



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 02 OF 2026
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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following post was advertised in Public Service Vacancy Circular 43 dated 21 November 2025 closing on 12 December 2025, (1) Personnel Practitioner: Human Resources Administration, Ref No: 2025/164, Centre: Bloemfontein Regional Office was advertised erroneously with the job title. The correct job title reads as follows: Senior Personnel Practitioner: Human Resources Administration. Kindly note that the following post was advertised in Public Service Vacancy Circular 01 dated 16 January 2026 closing on 30 January 2026, (1) Chief Works Manager: Manager: Ref no: 2026/182, Centre: Nelspruit regional office. Please note that the above post has been withdrawn.

PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER: Kindly note that all the positions in the Office of the Premier advertised in the Public Service Vacancy Circular 01 dated 16 January 2026 with the closing date of 30 January 2025, the closing date was incorrectly captured. The correct closing date is 30 January 2026.

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF SOCIAL DEVELOPMENT: Please be advised that the Centre allocations of the posts that appeared on the Department of Public Service and Administration Circular No 1 of 2026 have been amended and should read as follows. Post 1/247 Child And Youth Care Worker Gr 1 (X6 Post) : Ref No: Sd/1/21/25/I Centre: JB Marks Treatment Center (X1 Post), Reamogetswe Child And Youth Care Center (X3 Posts), Khuseleka One Stop Center (X1 Post), Rustenburg Secure Care Centre (X1 Post), and Post 1/241 State Accountant (X4 Posts): Ref No: Sd/ 1/24/25/I Centre: Naledi Service Point (X1 Post),, Lekwa Teermene (X1 Post), Moretele (X1 Post), , Kgetleng (X1 Post), and Post 1/243 Supply Chain Clerk Supervisor X6: Ref No: Sd/ 1/18/25/I Centre: Mahikeng Service Point (X1 Post), Dr Kenneth Kaunda District (X1 Post), Mamusa Service Point (X1 Post), Taung Old Age Home (X1 Post), Sonop Old Age Home (X1 Post), , Reamogetswe CYCC (X1 Post), And Post 1/245 Community Development Practitioner Gr 1 (X9 Posts): Ref No: Sd/ 1/16/25/I Centre: Moses Kotane Service Point (X1 Post), , Matlosana Service Point (X3 Posts), Jb Marks Service Point (X1 Post), , Maquassi Hills Service Point (X2 Posts), Gretaer Taung Service Point (X1 Post), , Tswaing Service Point (X1 Post) We apologise for any inconvenience caused

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ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 06 February 2026 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 representativity 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 02/01

: **SENIOR PERSONAL ASSISTANT REF NO: 3/3/1/36/2025**
Directorate: Office of The Director General

SALARY

: R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS

CENTRE

: Gauteng (Pretoria): Head Office

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management / Public Administration / Office Management and Technology/ Public Management. Minimum of 3 years' experience in relevant environment. Job related knowledge: Knowledge of frontline customer care. Knowledge of Public Sector policies and procedures. Knowledge of

meeting procedures. Understanding of the manner in which the office of the Director General operates. Job related skills: Ability to communicate well with a variety of people. Organising skills, Computer skills and Interaction skills. A valid driver's licence.

DUTIES : Schedule engagements of the Director General. Manage and maintain the manual diary of the Director General. Coordinate high level meetings on behalf of the Director General with other government Departments and stakeholders. Develop, update and circulate the departmental year calendar. Render administrative support services to the Director General. Manage all travel arrangements of the Director General. Ensure that subsistence and travel claims are finalised. Render support to Director General in the Pretoria and Cape Town offices. Manage emails of the Director-General. Coordinate external and internal meetings. Ensure that Information Technology equipment's and infrastructure of the Office of the Director General functions effectively and efficiently. Stay abreast of applicable prescripts and procedure to ensure efficient and effective support to the Director General. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes that apply in the Office of the Director General. Coordinate the budget for the Office of the Director General and handling of petty cash requests. Facilitate, plan oversee and drive the timely and accurate preparation of the budget of the Office of the Director General in line with Public Finance Management Act (PFMA), Treasury Regulations and strategic priorities weekly, monthly and quarterly. Compile Demand Management Plan (DMP), Medium-Term Expenditure Framework (MTEF), Adjustment Estimates and Estimates of National Expenditure (ENE). Compile various submissions / memoranda and responses in relation to the disbursement function. Oversee effective, efficient, and economical utilization of the Director General's funds. Provide leadership and management in the Private Office. Maintain a professional environment in the Private Office. Coordinate and manage the quality of work in the Private Office. Monitor and manage the daily attendance register. Ensure the development of performance agreements and assessment reports. Facilitate all training requirements and activities. Facilitate recruitment processes. Maintain accurate leave records.

