic programs.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units and Trauma & Emergency Unit. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources. Display a concern for patients, promoting advocating and facilitating proper treatment and care. Ensure that the units adhere to the principles of clinical governance, including the Nursing strategy. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students, monitor implementation of PMDS.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/254</u>	:	<u>HEAD OF NURSING SCHOOL (PN-D3): SHONGWE HOSPITAL CAMPUS REF NO: MPDOH/NOV/25/685</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R713 253 - R838 326 per annum Mpumalanga College of Nursing, Kabokweni Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Nursing Education registered with SANC (2025). A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). At least five (05) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post basic Nursing Education qualification. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.
<u>DUTIES</u>	:	Teaching of clinical nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant training facility. Provision of quality nurse training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the relevant health training facility. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work, effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Demonstrate the ability to perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Able to apply computer technology and programmes to enhance the level of educational programmes. Co-ordinate theory and practical for Health

		Nursing Science for the basic program; Develop and design curricula; Conduct research in own field; Guide, supervise and evaluate performance of academic staff working under him/her and that of students; Compile, keep records and reports of his/her span of control; Implement national, provincial and institutional policies relevant to the discipline; Promote team work amongst team members; Teach Health Nursing Science.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/255</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): OPERATING THEATRE REF NO: MPDOH/NOV/25/687 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R693 096 – R789 861 per annum Themba Hospital and Sabie Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Operating Theatre Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Operating Theatre Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units of Operating Theatre Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/256 : **OPERATIONAL MANAGER NURSING (PN-B3): PAEDIATRIC REF NO: MPDOH/NOV/25/689 (X2 POSTS)**

SALARY : R693 096 – R789 861 Per annum
CENTRE : Themba Hospital and Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Paediatric Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Paediatric Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Paediatric Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/257 : **OPERATIONAL MANAGER NURSING (PN-B3): ICU REF NO: MPDOH/NOV/25/690**

SALARY : R693 096 – R789 861 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Intensive Care Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above

must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Intensive Care Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES

: Provide effective management and professional leadership in the specialized units of Intensive Care Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/258

: **OPERATIONAL MANAGER NURSING (PN-B3): TRAUMA AND EMERGENCY REF NO: MPDOH/NOV/25/691**

SALARY CENTRE REQUIREMENTS

: R693 096 – R789 861 per annum
: Tintswalo Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Trauma & Emergency Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Trauma & Emergency Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under

		management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units of Trauma & Emergency Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/259</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/NOV/25/697 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R693 096 – R789 861 per annum
	:	<u>Ehlanzeni District:</u> Mbombela Mobile Clinic (X1 Post) Bhuga CHC (X1 Post) Boschfontein Clinic (X1 Post) Mbangwane Clinic (X1 Post) Rolle Clinic (X1 Post) Maviljan Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2025) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC

delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/260 : **ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT GRADE 1 REF NO: MPDOH/NOV/25/698**

SALARY : R638 856 – R707 625 per annum
CENTRE : Ehlanzeni District Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Medical Technology in the category Clinical Pathology or Blood Transfusion that allows with the registration with the Health Professional Council of South Africa (HPCSA) (2025). A minimum of three (3) years appropriate experience in the relevant profession after registration with the Health Profession Council of South Africa (HPCSA) as independent practice (where applicable) of which five (5) years must be appropriate experience in Management. Knowledge of the Health Care Act, PFMA and its regulations, PPPFA, Public service Act and LRA. Good interpersonal skills and report writing skills. Skills in facilitation and project/ programme management. A valid driver's license.

DUTIES : Provide necessary support to the district leadership in formulating appropriate local district policies and guidelines regarding economical, effective and efficient utilization of both Laboratory and Blood transfusion services. Liaise with key partners in establishing guidelines for quality institutional services. Establish reporting systems. Keep records and ensure standard adherence as part of Service Level Agreement management. Ensure the appropriate utilization of the Laboratory and Blood products by developing and implementing a continuous learning programme at all levels of care. Coordinate, audit and monitor the functionality of hospital transfusion and laboratory committees in the district. Advise the District hospitals on any Clinical Pathology and Blood transfusion related matters.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/261 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): HAST REF NO: MPDOH/NOV/25/699**

SALARY : R549 192 – R629 121 per annum
CENTRE : Ehlanzeni District Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Nursing Administration and Management or Post-graduate qualification in Health Management / Health Leadership will be an added advantage. At least three (3) years minimum experience in Clinical Health Programmes Coordination or Supervision. Training in HIV management, NIMART and or project management will be an added advantage. Valid driver's licence. Computer literacy. Required Skills and Competencies: Effective planning and organisation. Good communication, interpersonal and coordination skills. Proficiency in English and any of the other South African official languages, preferably spoken local languages. Ability to work with and lead teams. Sound knowledge, and ability to monitor and evaluate the performance of health programmes. Excellent verbal and written communication skills. Ability to work

		independently and under pressure. Knowledge of the DHIS and TIER.NET systems is recommended.
<u>DUTIES</u>	:	Plan and coordinate HAST programme activities in the sub-district. Provide technical support to facilities on integrated HAST programmes. Monitor and provide mentorship on HAST clinical guidelines and policies. Provide mentorship to NIMART-trained nurses. Liaise with the multidisciplinary team and track programmes on integrated HAST programme performance. Conduct periodic audits and ensure HAST programmes performance data is reconciled across all data sources, monthly. Provide periodic reports to the districts. Liaise and build partnerships with stakeholders within the sub-district. Ensure integration of HAST programmes, TB and other programmes. Ensure efficient use of the resources allocated to HAST programmes in the sub-district.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/262</u>	:	<u>LECTURER GRADE 1 (PN-D1): THEMBA HOSPITAL SUB-CAMPUS REF NO: MPDOH/NOV/25/702 (X3 POSTS)</u>
<u>SALARY</u>	:	R476 367 - R559 548 per annum
<u>CENTRE</u>	:	Mpumalanga College of Nursing, Kabokweni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.
<u>DUTIES</u>	:	Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/263</u>	:	<u>LECTURER GRADE 1 (PN-D1): ROB FERREIRA HOSPITAL SUB-CAMPUS REF NO: MPDOH/NOV/25/703</u>
<u>SALARY</u>	:	R476 367 - R559 548 per annum
<u>CENTRE</u>	:	Mpumalanga College of Nursing, Kabokweni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four

		(4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.
<u>DUTIES</u>	:	Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/264</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/NOV/25/710 (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R476 367 – R559 548 per annum
	:	<u>Ehlanzeni District:</u> Kanyamazane CHC (X1 Post) Matsulu CHC (X1 Post) Nelspruit CHC (X1 Post) Kabokweni CHC (X1 Post) Shabala Clinic (X1 Post) Mangweni CHC (X1 Post) Jim Brown Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and

		performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/265</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/NOV/25/713 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R476 367 – R559 548 per annum
	:	<u>Ehlanzeni District:</u> Kanyamazane CHC (X1 Post) Arthurstone Clinic (X1 Post) Islington Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/266</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): CASUALTY REF NO: MPDOH/NOV/25/714</u>
<u>SALARY CENTRE</u>	:	R476 367 – R559 548 per annum
<u>REQUIREMENTS</u>	:	Shongwe Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Casualty Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching

	skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	: Perform clinical nursing practice in accordance with the scope of practice of Casualty Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/267</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OCCUPATIONAL HEALTH REF NO: MPDOH/NOV/25/715</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R476 367 – R559 548 per annum : Mapulaneng Hospital (Ehlanzeni District) : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Occupational Health Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	: Perform clinical nursing practice in accordance with the scope of practice of Occupational Health Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/268</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/NOV/25/717 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R476 367 – R559 548 per annum : Barberton Hospital and Shongwe Hospital (Ehlanzeni District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Operating Theatre Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Operating Theatre Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/269</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): MATERNITY REF NO: MPDOH/NOV/25/722 (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R476 367 – R559 548 per annum
	:	<u>Ehlanzeni District:</u> Rob Ferreira Hospital (X1 Post) Mapulaneng Hospital (X1 Post) Tintswalo Hospital (X2 Posts) Shongwe Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Advanced Midwifery Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Advanced Midwifery Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of

		diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/270</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): CASUALTY REF NO: MPDOH/NOV/25/723</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	Shongwe Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Casualty Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Casualty Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/271</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ORTHOPAEDIC REF NO: MPDOH/NOV/25/724</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	Tintswalo Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Orthopaedic Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Orthopaedic Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with

		the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/272</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPHTHALMOLOGY REF NO: MPDOH/NOV/25/725</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R476 367 – R559 548 per annum Shongwe Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Ophthalmology Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Ophthalmology Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/273</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/NOV/25/728 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R476 367 – R559 548 per annum Ehlanzeni District: Tintswalo Hospital (X2 Posts) Mapulaneng Hospital (X1 Post) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Paediatric Nursing Science. A minimum of four (4) years

		appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Paediatric Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/274</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPD REF NO: MPDOH/NOV/25/729</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R476 367 – R559 548 per annum Tintswalo Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in OPD Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of OPD Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/275 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPHTHALMOLOGY REF NO: MPDOH/NOV/25/730**

SALARY : R476 367 – R559 548 per annum
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Ophthalmic Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Ophthalmic Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/276 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ICU REF NO: MPDOH/NOV/25/731**

SALARY : R476 367 – R559 548 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Intensive Care Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Intensive Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-

		operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/277</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/NOV/25/735</u>
<u>SALARY</u>	:	R397 233 - R454 191 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.
<u>DUTIES</u>	:	To provide optimal and evidence-based occupational therapy in individual and group settings for patients in, out and clinics. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/278</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/NOV/25/736</u> (Re-advertisement)
<u>SALARY</u>	:	R397 233 - R454 191 per annum
<u>CENTRE</u>	:	Tonga Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.
<u>DUTIES</u>	:	To provide optimal and evidence-based occupational therapy in individual and group settings for patients in, out and clinics. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance

		management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/279</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: MPDOH/NOV/25/737</u>
<u>SALARY</u>	:	R397 233 – R454 191 per annum
<u>CENTRE</u>	:	Agincourt CHC (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2025). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Waste management (ensure proper handling and monitor of general waste and health care risk waste). Safety health environment risk and quality (SHERQ) management. Waste quality monitoring (collection of water samples and analysing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor Environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/280</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/NOV/25/732</u> (Re-advertised)
<u>SALARY</u>	:	R397 116 per annum (Level 07), (plus service benefits)
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus six (6) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA with three (3) years' relevant experience in the post of an Administrative Officer / Chief Administration Clerk (Level 7). Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.
<u>DUTIES</u>	:	Manage patient admin in 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system.

		Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/281</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: RISK & SECURITY MANAGEMENT REF NO: MPDOH/NOV/25/733</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), (plus service benefits) Barberton Hospital (Ehlanzeni District). Senior Certificate / Grade 12 plus six (6) relevant experience in Risk & Security Management or Diploma or Degree (NQF Level 6/7) in Security Management / Law / Criminal Justice as recognized by SAQA with three (3) years relevant experience in the post of an Administrative Officer / Chief Administration Clerk (Level 7). Valid PSIRA Grade B Certificate or equivalent qualification. Experience in the relevant security related environment. Knowledge of security Strategies / Guidelines. Knowledge of Minimum Information Standards (MISS). Knowledge of Protection of Information Act (POPIA). Computer Literacy. Valid driver's licence.
<u>DUTIES</u>	:	Record, Report and attend security incidents. Monitor access in the premises. Prevent any unauthorized access and report security breaches. Conduct awareness sessions. Ensure implementation and fully compliance to MISS. Conduct patrols of the premises using CCTV. Note all results in the daily Occurrence Book (OB) for further handling with supervisors. Provide advice in terms of equipment to be procured for the Control Room function so as to ensure that the building remains secured and suspicious activity is dealt with. Compile reports of all incidents that occurred and how they were resolved and advise the Management on what measures to be taken to prevent repeat. Develop the Security Operational Plan of the facility.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/282</u>	:	<u>HEALTH INFORMATION OFFICER REF NO: MPDOH/NO/25/734</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), (plus service benefits) Rob Ferreira Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus three (3) years' experience in DHIS or Diploma / Degree in Statistic / Information Management as recognized by SAQA with three (3) relevant experience. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence.
<u>DUTIES</u>	:	Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>POST 42/283</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/NOV/25/738</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), (plus service benefits)
<u>CENTRE</u>	:	Shongwe Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus six (6) years' experience in Auxiliary Services or Diploma / Degree (NQF Level 6/7) in Public Administration / Management as recognized by SAQA with three (3) years' experience in the post of Administrative Officer / Chief Administration Clerk (Level 7). Knowledge of PFMA, Public Service Act, regulations and other prescripts. Knowledge of office management. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel, PowerPoint and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Valid driver's licence is essential. Good communication skills (written and verbal).
<u>DUTIES</u>	:	Implement policies and processes on office support services. Facilitate and render general office support services (Porter, Mortuary, Switchboard services, Security services and Messenger Services). Ensure compliance with National Core Standards and ideal assessment tools. Leave matters and overtime management. Provide advice to floor supervisors. Ensure security services are in their post 24/7, and the Control Room is always active. Make rounds and monitor security services, mortuary, porter, switchboard and messenger services are performing the required duties and meeting deadlines. Take responsibility for movement or transfer of corpses from various referral facilities in collaboration with the wards and your supervisor. Be actively involved in budgeting and budgetary control for these units. Ensure saving measures are put in place. Apply disciplinary measures when necessary. Order, receive and distribute materials and equipment for the units under your control. Manage performance and development of staff. Attend meetings and give feedback.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/284</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: MPDOH/NOV/25/740 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), (plus service benefits)
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela (Nelspruit) and Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 plus six (6) years' relevant experience in Human Resource Management or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Management as recognised by SAQA with three (3) years' experience in the post of Personnel Practitioner / Principal Personnel Officer (Level 7). A least a minimum of three (3) PERSAL courses is inherent requirement. Extensive knowledge of PERSAL including interpreting PERSAL reports. Skills and competencies: In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Recruitment and Selection, Condition of Services, Employees Benefits, Administration, Performance Management, Human Resource Development and Skills development. A good understanding and knowledge of the PFMA, Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations and 245 Treasury Regulations. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at levels. Logical and innovative thinking abilities and leadership skills. Valid driver's license.
<u>DUTIES</u>	:	Co-ordination and compilation of reports regarding the filing of posts. Monitor the development and review of the system of administering processes in the area of HR strategy and the management of demand and supply of human resources. Monitor and advise the process of recruitment and selection within the Department. Development of service in the standards in the area of responsibility. Monitor the implementation of Operational Plan of the unit. Manage staff in terms of the approved Performance Management and Development system: Conduct performance midterm reviews and annual performance assessment of staff. Ensure compliance and effective implementation of employment equity and skill development. Facilitate

		processing of pension benefits and leave payouts. Create and maintain the complete and accurate Human Resource records. Approve PERSAL Transactions captured. Utilize resources effectively, adhere to Batho Pele Principle and service standard.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/285</u>	:	<u>HEALTH PROMOTION PRACTITIONER REF NO: MPDOH/NOV/25/744 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (plus service benefits)
	:	<u>Ehlanzeni District:</u> Agincourt CHC (X1 Post) Mgobodzi CHC (X1 Post) Rob Ferreira Hospital (X1 Post) Thulamahashe CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate and recognized National Diploma in Health Promotion. At least three (03) years' appropriate experience in the field of health promotion. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.
<u>DUTIES</u>	:	Implement health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/286</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/NOV/25/746 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (plus service benefits)
	:	<u>Ehlanzeni District:</u> Mapulaneng Hospital Matikwana Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 Certificate plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<u>DUTIES</u>	:	To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Knowledge of legal framework and any other policies. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. The incumbent will be expected to assist in

		the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/287</u>	:	<u>ADMINISTRATIVE OFFICER: HEALTH TECHNOLOGY REF NO: MPDOH/NOV/25/747</u> (Re-advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits) Nkangala District Clinical Engineering Workshop, Emalahleni Senior Certificate / Grade 12 plus three (3) years' relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Management. Good interpersonal and communication skills (verbal and written). Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Must have Experience on Government systems (BAS & LOGIS), excellent interpersonal relations, good communication skills. Valid driver's licence.
<u>DUTIES</u>	:	Monitor incoming and outgoing of medical equipment. Manage the stock in the Clinical Engineering (C.E) Workshop. Keep the electronic and manual filling of information for the C.E Workshop. Compile and capture requisitions for C.E Workshop. Facilitate the process of issuing purchase orders for repairs and services to medical equipment and stores related items.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/288</u>	:	<u>CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO: MPDOH/NOV/25/748</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits) Rob Ferreira Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.
<u>DUTIES</u>	:	Manage patient admin in 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>POST 42/289</u>	:	<u>ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/NOV/25/749</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus service benefits)
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.
<u>DUTIES</u>	:	Manage patient admin in 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/290</u>	:	<u>CHIEF ACCOUNTING CLERK: EXPENDITURE REF NO: MPDOH/NO/25/750</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus service benefits)
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Accounting Management / Financial Management as recognized by SAQA. Knowledge and experience in expenditure management, main focus in the following areas: Logis, Preferential Procurement Policy Framework (PPFMA) Public Finance Management Act (PFMA) Treasury Regulations and general knowledge of Basic Accounting System (BAS) Computer literacy, sound interpersonal and communication skills (written and verbal) Good management and supervisory skills. Ability to work independently and adhere to deadlines. Knowledge of financial prescripts and valid drivers' licence will be an added advantage.
<u>DUTIES</u>	:	Supervise and control the work of sub-ordinate in the expenditure management unit. Authorize payments on Bas and Logis system. Understanding of all aspects of supply chain processes. Ensuring compliance with departmental and treasury regulations. Establish and enforce internal control measures. Manage all open orders report (Accruals) and reconciliation of NTSG accounts. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Attend and respond to audit queries. Prepare NTSG reports. Manage human resource.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/291</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/NOV/25/781 (X31 POSTS)</u>
<u>SALARY</u>	:	R324 384 – R382 107 per annum
<u>CENTRE</u>	:	Ehlanzeni District:

		Bongani TB Specialized Hospital (X1 Post) Rob Ferreira Hospital (X1 Post) Themba Hospital (X1 Post) Barberton Hospital (X1 Post) Kaapmuiden Clinic (X1 Post) Shongwe Hospital (X5 Posts) Jeppes Reef Clinic (X1 Post) Tonga Hospital (X2 Posts) Kiwi Clinic (X1 Post) Mapulaneng Hospital (X5 Posts) Tintswalo Hospital (X2 Posts) Matikwana Hospital (X4 Posts) Kildare Clinic (X1 Post) Thokozane Clinic (X1 Post) Cottendale Clinic (X1 Post) Islington Clinic (X1 Post) Ludlow Clinic (X1 Post) Hluvukani CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 and R171 depending on the level of care at each facility (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/292</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/NOV/25/784 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum
	:	Ehlanzeni District: Tonga Hospital (X2 Posts) Lydenburg Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display

		a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/293</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING (ARV)</u> <u>REF NO: MPDOH/NOV/25/785</u>
<u>SALARY</u>	:	R324 384 – R382 107 per annum
<u>CENTRE</u>	:	Tintswalo Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/294</u>	:	<u>ARTISAN (PRODUCTION) GRADE A: PAINTER REF NO:</u> <u>MPDOH/NO/25/786</u>
<u>SALARY</u>	:	R243 597 – R270 357 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Painting / Decoration. Valid driver's licence. Knowledge and experience of painting repairs, maintenance, and new paint works. Knowledge of painting codes and standards. Knowledge of Occupational Health & Safety Regulation. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed. Requirements and skills: Proven experience as a painter. Excellent knowledge of painting material and how to select, mix and apply them. Solid knowledge of commercial and/or construction painting techniques. Aptitude in using appropriate tools (brushes, caulking guns etc.). Good basic math skills. Manual dexterity with excellent balance to work on scaffolding, ladders etc. Conscientious with great attention to detail. High school diploma; successful completion of an apprenticeship. Frequently asked questions.
<u>DUTIES</u>	:	To maintain the painting at Health facilities by inspecting and undertaking painting jobs including reporting thereon. Preparation and Painting of Health facilities. Preparation and Repairs and maintenance of Painting to Health facilities. Identifies sources of painting deterioration and complete repairs according to the job cards. Selection and specification of materials and materials estimates. Maintains accurate records on materials and labour used. Maintains inventory of tools, equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with

supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment. Carry out work and operates tools and equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/295 : **EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/NOV/25/792 (X6 POSTS)**

SALARY CENTRE : R217 983 - R286 521 per annum
: Ehlanzeni District:
EMS Lydenburg Station (X2 Posts)
EMS Bongani Station (X2 Posts)
EMS Barberton Station (X2 Posts)

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

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

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>POST 42/296</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/NOV/25/803 (X11 POSTS)</u>
<u>SALARY CENTRE</u>	:	R217 983 - R286 521 per annum
	:	Nkangala District: EMS KwaMhlanga Station (X5 Posts) EMS Witbank Station (X3 Posts) EMS Middelburg Station (X3 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
<u>DUTIES</u>	:	Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 42/297</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/NOV/25/818 (X15 POSTS)</u>
<u>SALARY CENTRE</u>	:	R217 983 - R286 521 per annum
	:	Gert Sibande District: EMS Communication Centre (X5 Posts) EMS Balfour Station (X2 Posts) EMS Leandra Station (X2 Posts) EMS Lothair Station (X3 Posts) EMS Volksrust Station (X3 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an

assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.

DUTIES

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

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

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

<u>CLOSING DATE</u>	:	28 November 2025
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

<u>POST 42/298</u>	:	<u>PHARMACIST REF NO: NCDOH 145/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R848 862 per annum, (all-inclusive package) Grade 2: R917 634 per annum, (all-inclusive package) Grade 3: R1 001 349 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Springbok Hospital (Oncology Unit)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist 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 after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist 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 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist 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: Willingness to perform relief duties at pharmacies in the sub-structure. Competencies (knowledge/skills): Knowledge of oncology protocols. Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train

	staff. Good communication and interpersonal skills. Computer literacy. Valid Driver's Licence. Experience in cytotoxic reconstitution or oncology pharmacy would be advantageous.
<u>DUTIES</u>	: Dispense and validate cytotoxic and high-risk oncology medications in accordance with GPP and institutional protocols. Collaborate with oncologists, nurses, and allied health professionals to optimize pharmacotherapy. Monitor adverse drug reactions and implement pharmacovigilance measures. Maintain accurate records for oncology drug usage, stock levels, and cold chain compliance. Participate in oncology audits, formulary reviews, and clinical governance initiatives. Provide patient counselling and education on chemotherapy regimens and supportive care. Perform relief duties. Provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with medicine management in the sub-structure by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data for the sub-structure and ensure representation of pharmacy services at all relevant meetings.
<u>ENQUIRIES</u>	: Mr D. Grootboom, Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078 (Namakwa District)
<u>APPLICATIONS</u>	: Applications for Namakwa District: Application must be e-mailed to namakwaapplications@gmail.com and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.
<u>NOTE</u>	: Applicants must complete an application register when an application is hand delivered.
<u>POST 42/299</u>	: <u>OPERATIONAL MANAGER SPECIALTY REF NO: NCDOH 146/2025 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R693 096 per annum
<u>CENTRE</u>	: Springbok Hospital (Oncology Unit)
<u>REQUIREMENTS</u>	: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Oncology. 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 in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. Valid Driver's Licence. Knowledge and training in Chemotherapy will be an added advantage.
<u>DUTIES</u>	: Coordination of optimal, holistic specialised nursing care provided within the set standards and professional/legal framework. Manage effectively the utilisation and supervision of resource both physical and human resources. Coordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	: Mr D. Grootboom, Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078 (Namakwa District)
<u>APPLICATIONS</u>	: Applications for Namakwa District: Application must be e-mailed to namakwaapplications@gmail.com and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.
<u>NOTE</u>	: Applicants must complete an application register when an application is hand delivered.
<u>POST 42/300</u>	: <u>PROFESSIONAL NURSE GRADE 1 & 2 (SPECIALTY NURSING) REF NO: NCDOH 147/2025 (X2 POSTS)</u>
<u>SALARY</u>	: Grade 1: R476 367 – R490 767 per annum Grade 2: R583 989 – R713 253 per annum
<u>CENTRE</u>	: Springbok Hospital (Oncology Unit)
<u>REQUIREMENTS</u>	: Professional Nurse Grade 1 and 2 (Specialty Nursing) In the following specialties: Oncology; a Basic R425 qualification (i.e. diploma/degree in

nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse, post-basic/advanced nursing qualification, with duration of at least 1 year accredited with the SANC in one of the specialties referred to above. Registration with the SANC as Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty.

DUTIES

: Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. To assist in planning/organising and monitoring of the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff / housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Participation in training and research. To assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. To complete patient related data and partake in research. Provision of Support to Nursing Services. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Maintain professional growth/ethical standards and self-development. To maintain the Code of Conduct in Public Service, Professional Body. Seek learning opportunities. In-service training.

ENQUIRIES

: Mr D. Grootboom, Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078 (Namakwa District)

APPLICATIONS

: Applications for Namakwa District: Application must be e-mailed to namakwaapplications@gmail.com and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.

NOTE

: Applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: NORTH WEST
PROVINCIAL TREASURY**

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan for the Department will be considered when filling vacant positions. It is our intention to promote representivity of women in our SMS echelon.

APPLICATIONS

: Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, or N Marengwa, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to be transmitted successfully, otherwise you will have to send more than one email. When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.

CLOSING DATE

: 28 November 2025 at 16h00

NOTE

: Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least two contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such an evaluation report (only when shortlisted). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and Directorships that they may be associated with and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures and submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only. Requirements

for senior management posts (SL13-16): The requirements for appointments at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course, endorsed by DPSA and the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS. The full details can be sourced at the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website at: www.thensg.gov.za. No appointment to an SMS post will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Please note that women will be targeted for SMS posts as per the Department's Employment Equity Plan.

MANAGEMENT ECHELON

<u>POST 42/301</u>	:	<u>DEPUTY DIRECTOR-GENERAL: SRM REF NO: NWFIN/2025/04</u> Programme: Sustainable Resource Management Branch: Sustainable Resource Management
<u>SALARY</u>	:	R1 813 182 - R2 042 535 per annum (Level 15), all-inclusive salary package
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum an Honours Degree or Post Graduate Diploma in Finance/ Accounting/ Economics, or equivalent NQF 8 qualification (as recognised by SAQA). Pre-entry Certificate for SMS submitted prior appointment. No appointment will be made without such a certificate. Ten (10) years' experience of which a minimum of eight (8) years must be at senior management level. Must have a valid driver's license as it will be expected to travel. Sound analytical, interpretive, and high-level communication skills. A proven track record of the ability to multi - task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management and systems management. Planning, organization, and stakeholder relationship management including the ability to liaise and operate within intergovernmental context. Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA). Deep understanding of intergovernmental system and budgeting process in government.
<u>DUTIES</u>	:	Ensure policy formulation and implementation of adequate fiscal resources for the utilization of the provincial government. Promote the effective and efficient management of the provincial resources by developing, implementing, monitoring, and evaluating systems for speed- up service delivery. Manage the province's fiscal resources actively and ensuring responsive, credible, and sustainable budget and distribution of financial resources throughout the provincial departments and public entities. Promote and ensure budgetary/expenditure alignment to plans and priorities between the different spheres of government. Oversee the provision of effective technical and strategic support to infrastructure development and implementation processes within the Departments. Ensure development of the economic analysis for both the local and provincial spheres which will inform planning, decision making and equitable resource allocations. Ensure the development, implementation, and monitoring of the provincial revenue enhancement/collection strategies as well as coordination of credible revenue budget. Ensure the development and implementation of appropriate supply chain management strategies for the provincial administration. Provide strategic and business planning leadership to internal and external clients including directorates within the division.
<u>ENQUIRIES</u>	:	Mr. NI Kunene Tel No: (018) 388 4441

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

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

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

OTHER POSTS

POST 42/302 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (X2 POSTS)**

SALARY : Grade 1: R 1 341 855 per annum
Grade 2: R 1 531 032 per annum
Grade 3: R 1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with the professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **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 Anaesthesiology. **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 Anaesthesiology. Inherent requirements of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.