ENQUIRIES : Ms Alicia Stevens Tel No: (012) 312 9667

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPAreruit362025@nda.agric.za.

NOTE : Africans and Persons with disability.

POST 02/02 : **ASSISTANT DIRECTOR: INFORMATION CENTRE REF NO: 3/3/1/32/2025**
Directorate: Knowledge, Information and Records Management

SALARY : R468 459 per annum (Level 09)
CENTRE : Gauteng (Pretoria): Head Office
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree / National Diploma in Information Management / Information Science (NQF level 6). Minimum of three (3) years' experience. Job related knowledge: Basic knowledge of agriculture and related fields. Client information needs. Library stock. International library standards and procedure. Standards for library organization and administration. Applicable computer software and databases. Information retrieval. Departmental and other applicable policies. Financial matters. Human resource management matters. Job related skills: Planning and organizing, Computer literacy. Problem solving. Project management. Analytical thinking. Interviewing. Interpersonal relations. Verbal and written exchange of information. Tact and diplomacy. Creativity. A valid driver's license. Manage the rendering of information services to internal and external clients: Interpret and give guidance on library and information procedures and standards. Promote marketing of the library. Client orientation and customer focus: Deal with and /or assist with general enquiries. Advise other directorates on library and information matters. Deal with service providers and evaluate their products. Manage the creation of bibliographic records and maintenance of catalogues: Assist in management of cataloguing new additions to the library stock. Assist in management of classification of new stock. Assist in management of allocation of subject headings to new stock. Assist in management of allocation of shelf numbers to new stock. Assist in management of compilation of electronic asset register as required by supply

DUTIES : Manage the rendering of information services to internal and external clients: Interpret and give guidance on library and information procedures and standards. Promote marketing of the library. Client orientation and customer focus: Deal with and /or assist with general enquiries. Advise other directorates on library and information matters. Deal with service providers and evaluate their products. Manage the creation of bibliographic records and maintenance of catalogues: Assist in management of cataloguing new additions to the library stock. Assist in management of classification of new stock. Assist in management of allocation of subject headings to new stock. Assist in management of allocation of shelf numbers to new stock. Assist in management of compilation of electronic asset register as required by supply

chain management. Assist with and check library assistant's inputs. Organizing, maintenance and preservation of collections: Assist in management of sorting and evaluation of new or donated materials. Assist in the management of shelving of new and returned items. Assist in managing that shelf reading is done as required. Assist in managing that weeding of outdated, surplus or damaged materials takes place. Assist in managing the repair of damaged books. Assist in managing that current stock is checked to substitute missing or damaged documents. Management of library and resource centre resources: Manage workflow. Deal with EPMDS matters. Provide in-service training and facilitate training by others. Deal with HRM matters. Interpret and give guidance on departmental policies. Liaise with human resources and other directorates when necessary. Apply financial management instructions concerning assets management. In the information centre and compile and submit quarterly reports in conjunction with the divisional asset's controller. Practice quality control with regards to financial registers. Deal with acquisition of library stock, store items, stationery and equipment.

ENQUIRIES
APPLICATIONS

: Mr Ephraim Senamela at (067) 410 6097
Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASDICrecruit32025@nda.agric.za

NOTE

: Africans, Indian Female, Coloured Female, and persons with disability.