DUTIES : Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.

ENQUIRIES APPLICATIONS : Prof S Chetty, email: seanchetty@sun.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 28 November 2025

<u>POST 42/303</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY) (TYGERBERG HOSPITAL, PAARL HOSPITAL, WORCESTER REGIONAL HOSPITAL)</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 REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. Registration with the professional council: Registration with HPCSA as a Medical Specialist in Urology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Urology. 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 Urology. 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 Urology. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness to travel between Tygerberg, Paarl, and Worcester Hospitals, and participation in after-hours commuted overtime. Competencies (knowledge/skills): Sound knowledge and clinical expertise in all aspects of Urology, including emergency, inpatient, outpatient, and theatre-based care. Ability to work across multiple facilities within the Metro East and Rural West/Central ecosystems, ensuring equitable access to specialist urology services. Strong leadership, teaching, training, and mentoring skills for undergraduate and postgraduate students, interns, and medical officers. Capacity for service planning, clinical governance, and development of protocols and SOPs. Administrative and communication skills to effectively manage a clinical department across more than one facility. Research interest and willingness to participate in quality improvement and academic activities. Computer literacy, including use of electronic health record platforms (SPV, HECTIS, ECCR, NHLS, etc.).
<u>DUTIES</u>	:	Provide inpatient, outpatient, emergency, and surgical urology services at Paarl Hospital and Worcester Hospital per week with Commuted overtime performed at Tygerberg Hospital according to the jointly funded service model. Perform specialist-level urology services, including ward rounds, OPD, emergency cover, surgical procedures, and after-hours work. Ensure effective clinical governance: morbidity and mortality reviews, adverse event reporting, audits, and protocol development in line with provincial guidelines. Support outreach services to district hospitals within the Rural West and Rural Central ecosystems. Participate in teaching and training of registrars, medical officers, interns, and students rotating in urology. Collaborate with other surgical units and hospital management to strengthen access, quality, and efficiency of surgical care. Participate in clinical research, academic activities, and continuous professional development (CPD). Contribute to the development of sustainable urology services across the Metro and Rural platforms, ensuring continuity of care when on leave and supporting skill transfer to junior staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof A van der Merwe Tel No: (021) 938-4141 or email: arvdm@sun.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. This post will be established on the Tygerberg Hospital staff establishment, with service commitments shared between Paarl and Worcester Hospitals according to the jointly funded governance agreement. Candidates must be willing to accept allocation and rotation across the three hospitals. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time registration as Medical Specialist in Urology with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	28 November 2025

<u>POST 42/304</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)</u> Garden Route District
<u>SALARY</u>	:	R1 028 091 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Southern Cape TB Centre (Harry Comay Hospital) Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management and Financial Management. Good communicate skills (verbal and in written). MS packages (Word, Excel, Power Point and Outlook).
<u>DUTIES</u>	:	Provide strategic management and leadership within the nursing component of Harry Comay Hospital and Uniondale. Provide Clinical Governance and manage quality assurance and improvement of nursing care. Manage financial resources and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Z North Tel No: (044) 814 -1126 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 competency assessment. The pool of applications will be considered for vacancies within Garden Route District, 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>	:	28 November 2025
<u>POST 42/305</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS) (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health

Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competent and willing to work across disciplines if required. A valid (Code B/EB) driver's license. Research experience, presentations and publications and having passed the FCS(SA)primaries. Competencies (knowledge/skills): Sufficient appropriate clinical experience in the management of Orthopaedic in- and outpatients, since obtaining the degree of MBChB and after completion of Orthopaedic rotations. Good work etiquette; excellent communication skills; conflict management; cost-conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performances of research or audits. Valid ATLS Certificate. Proven knowledge of public health policies, guidelines, and related prescripts to manage resources effectively.

DUTIES : Clinical service provision: Provide efficient and cost-effective clinical service of high quality with a patient centered focus, addressing the burden of disease in the Rural East Geographical Service area (GSA). Effective clinical administration in maintaining high quality clinical patient records and reports. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Participate in the teaching program. Be able to do Outreach clinics and theatre list on own. Active participation in Research and Professional Development and clinical governance activities in the unit. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff, supervising and teaching community service medical officers, interns and medical students and liaise with consultants daily.

ENQUIRIES : Dr GGA Cappaert Tel No: (044) 802-4466
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 28 November 2025

POST 42/306 : **MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS)**
 Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 001 349 per annum
 Grade 2: R1 142 553 per annum
 Grade 3: R1 322 352 per annum
 (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with the professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a

recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.

DUTIES : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

ENQUIRIES : Dr AJ Troskie Tel No: (023) 348-1121
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 28 November 2025

POST 42/307 : **REGISTRAR (MEDICAL) (PLASTIC SURGERY)**
 (5-Year Contract)

SALARY : 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).

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. FCS (SA) part 1A and part 1B. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing services in Plastic Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Ability to work in a team under pressure. Research experience. Experience in registrar General Surgery or as a medical officer in Plastic Surgery.

DUTIES : Leadership. Teaching. Research. Clinical Governance. Clinical Service: Patient care. Clinical Service: Operative.

ENQUIRIES : Ms R Alexander, email: rabia.alexander@uct.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur 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. Please ensure that you attach an updated CV. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration

fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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 a Registrar will be for a maximum contract period of 5 years. 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. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. 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 University of Cape Town according to the yearbook and guidelines.

<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/308</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (6/8TH POST)</u> Overberg District
<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>	:	Hermanus Hospital, Overstrand Sub-district
	:	Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council (HPCSA) as a Medical Officer. Registration with the professional council: Registration with the HPCSA as a Medical Officer. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid driver's license (B/EB/C1). Availability to travel to sub-district facilities to offer a service. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge applicable to South African chronic diseases and care guidelines. Provision of evidence-based care to the sub-district. Computer literacy. Competence in performing district level procedures including (but not limited to): caesarean

DUTIES

sections. Competence in administering spinal and general anesthesia. Sound knowledge of infectious and non-communicable diseases management, maternal and child health care as well as emergency medical care including adult, child and neonatal resuscitations. Knowledge in the management of obstetric and gynecological emergencies, general medicine, general pediatrics and district-level surgical cases. Knowledge in Primary Health Care services.

: Deliver a general clinical service to Hermanus Hospital and PHC clinics and healthcare facilities in the Overstrand sub-district. Provide outreach support to PHC facilities in the sub-district. Responsible use of resources, including laboratory and blood products and rational prescription of Medicines. Active participation in the implementation of clinical governance strategies. Following local guidelines and policies to practice evidence-based medicine. Display good ethical conduct and professional and personal integrity. Actively participate in good clinical practice, skills transfer, teaching and academic opportunities related to the post. Deliver a general clinical service to a District Hospital and PHC clinics. Ensure high-quality patient care including treatment of patients in accordance with provincial protocols.

**ENQUIRIES
APPLICATIONS**

: Dr S Perold Tel No: (028) 313-5203

: 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 applications will be considered for vacancies within the Overberg District, for a period of 3 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.

CLOSING DATE

: 28 November 2025

POST 42/309

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

**SALARY
CENTRE
REQUIREMENTS**

: R693 096 per annum

: Bergsig Clinic, Langeberg Sub-district

: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment: Treatment and Care, accredited with the SANC (R48). Registration with the Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and Financial policies and principles. Computer literacy (MS Word and Excel).

DUTIES

: Manage, control, act in all the following facets of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts, and protocols regarding the mentioned facets. Plan and manage to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan and to meet the operational requirements of the health facility and participate in Community awareness and health screening activities. Recording, collection, verification and timeous submission of accurate data and continuous positive support to the Primary Health Care Manager.