POST 02/03

: **SUPPLY CHAIN PRACTITIONER: ORDERS REF NO: 3/3/1/33/2025**
Directorate: Demand And Acquisition Management

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07)
Gauteng (Pretoria): Head Office
Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in Logistics environment. Job related knowledge: Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA). Job related skills: Good written and verbal communication skills. Supervisory skills. Good interpersonal relation. Time management. Organizing and office administration. Good data analysis and report interpretation. Computer literacy. At-least LOGIS literacy certificate. Ability to work under pressure and meet deadlines. Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies. A valid driver's license.

DUTIES

: Receive requisitions for goods and services. Check whether all the relevant documents are attached. Record all requisitions received in a register. Distribute as per Supply Chain Delegations of authority. Process requisitions for goods and services. Capture requisitions on LOGIS as per SCM delegations of authority. Authorize requisitions on LOGIS as per SCM delegations of authority. Create Procurement advice. Process petty cash transactions. Capture requisitions for petty cash transactions. Create petty cash vouchers. Creation / authorization of purchase orders. Authorize procurement advises as per SCM delegations of authority. Run the batch to consolidate approved procurement advices into orders authorise orders online as per SCM delegations of authority.

ENQUIRIES
APPLICATIONS

: Ms IM Molopyane Tel No: (012) 312 8659
Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SCPOrecruit332025@nda.agric.za

NOTE

: Africans, Coloured and Persons with disability.

POST 02/04

: **SECRETARY: VARIOUS COMPONENTS REF NO: 3/3/1/34/2025**
Directorate: Human Resource Utilization and Development

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum (Level 05)
Gauteng (Pretoria): Head Office
Applicants must be in possession of a Grade 12 Certificate (NQF 4). No experience required. Job related knowledge: Knowledge of the relevant legislation/policies/prescripts and procedure. Telephone etiquette. Basic knowledge of financial administration. Job related skills: Sound organizational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do

	research and analyze documents situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Ability to work long extended hours.
<u>DUTIES</u>	Provide secretarial / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. Fax machine and photocopiers. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and employees in the unit. Identify venues, invite role players, organise refreshments, set up schedules for meetings and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters such as leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items such as stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to the work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	Ms Lexy Manamela Tel No: (012) 312 9569
	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SVCrecruit342025@nda.agric.za
<u>NOTE</u>	Africans, Coloured, Indians, Whites and Persons with disabilities.
<u>POST 02/05</u>	
	<u>FARM AID REF NO: 3/3/1/35/2025</u>
	Directorate: Grootfontein Agricultural Development Institute (GADI)
<u>SALARY</u>	R138 486 per annum (Level 02)
<u>CENTRE</u>	Middelburg (Eastern Cape) Grootfontein Agricultural Development Institute
<u>REQUIREMENTS</u>	Applicants must be in possession of NQF level 1 or 2 (Abet level 2/3 certificate). No previous experience required.
<u>DUTIES</u>	Perform general activities in respect of crop production through inter-alia the following: Irrigation of crops, soil cultivation, apply chemical crop protection, reaping, grading, weighing, packing and storage of farm produce, tending of crops/orchards/vineyards e.g pruning, weeding etc. Perform general activities in respect of livestock through inter-alia the following: Care for livestock, dipping, vaccination & dosing, assist with calving, lambing, hatching, count livestock, shepherding, moving, weighing of livestock, slaughtering, culling, weighing, milling, mixing of feeds, feeding, milking, stacking and storing of fodder and feeds etc. Perform general activities which would include inter-alia the following: Cleaning of facilities, disposal of farm waste material, providing water supply for livestock and farm building, maintain equipment e.g cleaning, oiling, sharpening etc, firefighting and prevention, opening of springs, troughs and unblocking of drains, Loading/off-loading. Perform general activities in respect of infrastructure which would include inter-alia the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system.
<u>ENQUIRIES</u>	Mr Thabo Molekwa Tel No: (049) 802 6633
<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 Farecruit352025@nda.agric.za
<u>NOTE</u>	African Male, Indians, Whites and Persons with disability.

ANNEXURE B

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at HR@dbe.gov.za . Please visit the Department of Education's website at www.education.gov.za
<u>FOR ATTENTION</u>	: Mr M Segowa/Ms M Monyela/Ms N Kumalo
<u>CLOSING DATE</u>	: 06 February 2026
<u>NOTE</u>	: Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her 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. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered.