<u>ENQUIRIES</u>	:	Ms. MP Williams Tel No: (023) 626-8542
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. Candidates will be subjected to a competency-based assessment. "The pool of applications will be considered for vacancies within Langeberg Sub-district, 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>	:	28 November 2025
<u>POST 42/310</u>	:	<u>ASSISTANT MANAGER NURSING (AREA CHRONIC WARD MANAGEMENT)</u> Cape Winelands Health District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Cape Winelands TB Centre
<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. Registration with the Professional Council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Ability to perform compulsory stand-by duty. Willingness to work overtime and assist with shifts when operationally required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel) and report writing skills. Excellent communication skills (verbal and written). Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance the nursing service at the institution.
<u>DUTIES</u>	:	Ensure the delivery of high-quality patient care through the implementation of different health programs. Participation in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Involvement in training programs in conjunction with Human Resources Department for skills development. Collect, validate and interpret statistical data. Manage Financial and Human resources in relevant nursing departments. Co-ordinate and monitor critical hospital support function after hours in collaboration with relevant role players and relieve Head of Nursing.
<u>ENQUIRIES</u>	:	Ms R Van Rooyen Tel No: (023) 348-1309
<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. A practical and a competency test will form part of the selection process. The pool of applications will be considered for vacancies within Cape Winelands TB Centre, 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>	:	28 November 2025
<u>POST 42/311</u>	:	<u>EMS SUB-DISTRICT MANAGER GRADE 2 TO 4</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 2: R562 119 per annum Grade 3: R624 288 per annum Grade 4: R690 465 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Garden Route District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 2: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). Grade 3: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 4: Successful completion of the B-Tech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with the professional council: Grade 2:

Registration with the Health Professions Council of South Africa as an ECT. **Grade 3:** Registration with the Health Professions Council of South Africa as a Paramedic. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 2:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 3:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. **Grade 4:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Current registration as an ECT, Paramedic or ECP. Competencies (knowledge/skills): Knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Proven supervisory skills and competencies.

DUTIES : Effective management of emergency medical services for the Sub-District. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Ensure effective management of Emergency Fleet and equipment. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholders. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : Mr. J Jansen (District Manager – Garden Route) Tel No: (044) 802-2521 / Ms. L Jacobs Tel No: (044) 802-2500

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

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

CLOSING DATE : 28 November 2025

POST 42/312 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPERATING THEATRE)**
Chief Directorate: Metro Health Services

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

CENTRE : Hope Street Dental CDC (Oral Health), Southern Western Sub-structure

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with the Professions Council: Registration with the SANC as Professional Nurse. 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 an Operating Theatre Unit after obtaining the 1-year post-basic qualification referred to above. Inherent requirement of the job: Willingness to carry small kids. Willingness to work in Operating Theatre and Recovery room. Willingness to assist Dentist in surgery when needed. Valid drivers' licence. Willingness to provide oral service at

	Wesfleur Hospital and other PHC facilities within the Southern Western Substructure when required. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards realization of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing as well as day patient care.
<u>DUTIES</u>	: Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Provision of a Quality Dental Service. Periodically supervise and support effective utilization of Human Resources. Effective Supply Chain, Asset and Data Management. Participate in training and Oral Health Promotion activities. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Support outreach services done.
<u>ENQUIRIES</u>	: Ms BF Gontsana Tel No: (021) 465-4017
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Medical and Surgical Nursing Science in Operating Theatre Nursing.
<u>CLOSING DATE</u>	: 28 November 2025
<u>POST 42/313</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Diazville Clinic, Saldanha Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. A post-basic qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with the 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 the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification with the SANC. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work at other Clinics, Satellites, mobiles within the sub-district, when required. Competencies (knowledge/skills): Knowledge of the Nursing Act and relevant regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation.
<u>DUTIES</u>	: Effective execution and assist with management of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist in management of relevant Woman's Health Services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist in management of relevant HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health

		care. Effective provision of high-quality services measured by outcomes of all the quality assurance activities.
<u>ENQUIRIES</u>	:	Ms A Louw Tel No: (022) 709-5057
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council. The pool of applicants will be considered for other similar vacant posts within the Saldanha-bay Sub-District, for a period of three months from the 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>	:	28 November 2025
<u>POST 42/314</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MATERNITY)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatology Nursing. Registration with the Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework: Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr W Smeda Tel No: (022) 487-9331
<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/written and oral assessment. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatology Nursing. The pool of applications will be considered for vacancies within Swartland 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>	:	28 November 2025

<u>POST 42/315</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PSYCHIATRY)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Ceres Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 Qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with (SANC) as a Professional Nurse with Psychiatry. A post basic nursing qualification with a duration of at least 1year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with the Professional Council: Registration with the SANC as a Professional Nurse and Psychiatry. 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 Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatric after obtaining the 1- year post basic qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime when necessary. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape Government. Skills to plan, organise and coordinate the service by analysing, problem solving and decision-making. Leadership towards the realisation of strategic goals and objective of Psychiatric Department.
<u>DUTIES</u>	:	Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Ceres Hospital. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers. Coordination of mental health forms and ensuring adherence to the prescribed timeframes according to law.
<u>ENQUIRIES</u>	:	Mr GH Vermeulen Tel No: (023) 316-9600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. "The pool of applications will be considered for vacancies within Ceres 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>	:	28 November 2025
<u>POST 42/316</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT (QUALITY ASSURANCE)</u> Directorate: Assurance
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	(Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate National Diploma/ Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate administrative and health data management experience within a health service environment. Appropriate experience in Quality Assurance programme management in a health facility/sub-district/district or provincial

level will be an added advantage. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Relevant Acts & Regulations (National & Provincial). Relevant Policies and Guidelines (National & Provincial). Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Quality Assurance Component and Directorate Assurances. Client and task orientated. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, Power Point and E-mail. Ability to communicate eloquently (both verbal/Written).

DUTIES

: Coordinate and facilitate the Implementation of QA strategies, policies, practices and procedures. Facilitate the implementation of QA programs/initiatives in health facilities which have been developed to address identified gaps and those required by legislation. Assist health facilities with achieving compliance with the Norms and Standards Regulations. Assist facilities to comply with ideal health facility realization and maintenance (IHFRM) programme elements. Improving the patient experience. Provision of support with technical Quality of Care. Provide technical support to facilities with the implementation of the Patient Safety Incident and Learning Guideline. Draw annual reports from the web-based system. Monitor trends in patient safety incidents. To provide a support service to the Deputy Director Quality Assurance and management.

**ENQUIRIES
APPLICATIONS**

: Mr N Mnyapa Tel No: (021) 483-4205/ (081) 238-9118
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

**NOTE
CLOSING DATE**

: No payment of any kind is required when applying for this post.
: 28 November 2025

POST 42/317

: **ASSISTANT DIRECTOR: PEOPLE AND FACILITY MANAGEMENT**
Garden Route District

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Oudtshoorn Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management and/or appropriate experience /exposure to Facility Management/Support Service Management in a Hospital setting. Appropriate management & supervisory experience. Appropriate PERSAL experience. Appropriate experience in Contract Management and performance management of Outsource Services. Inherent requirements of the job: Valid Code(B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal). Strong managerial and supervisory skills. Complex problem-solving skills. Judgement and decision-making skills. Excellent computer skills in MS Office packages.

DUTIES

: Ensure effective and efficient management and implementation of all aspects of People Management, including People Development and Labour Relations. Strategic, operational and financial management of all Support Services including: Waste Management, Linen, Transport, Porters, Telecommunications and Outsourced Services (Catering, Cleaning, Security, Waste Removal and Pest Control) ensuring compliance with the applicable legislative frameworks. Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects. Provide strategic management and leadership as member of the Executive Committee Team and participate in executive management decision-making and planning. Management of all aspects on Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management, to the development of Business Plans to Project Management and the delivery of Infrastructure Projects. Support to Supervisor.

**ENQUIRIES
APPLICATIONS**

: Dr CA Dreyer Tel No: (044) 203-7203
: 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 and competency assessment. The

pool of applications will be considered for vacancies within Garden Route District, 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>	:	28 November 2025
<u>POST 42/318</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (SYSTEM MANAGER – BILLING AND MATERIALS)</u> Directorate: Health Information Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Head Office, Cape Town – HIS Application Support Centre Minimum educational qualification: An appropriate 3-year National Diploma or Degree IT or Finance. Experience: Appropriate experience of patient administrative and billing procedures. Advanced experience working experience on patient admin and billing systems. Appropriate working experience and knowledge of the AR Billing system. Appropriate experience in training and supporting system users. Appropriate knowledge/experience of Hospital Fees and patient administration policies. Appropriate experience of materials management. Inherent requirements of the job: Valid driver's licence. Willingness to travel within WCGHW health institutions. Willingness to work overtime. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to provide user training and support. Accurate data capturing skills. Advanced computer literacy, including MS Office. Knowledge of Accounts Receivable System, Clinicom, Materials Management. Understanding of Business Process Re-engineering. In-depth understanding of system maintenance and enhancement process flow. Understanding and developing quality control processes. Proven ability to manage a team.
<u>DUTIES</u>	:	Manage and control the Billing System at all hospitals in the Western Cape. Maintain and update master files, documentation, access control and print management. Manage and ensure update of annual or ad-hoc tariff increase. Liaise with HIS management, hospital IT, and other stakeholders. Provide end-user support and resolve system problems. Update and maintain user manuals and system procedures. Develop quality control script for system changes and manage test process with formal outcome reporting. Develop system release notices for system changes and ensure user awareness. Identify training needs and provide training to users and core trainers. -Assist with data quality assurance. Manage compliance of system release logs and exception reports. Drive business process re-engineering in core systems across hospitals. Support development and administration of new modules. Manage System Controllers. Collaborate with the Finance teams to ensure compliance of system to hospital fee and patient admin policy and manage new enhancement requests to deployment where accepted. Provide ad hoc support to the Deputy Director: eHealth Systems.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Maharaj Tel No: (021) 938-6513 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 required to undergo competency assessments/proficiency tests, and no payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/319</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES</u> Cape Winelands Health District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Cape Winelands TB Centre Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a supervisory or managerial position. Appropriate experience in contract management. Inherent requirements of the job: Valid Code B/EB drivers' licence. Willingness to travel and work overtime if needed. Competencies (knowledge/skills): Excellent written and verbal proficiency. Leadership capabilities, managerial and organisational skills. Ability to manage conflict and function under pressure. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Good interpersonal skills.