OTHER POST

<u>POST 02/06</u>	: <u>DEPUTY DIRECTOR: RESEARCH COORDINATION, MONITORING AND EVALUATION REF NO: DBE/30/2025 (X2 POSTS)</u>
	Branch: Business Intelligence Chief Directorate: Strategic Planning, Research, Evaluation and Monitoring. Kindly note that this is a re-advertisement
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	: R1 059 105 per annum Pretoria The applicants must be in a possession of an appropriate Bachelor's Degree (NQF Level 7) or equivalent qualification as recognised by SAQA; At least four years of relevant technical experience as an Assistant Director or equivalent in research, monitoring and evaluation with supervisory responsibilities is required, in project management, coordinating research projects, and coordinating work amongst team members; At least two years of experience in managing evaluations in the education sector, involving aspects such as the coordination of large data collection exercises, data management, questionnaire design for school - based survey and service provider management; Knowledge of basic education regulations and policies; Knowledge of the latest research on education system reform and a proven personal track record of undertaking research, monitoring and evaluation in the basic education sector will be highly advantageous; Knowledge of relevant national education datasets and working experience of such datasets will be highly advantageous; Ability and experience in writing research reports where the candidate was the primary author of at least two technical evaluation or research reports; Ability to develop monitoring tools; and high level skills in the use of the MS Office Suite; Ability to make presentations to stakeholders; Ability to analyse, interpret and report on quantitative as well as qualitative data; Working experience of statistical packages such as R or STATA.

DUTIES : The successful candidate will be responsible for monitoring and evaluating the policy outputs of the education system and co-ordinating research; Designing, managing and supporting large scale evaluation and research studies commissioned by the Department; Facilitating capacity building on planning, monitoring and evaluation; Liaising and network with research organisations, including presenting DBE research at conferences.

ENQUIRIES : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela 3294/ Mr M Segowa Tel No: (012) 357 4291

NOTE : All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance

DEPARTMENT OF ELECTRICITY AND ENERGY (DEE)

APPLICATIONS

- : Please forward your application, quoting reference, addressed to: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand deliver at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address dedicated to a specific post. General enquiries may be brought to the attention of Ms Thabisitha Maloka Tel No: (012) 406 7563 / Ms Tinyiko Malatji Tel No: (012) 406 7835.

CLOSING DATE

- : 06 February 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.

NOTE

- : The Department of Electricity and Energy would like to invite qualifying applicants to apply for a Graduate Internship Programme for the Financial Years 2026/2027 – 2027/2028. Graduates with Disabilities are encouraged to apply. Successful applicants will be responsible for arranging their own accommodation and transport to and from place of work, during the period of the Internship Programme. Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience "if any" and the period thereof. The 2021 version of the Z83 form is obtainable at www.dpsa.gov.za or www.gov.za/documents. It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate "refer to CV or see attached" due to the limited space provided on the Z83 form. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e. Z83 and CV scanned as one PDF document). It is also important to indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. 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. 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. Applicants who participated in any other Government Internship Programme before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. 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. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Note: is an equal opportunity; affirmative action employer and it is its intention to improve representivity in the Public Sector through the filling of these posts.

INTERNSHIP PROGRAMME 2026/2027 – 2027/2028

OTHER POST

POST 02/07

STIPEND CENTRE REQUIREMENTS

ENQUIRIES APPLICATIONS

NOTE

- : **INTERNSHIP TRAINING PROGRAMME REF NO DEE INTERN 01**
- : R7860 38 per month
- : Pretoria
- : Degree/BSC in Physics, Chemistry, Chemical and Nuclear Engineering, National Diploma in Public Administration / Management, National Diploma/Degree/B.com Degree in Business Management, Degree in Law / Bachelor of Laws (LLB), National Diploma/Degree in Internal Audit, National Diploma in Administration, National Diploma/Degree in Finance and Management Accounting, National Diploma / Degree in Graphic Design / Integrated Communication design, National Diploma / B.com / Btech in Accounting / Financial Management, Degree in Social Services, Psychology and Social Work, Degree in Supply Chain Management, Degree in Office Administration
- : Ms. MT Maloka Tel No: (012) 406 7563 / MT Malatji. Tel No: (012) 406 7835
- : Vacancies1@dee.gov.za
- : Vacancies2@dee.gov.za
- : Persons with disability are encouraged to apply.