<u>DUTIES</u>	:	Effectively manage and supervise all Infrastructure maintenance and planning, including the grounds and public areas. Manage all Support Services including transport, telecommunications, linen & laundry and porter services. Contract management of cleaning, security, grounds, pest control, linen & laundry and waste management. Nurses Home residential management Responsible for effective Food services rendering of the hospital Effective and efficient management of Human and Physical Resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr D Theron Tel No: (023) 348-1301
	:	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. Shortlisting candidates may be subjected to a practical and competency test as part of the interview process. The pool of applications will be considered for vacancies within Cape Winelands TB Centre, 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>	:	28 November 2025
<u>POST 42/320</u>	:	<u>ASSISTANT DIRECTOR: PROJECT MANAGEMENT (INFORMATION MANAGEMENT)</u> Directorate: Information Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Head Office, Cape Town (Based at Tygerberg Hospital) Minimum educational qualification: Appropriate 3-year Degree or diploma. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Experience: Appropriate experience and In-depth knowledge in Information Management. Appropriate experience in implementation of Systems in WCG. Advanced experience in Project management and methodologies. Competencies (knowledge/skills): Knowledge of Information Technology and computer hardware. Knowledge of BMC call logging system. Advance knowledge in Project Management. Advance Computer literacy (MS office suite) including MS Project. Familiar with health information systems. Experience in systems training to individual and large groups. Experience in governance management. Experience with working with Project Management Office. Excellent numerical, analytical communication, interpersonal and teamwork skills. Knowledge of Change management. Knowledge of health services in the Western Cape. In Depth Knowledge of system implementation. Excellent leadership skills. Excellent report writing skills. Teamwork. Excellent time management.
<u>DUTIES</u>	:	Initiate, plan and monitor deliverables of the project. Oversee the implementation of the project. Identify and mitigate risks in time for the project to be successfully implemented. Participate in health Information Co-ordination activities as a member of the information management team. Updating open calls via BMC. Conduct and participate in meetings with facilities and other stakeholders. Manage hardware rollout to facilities. Facilitate and assist with Change Management and document all changes. Assist with work process mapping and re-engineering. Manage governance processes to ensure compliance, accountability, and effective implementation of eHealth systems. Facilitate training to end users. Facilitate and provide hands on support to eHealth systems, including assisting with access management, feedback to managers and users, updating Project plans and writing reports. Provide end user support for hardware, applications and systems. Provide regular update to Project management office. Provide facilities with telephonic and online support when needed.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Maharaj Tel No: (021) 938-6513
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be required to undergo competency assessments/proficiency tests.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/321</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum

	Grade 2: R463 941 per annum
	Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	Victoria Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with the Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Render a 40 - hour service as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities. Participate in a after hour service of the department.
<u>ENQUIRIES APPLICATIONS</u>	Mr R Arendse Tel No: (021) 799-1173: Roger.Arendse@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 with their job application/on appointment. 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>	28 November 2025
<u>POST 42/322</u>	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROPHYSIOLOGY)</u>
<u>SALARY</u>	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Neurophysiology. Registration with the Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Neurophysiology. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not

	required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Excellent team player. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Advanced Knowledge in Neurophysiology, including objective electrophysiological diagnostic assessment in EEG, NCS, LTM, Evoke potentials (BAER/VEP/ERG) and Sleep investigations.
<u>DUTIES</u>	: Perform various quality diagnostic procedures e.g. awake EEG, sleep EEG, awake/sleep EEG, day telemetry and Nerve conduction studies, electroretinograms, visual evoked potentials and auditory brainstem evoked response on in patients and outpatients. Providing accurate interpretation and reporting of neurodiagnostic procedures. Operate equipment and ensure the correct function thereof as well as to trouble shoot. Liaise and collaborate with the multi-disciplinary team, to support the delivery of best practice for patient care. Management of all resources which included Assisting with maintenance of equipment. Provide Professional education and training to staff. Contribute and involvement with relevant research within the department.
<u>ENQUIRIES</u>	: Dr M Salie Tel No: (021) 658-5430; or email: Moegamad.Salie@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.
<u>CLOSING DATE</u>	: 28 November 2025
<u>POST 42/323</u>	: <u>DIETICIAN GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	: False Bay Hospital, Southern Western Sub-structure Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions council of South Africa (HPSCA) as a Dietician. Registration with the Professional Council: Registration with the HPCSA as Dietician. Experience: Grade 1: None after registration with the HPCSA in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietitian 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 Dietitian in respect of RSA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Dietician 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 Dietitian in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Willingness to work as a Dietician within the multidisciplinary team at False Bay Hospital. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to clinical Dietetics. Good interpersonal, communication and organizational skills. Computer literacy (MS Word/Excel/Powerpoint).
<u>DUTIES</u>	: Clinical nutrition management of patients. Implement priority health programmes. Development and implementation of training programmes. Provide support to Food Services Department. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.

<u>ENQUIRIES</u>	:	Dr K Adamson Tel No: (021) 832-5265
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates will be 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 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 other similar post 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.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/324</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCE (DICU) (X10 POSTS)</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3 - year National Diploma/Degree in SCM, Finance, Accounting or Auditing with experience in the key performance areas of the job. Experience: Appropriate experience in Internal Control, Finance and Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) manual driver's license. Willingness to travel across the province. Competencies (knowledge/ skills): The ability to interpret and apply financial and SCM policies, procedures, and prescripts. Ability to compile reports and presentation thereof. Knowledge of inventory, assets, irregular expenditure, commitments, and accruals Knowledge of transfer payments Computer literacy (Microsoft Excel, Word, PowerPoint).
<u>DUTIES</u>	:	Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Evaluate inventory within the institutions and ensure that all inventory/warehouse items reconcile on the Accounting Systems of the department. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Report any discrepancies found and assist Institutional management to implement corrective measures.
<u>ENQUIRIES</u>	:	Mr A. Moya, email address (Anele.Moya@westerncape.gov.za)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/325</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience. Appropriate experience within a support services component. Inherent requirement of the job: Valid (code B/EB) drivers' licence. Competencies (knowledge/skills): Good communication, interpersonal, organising skills and Computer literacy in MS Office (Excel, Word and Power point) and MS Outlook and be able to supervise multi-disciplinary teams, able to work under pressure and work in a very physically demanding environment. Knowledge of government procurement systems and contract management. Extensive knowledge of the Treasury Regulations, Contract Management, PFMA, OHS and Public Service Acts as well as extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures, knowledge of LOGIS and working knowledge of support services management or facilities management.

<u>DUTIES</u>	:	Effective and efficient management of Transport Services (Fleet), Porters & Mortuary Services and Switchboard Service. General Support Services (key control, parking control, fire equipment maintenance). Management of staff and support to supervisor. Policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards).
<u>ENQUIRIES</u>	:	Ms C Cornelius Tel No: (021) 834-5897
<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 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. Candidates will be subjected to a written/practical, and oral assessment.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/326</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 CONTRACT 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>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the Professional Council: Registration with SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols and procedures with regards to quality and legislative practices. Extensive knowledge of practices or regimes within the relevant disciplines. Excellent verbal and written communication skills as well as sound interpersonal skills. Ability to work effectively within a multi-disciplinary team. Application of knowledge, skills and behaviour to complete tasks accurately as well as maintaining high standard of care in managing care. Computer literacy.
<u>DUTIES</u>	:	Provision of Quality Nursing Care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Cost Effective utilization of all human, financial and material resources. Promote and participate in research. Provision of effective control and utilization of equipment and stock.
<u>ENQUIRIES</u>	:	Ms L Stanley: email: Liesel.Stanley@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). Shortlisted candidates may be subjected to a compulsory competency test.
<u>CLOSING DATE</u>	:	28 November 2025

<u>POST 42/327</u>	:	<u>PARAMEDIC GRADE 1 TO 4 (X5 POSTS)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 1: R321 372 per annum Grade 2: R397 308 per annum Grade 3: R487 014 per annum Grade 4: R570 267 per annum
<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services, Metropole and Rural Districts Minimum educational qualification: Grade 1: Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. Grade 2: Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Grade 4: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with the professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP–None. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid code C1 driver's license. Physical and mental fitness. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Computer literacy and skills.
<u>DUTIES</u>	:	Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.
<u>ENQUIRIES</u>	:	EMS Northern District Office – Mr. A Hickey Tel No: (021) 830-1150 / Mr. M Solomons Tel No: (021) 830-1149 EMS Western District Office – Mr. A Lund Tel No: (021) 508-4508 / Mr. J Calvert Tel No: (021) 508-4507 EMS Southern District Office – Mr. M Mdzeke Tel No: (021) 374-2316 / Mr. K Ndiki Tel No: (021) 374-2316/7 EMS Eastern District Office – Mr. M Petersen Tel No: (021) 361-6568 / Ms N Mlatsha Tel No: (021) 816-8807 EMS West Coast District Office – Mr E. Pedro Tel No: (022) 433-8853 / Ms S. Andrew Tel No: (022) 433-8853 EMS Winelands District Office - Mr I. Naidoo Tel No: (023) 346-6000 / Ms A. Botha Tel No: (023) 346 6022 EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219/ Mr M Jacobs Tel No: (028) 284-9100 EMS Garden Route District Office – Mr J Jansen Tel No: (044) 802-2517 / Ms L. Jacobs Tel No: (044) 802-252 EMS Central Karoo District Office – Mr J. Jansen Tel No: (023) 449-8202 / Ms L. Fortuin Tel No: (023) 449-8209

<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 are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Emergency Medical 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>	:	28 November 2025
<u>POST 42/328</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Matzikama Sub-district (Roving Post) Minimum educational qualification: A qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) Institutional or Pharmacist Assistant (Post Basic), as required by the training facility and the South African Pharmacy Council (SAPC). Registration with the Professional Council: Registration with the South African Pharmacy Council as Pharmacist Assistant (Post-Basic) or as Pharmacist Assistant (Post-Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant (Post-Basic) after registration with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant (Post-Basic) after registration with the SAPC as a Pharmacist Assistant. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel daily between all Clinics and satellite Clinics in the Sub-district and provide relief duties as Pharmacist Assistant (Post Basic). Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to perform duties accurately under pressure, maintain a high standard of professionalism, work independently and as part of a multi-disciplinary team. Excellent communication skills and interpersonal relationships. Knowledge of National and Provincial Health policies, Medicines Act (101 of 1965), Pharmacy Act (53 of 1974) and appropriate clinical and pharmaceutical knowledge.
<u>DUTIES</u>	:	Manage drug supply in the Clinic. Dispensing and issuing of medicine. Collection of all pharmacy related data for M&E purposes. Support to supervisor and colleagues in the Sub-district. Quality Assurance.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr JE Eygelaar Tel No: (027) 213-4070 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Matzikama Sub-district, 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>	:	28 November 2025

<u>POST 42/329</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (PAINTER)</u>
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. 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: A valid vehicle driver's license. Competencies (knowledge/skills): Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Ability to plan-ahead (pro-active). Must comply with in-house systems and procedures.
<u>DUTIES</u>	:	Responsible for the exterior and interior preparation and painting works of the building and premises. Responsible for the control over equipment, stock and other tools used within the workshop. Render assistance to Artisan Foreman with regard to all functions (including admin work) of the division. Give feedback to supervisor on building and painting maintenance issues. Assist in supervising, training and development of staff. Perform standby duties when necessary.
<u>ENQUIRIES</u>	:	Mr L Johnson Tel No: (021) 658-5481
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind will be required when applying for this post. Candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/330</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (PHARMACY SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Southern Western Sub-Structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in a Health Care environment. Experience as a support clerk to the Manager. Competencies (knowledge/skills): Computer literacy (Ms Office package) Word, Excel, PowerPoint & MS TEAMS. Good Planning and organisational skills. Knowledge about & practical experience in Pharmacy Information Systems. Good interpersonal skills & the ability to maintain professional relationships with clients. and external stakeholders like Private providers, Old Age Homes and NPO's.
<u>DUTIES</u>	:	Effectively renders an administrative support service to the Pharmacy Manager. Rendering administrative support with regards to Pharmacy Information. Management Systems, Private Providers administrative, ordering of consumables. (pharm & non-pharm) using MEDSAS, Supply Chain LOGIS, etc. Effective and efficient utilization of all resources (Placement of Roving staff, locum budget, etc.) Effective and efficient support to the Pharmacy Manager, Primary Health Care facilities Pharmacy Supervisors. Ensure and maintain professional relationships with Staff, internal and external service providers.
<u>ENQUIRIES</u>	:	Mr. A Joseph Tel No: (021) 2020 981
<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>	:	28 November 2025
<u>POST 42/331</u>	:	<u>ADMINISTRATION CLERK: SUPPORT SERVICES (LINEN MANAGEMENT)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Sub-Directorate: Laundry Services (Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate 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</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>	:	28 November 2025
<u>POST 42/332</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE (IPC)</u> Directorate: Assurance
<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 administrative and data management experience within a health service and/or business Environment. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Acts & Regulations (National & Provincial). Policies and Guidelines (National & Provincial). Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Quality Assurance Component and Directorate Assurances. Client and task orientated. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, Power Point and E-mail. Ability to communicate eloquently (both verbal/written).
<u>DUTIES</u>	:	Office administration, good financial record keeping and stock control. Ensure supplies and resources are available. Prioritization of delegated tasks. Easy to follow and neat filing system. Maintain the electronic filing system. Maintain an inventory of office equipment. Update the ASD diary. Arranging and rescheduling appointments. Prepare documents required for appointments. Ensure meetings and appointments do not overlap. Know the organogram of the Department (At National, Provincial and Districts) to understand the line of authority. Keep the supervisor informed of any changes and pressing matters or urgent matters. Prioritize meetings Keep detailed messages to ensure proper feedback Confirms meetings with relevant stakeholders and meeting attendees. Prepare notes and paperwork needed for the meetings and have it ready for the supervisor. Ordering of stationery and supplies and completion for relevant forms e.g. Logis. Complete ST claims and keep record. Stock well controlled, no wastage or stockout. Plan and organize meetings, compile agendas and minutes: Arrange transport and accommodation as needed. Organize and arrange virtual meetings and Teleconferences. Prepare supporting documents for the meetings. Contacting attendees and stakeholders to attend meetings. Prepare minutes of the last meeting and ensure that the draft is sent to supervisor timely and distribute final minutes to meeting attendees. Send out request for agenda items and send out finalized agenda. Keep attendance registers and distribute when required. Keep record/minutes of all meetings. Arrange the venue and needed equipment and have knowledge of operating equipment. Prepare draft presentations. Typing general correspondence and keep a filing system: Follow the policy of the department- filing of hard and soft copies. Know when to destroy or send documents for archiving in line with departmental policies. Keeps a backup system for all the files. Maintains a good filing system. Drafting of Quarterly reports, requests and prepare monthly and quarterly statistics: Type and format draft monthly, quarterly and annual reports. Keep an updated database of all IPC related: Provincial reports categorized into Districts/Substructures/Facility etc. Maintain an annual plan for reports due date and activities. Develop and maintain a data system for the province. Keep an updated IPC Provincial health

		facility human resource register. Follow up on monthly and random reports submissions. To provide a support service to the ASD QA(IPC) and Deputy Director Quality Assurance/management: Execution of tasks as delegated by the ASD QA (IPC) and/or DD QA/management. Follow up on queries with NDoH and other stakeholders. Draw reports from the Ideal Health Facility Website, Sinjani, OHSC etc. Follow up on parliamentary enquiries and requests from the HOD as directed by your supervisor or DD.
<u>ENQUIRIES</u>	:	Mr N Mnyapa Tel No: (021) 483-4205/ (081) 238-9118
<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>	:	28 November 2025
<u>POST 42/333</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Western Cape Health Warehouse (Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimal Education Qualification: Senior Certificate (or equivalent). Experience: Appropriate experience within a warehouse environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge and practical experience in LOGIS and Basic Accounting System (BAS). Knowledge of administrative and/or support duties in a store/warehouse. Knowledge in administration and rendering support services in a store or warehouse. Appropriate experience in handling stock in a store/warehouse environment.
<u>DUTIES</u>	:	Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient Warehouse related support functions. Render an effective and efficient inventory management service. Keeping abreast and record relevant and Departmental prescripts/policies and procedures, and any other ad-hoc administrative tasks as required.
<u>ENQUIRIES</u>	:	Mr Y Fisher Tel No: (021) 833-7600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be required to do a practical test.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/334</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in facilities management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication, both verbal and written and good interpersonal and negotiation skills. Innovative, hardworking and ability to organise and manage time. Computer literacy (MS Word, Excel, PowerPoint and e-mail) and basic knowledge of LOGIS capturing, Treasury Instructions, Departmental Instructions and Management of waste.
<u>DUTIES</u>	:	Act as liaison officer between Hospital and workshops regarding maintenance of building, equipment and machinery. Responsible for obtaining quotations for building and ground maintenance and services, including liaising with contractors, facilitate site meetings, research and compile specifications for advertising through data bases or IPS. Responsible for entry level LOGIS capturing as well as keeping of registers and databases. Monitor buildings and grounds for Health and Safety risks. Assist the division with general support service functions, including key control, servicing of the equipment and systems, and IT administration.
<u>ENQUIRIES</u>	:	Mr. Basson Tel No: (021) 918-1976
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants 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>	:	28 November 2025
<u>POST 42/335</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMINISTRATION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent qualification). Experience: Appropriate experience in a Patient Administration environment. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night shift including overtime as per operational needs. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees policies and procedures. Good interpersonal and communication skills. Ability to work both independently and within a team.
<u>DUTIES</u>	:	Clinicom patient reception functions that include attendances & disposals as per PGWC Hospital Fees policies and procedures Booking of appointments & patients transport on Healthnet. Attending to patient queries (both verbal and written). Responsible for receiving, handling and safekeeping of state money Various Reception tasks or duties assigned to you by immediate supervisor as required.
<u>ENQUIRIES</u>	:	Mr A Sedres Tel No: (021) 799-1144
<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 the department, 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>	:	28 November 2025
<u>POST 42/336</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (CLINICAL PROCUREMENT SPECIALIST)</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) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Supply Chain Management (the procurement and provisioning of goods and services in the Public Sector) or appropriate experience and knowledge of using the Electronic Procurement System (EPS) quotation tool. Appropriate experience and understanding of clinical consumables and services within a healthcare environment. Inherent requirements of the job: Physical ability to pick up heavy boxes. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written). Must have computer literacy (MS Word, Excel and Outlook). Knowledge of, and exposure to the Public Finance Management Act (PFMA), AOS, PT, NT instructions and regulations. Knowledge and experience of the EPS, Syspro/ Logis procurement system. Ability to work under pressure and meet deadlines. Good organizational skills. Attention to detail. Reading and writing skills very vital. Must be able to carry out written and verbal instructions and apply common sense and logic.
<u>DUTIES</u>	:	Assist end users with complaints. Record and file all complaints. Update and maintain the Complaints Register. Capture and type equipment list from Nursing staff. Assist end users with completing specification templates. Provide admin support in preparing specifications. Provide representatives names to head office for BSC committees. Assist CPS with evaluation process of EPS and tender samples. Complete tender and EPS sample spreadsheets. File EPS evaluation forms and keep proper records. -Record and store samples safely. Keep storeroom neat and tidy. Keep updated records of all contracts

		(Institutional, Transversal, and National). Arrange and schedule meetings. Arrange venues and transport for meetings. Capture and update stock codes for buyout items. Assist in the disposal of not awarded samples. Obtain quotations for consumables via the EPS procurement system. Place orders at companies using the SYSPRO system. Complete entries on all kinds of procurement documents, registers and purchasing schedules. Keep department filing system up to date.
<u>ENQUIRIES</u>	:	Ms L Solomons Tel No: (021) 938-4938
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/337</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Overberg District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Overberg District Office, Caledon
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competences that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS and the EPS. Inherent requirements of the job: Valid B/C/C1/EB driver's license. Ability to work in a physically demanding environment. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal).
<u>DUTIES</u>	:	Perform tasks related to procurement administration, such as inviting quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management to be performed in the Overberg District which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Support and Compliance Monitoring within the Overberg District Receive services and preparing batches for payment. Ensure compliance with all relevant laws and prescripts related to the Supply Chain. Handle all telephone and written queries from relevant suppliers and end users.
<u>ENQUIRIES</u>	:	Ms J Honeyabll Tel No: (028) 214-5800
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/338</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA) (X7 POSTS)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 1: R187 488 per annum Grade 3: R217 983 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Metropole & Rural Districts
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with the professional council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirements of the job: Physical and mental fitness. Valid professional driver's permit (PrDP). Valid code C1 driver's license. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills.

<u>DUTIES</u>	:	Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.
<u>ENQUIRIES</u>	:	EMS Northern District Office – Mr. A Hickey Tel No: (021) 830-1150 / Mr. M Solomons Tel No: (021) 830-1149 EMS Western District Office – Mr. A Lund Tel No: (021) 508-4508 / Mr. J Calvert Tel No: (021) 508-4507 EMS Southern District Office – Mr. M Mdzeke Tel No: (021) 374-2316 / Mr. K Ndiki Tel No: (021) 374-2316/7 EMS Eastern District Office – Mr. M Petersen Tel No: (021) 361-6568 / Ms N Mlatsha Tel No: (021) 816-8807 EMS West Coast District Office – Mr E. Pedro Tel No: (022) 433-8853 / Ms S. Andrew Tel No: (022) 433-8853 EMS Winelands District Office - Mr I. Naidoo Tel No: (023) 346-6000 / Ms A. Botha Tel No: (023) 346-6022 EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219/ Mr M Jacobs Tel No: (028) 284-9100 EMS Garden Route District Office Mr J Jansen Tel No: (044) 802-2517 / Ms L. Jacobs Tel No: (044) 802-2521 EMS Central Karoo District Office – Mr J. Jansen Tel No: (023) 449-8202 / Ms L. Fortuin Tel No: (023) 449-8209.
<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 expected to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applicants will be considered for other similar vacant posts within Emergency Medical Services for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/339</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Michael Mapongwana CHC and Kleinvlei CHC
	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work overtime, shifts and do night duties. Willingness to rotate within the Sub Structure as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both written and verbal). Ability to function as part of a team. Good human relations. The ability to render nursing care of an acceptable and safe standard.
<u>DUTIES</u>	:	Develop and implementation of basic patient care plans. Provide basic clinical nursing care. Effective health promotion and information to patient/client and community. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 363-2814

<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 (including individuals who must apply for change of registration status). The pool of applications will be considered for vacancies within Khayelitsha Eastern Sub-structure, 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 written/practical and oral assessment.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/340</u>	:	<u>STERILIZATION OPERATOR: PRODUCTION (DENTAL NURSING SUPPORT)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) or Grade 9 (Std 7). Experience: Appropriate experience in Sterilization department in a hospital setting. Inherent requirement of the job: Ability to handle heavy objects e.g. transporting packs and instruments trays to various areas. Ability to understand infection control procedures. Ability to operate equipment according to instructions. Competencies (knowledge/skills): Good communication skills with staff and students. Good interpersonal skills.
<u>DUTIES</u>	:	Receive, control, clean, pack and sterilize instruments. Selecting, combining and packing of sets. Monitor, test and operate sterilizers and instrument washing machines correctly. Ensure the effective functioning of equipment. Effective and efficient rotation of sterile supplies. Report shortage, broken and faulty instruments. Provide an effective and efficient support to supervisor.
<u>ENQUIRIES</u>	:	Ms T Xhanti Tel No: (021) 370-4500 or Thembisa.Xhanti@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. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within 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>	:	28 November 2025
<u>POST 42/341</u>	:	<u>GROUNDSMAN</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Must be able to read and write. Experience: Appropriate experience in keeping Engineering Plantrooms and Service Yards neat and tidy. Inherent requirements of the job: Willingness to work Team player with a responsible attitude. Must be of sober habits. Competencies (knowledge/skills): Ability to work independently and under pressure. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act. Familiarity with general cleaning equipment and maintenance practices.
<u>DUTIES</u>	:	Perform duties to maintain the Engineering Plantrooms and Service Yards. Clean drains, gutters, and outdoor areas to also ensure a safe and tidy environment. Assist in relocating Engineering plant machines and equipment. Assist to the removal and management of general and domestic waste.
<u>ENQUIRIES</u>	:	Mr L Johnson Tel No: (021) 658-5481
<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 will be required when applying for this post. Candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/342</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic reading, writing and numeracy skills. Experience: Appropriate experience as driver in an hospital environment. Inherent requirements of the job: Valid (Code B/EB) drivers' license with PDP. Willingness to perform standby and overtime to meet the operational requirements. Good knowledge of road network in the Peninsula. Access to lock-up garage at residence or behind locked gates. Competencies (knowledge/skills): Computer Literacy (MS Office: Word, Excel, Outlook). The ability to communicate effectively. Applied knowledge of the Transport Handbook 1 of 2009.
<u>DUTIES</u>	:	Perform standby duties after-hours (including weekends). Responsible for completion of vehicle log sheets. Assist Transport Officer with basic administrative and general tasks. Responsible for basic maintenance of vehicles (cleaning, reporting of defects, take vehicles for services and repairs, etc). Transport goods/personnel and services from one point to another.
<u>ENQUIRIES</u>	:	Mr D. Brecht Tel No: (021) 850-4750
<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>	:	28 November 2025
<u>POST 42/343</u>	:	<u>CLEANER (X2 POSTS)</u> Overberg District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Hermanus CDC; Overstand Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/ clinic/hospitality environment. Inherent requirements of the job: Physically able to lift and move heavy objects. Ability to operate machinery and equipment. Relief duties in other departments. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written). Good interpersonal skills.
<u>DUTIES</u>	:	Maintain a high standard of neat and hygienic environment in facility as stated in a weekly/daily/quarterly and six-monthly schedule according to IPC Policy. Maintain cleaning and maintenance of equipment. Ensure the correct waste containers are used according to the correct waste. Effective and correct handling of suppliers, equipment and cost-effective use of resources/consumables. Provide support during outreaches and campaigns.
<u>ENQUIRIES</u>	:	Mr M Magele Tel No: (028) 313-5700
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	28 November 2025
<u>POST 42/344</u>	:	<u>MESSENGER</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate messenger experience in hospital environment. Inherent requirements of the job: Willingness to work in different departments when needed. Competencies (knowledge/skills): Basic computer literacy skills. A strong sense of confidentiality and trustworthiness. Appropriate knowledge of folder management procedures. Good communication and interpersonal skills. Ability to work independently and follow instructions.

- DUTIES** : Deliver and collecting of post and packages from different departments. Assist with general office support tasks. Assist patient administration and records. Ad hoc duties as when required from your supervisor. Support to supervisor.
- ENQUIRIES** : Mr A Jacobs Tel No: (044) 604 - 6103
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route District, 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.
- CLOSING DATE** : 28 November 2025