ANNEXURE D

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>	:	06 February 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only combined, 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. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 expected to sign 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)
ERRATUM:		Kindly take note that the post of Commissioner: Compensation Fund (Deputy Director-General) with a Ref No: HR4/25/03/31HO, as published in the Public Service Vacancy Circular 11 dated 28 March 2025 with a closing date of 16 April 2025 is withdrawn. Sorry for inconveniences caused.

OTHER POSTS

POST 02/08 : **DEPUTY DIRECTOR: UI OPERATIONS REF NO: HR4/4/01/07**
Re-advertisement, applicants who previously applied must re-apply.

SALARY CENTRE REQUIREMENTS : R1 059 105 per annum, (all inclusive)
: Provincial Office: Mmabatho
: Undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Valid driver's License. Five (5) years' experience of which two (2) years must be functional and three (3) years at Assistant Director Level in Operations or Insurance environment. Knowledge: Public Service Regulation (PSR), Public Finance Management Act (PFMA), Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Operations Systems, Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA). Skills: Leadership, Management, Report Writing, Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.

DUTIES : Manage Employer Services functions. Manage assessment services and local appeal and complaints. Monitor the provision of General Support and Registry Services. Manage the provision of comprehensive financial administration. Manage resources (Human, Financial, Equipment/ Assets).

ENQUIRIES APPLICATIONS : Ms W Maphakela Tel No: (018) 387 8195
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW03@labour.gov.za

POST 02/09 : **ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR REF NO: HR4/4/5/84**
Re-advertisement, applicants who previously applied must re-apply.

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Provincial Office: KZN
: Undergraduate qualification at (NQF 6) as recognized by the South African Qualifications Authority (SAQA) in Social Sciences (Psychology) / Bachelor of Arts (Psychology) /Public Administration / Public Management / Business Administration/ Business Management. Two (2) years functional experience in Public Employment Services/Programmes. Two (2) years at Supervisory experience. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Knowledge management. Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Public Finance Management Act (PFMA), Public Service Act (PSA). Skills: Planning and organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Information Management. Assertive, Client focused, Sense of responsibility, Ability to work under pressure.

DUTIES : Provide operational and technical support to labour centres for the delivery of effective work-seeker registration services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.

ENQUIRIES APPLICATIONS : Ms Z Maseko Tel No: (031) 366 2010
: Director: Public Employment Services, Provincial Operations: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN8@Labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal

POST 02/10 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: HR4/4/01/01**

SALARY CENTRE : R582 444 per annum
: Provincial Office: Mmabatho

<u>REQUIREMENTS</u>	:	A three (3) year tertiary qualification (NQF Level 6) in Financial Management/ Public Finance Management/ Cost and Management Accounting/ Financial Accounting, Accounting Science, Auditing. Four (4) years' experience of which two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Generally Recognized Accounting Principles (GRAP). Generally Recognized Accounting Principles (GAAP). Treasury Regulations. Public Service Act (PSA). Public Service Regulation (PSR). Basic Condition of Employment Act (BCEA). Public Financial Management Act (PFMA). Skills: Innovative/ Creative, Report writing, People Management, Financial Management, Communication (both verbal and written), Computer literacy, Time Management, Interpersonal, Budgeting.
<u>DUTIES</u>	:	Facilitate the payment of UIF benefits in relation to accounts receivable and payable functions. Coordinate financial activities relating to procurement of goods and services including reconciliation of accounts. Facilitate integrated budget planning and expenditure relating to UIF operations. Coordinate the provisioning of technical support and report on all UIF Financial matters including financial systems. Manage resources in the Unit.
<u>ENQUIRIES</u>	:	Ms W Mapakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW05@labour.gov.za
<u>POST 02/11</u>	:	<u>ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/5/101</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	BCom Law/LLB Law degree. Admission as an Attorney or Advocated will be an added advantage. Valid driving licence. Two (2) years functional experience in legal/statutory services environment. Two (2) years supervisory experience. Knowledge: Public service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Batho pele principles, Employment Equity Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Labour Relations Act, Employment Services Act. Skills: Administration and financial management, Strong leadership, strategic decision-making abilities, Verbal and written communication, Good interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Communication skills, Analytical, Innovative, Client focused/centric, Sense of responsibility, Organisational/Goal Driven, Disciplined and ability to meet deadlines, Assertiveness.
<u>DUTIES</u>	:	Implement strategies to enforce compliance with COID legislation. Conduct research on COID legislation. Encourage and support cooperation of relevant stakeholder's e.g. internal stakeholder and external stakeholder. Evaluate provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr CM Zondi Tel No: (031) 366 2203
<u>APPLICATIONS</u>	:	Provincial Chief Inspector: Provincial Operations: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN9@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 02/12</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: HR4/4/8/143</u>
		Re-advertisement, applicants who previously applied must re-apply.
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office Northern Cape
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/Undergraduate bachelor's degree (NQF7) in Office Management/ Public Management/ Public Administration/ Business Management/ Business Administration. Four (4) years' experience of

<p>which two (2) years at Supervisory level (Senior Admin Officer/Practitioner) and two (2) years functional experience in Inspection/Administration Services. Knowledge: Departmental Policies and procedures. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Public Service Regulations. Occupational Health and Safety Act. COIDA. Unemployment Insurance Act. Employment Equity Act. Skills: Facilitation. Planning and Organizing. Computer literacy. Interpersonal. Problem Solving. Interviewing. listening and observation. Innovative. Analytical. Verbal and written communication.</p>	
<u>DUTIES</u>	: Perform all administration pertaining to inspections and enforcement services. Conduct labour centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to the PCI. Coordinate and monitor projects of the Unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries. Manage resources of the Unit.
<u>ENQUIRIES</u>	: Ms S Kleinsmith Tel No: (053) 838 1707
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. EMAIL: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/13</u>	: <u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/8/144</u>
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Provincial Office Northern Cape
<u>REQUIREMENTS</u>	: Three (3) years tertiary qualification in Risk management/Internal Auditing/Accounting/Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/Internal Audit. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulation, Anti-Fraud and corruption policies, Criminal & Commercial Law, Labour Relations, legislation, policies and procedures. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organizing.
<u>DUTIES</u>	: Implement Risk management strategies/policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/14</u>	: <u>SENIOR PRACTITIONER: ACCOUNTS RECEIVABLE REF NO: HR4/4/8/145</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	: Three (3) year tertiary qualification in (NQF Level 6) in Accounting /Finance. Two (2) years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer literacy, Time Management, Analytical, Numeracy, Interpersonal.
<u>DUTIES</u>	: Provide accounts receivable and revenue collection service. Render debt recovery service in the province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley

<u>POST 02/15</u>	<u>TEAM LEADER REF NO: HR4/4/8/146 (X1 POST)</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Labour Centre: De Aar
<u>REQUIREMENTS</u>	: Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	: Plan and conduct substantive inspection with the aim of enforcing and ensuring compliance with labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on labour legislations regularly. Draft Contributes to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub-section.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCDEAR@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/16</u>	<u>FIELD ICT TECHNICIAN REF NO: HR4/4/8/147</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	: A Three-year National Diploma (NQF6)/Undergraduate Degree (NQF7) in Information Technology/Information Systems Plus a valid code 8 driver's license. Two (2) year functional experience in the ICT field/technical support environment with understanding of network connective technologies. Knowledge: Technical standards/procedures. End user support procedures. Operating systems. Active Directory. Backup technologies and processes. ICT Service Management Processes. Departmental Policies and procedures. Batho Pele Principles. Skills: Communications. Analytical thinking. Process improvement. Leadership. Good interpersonal relation. Listening.
<u>DUTIES</u>	: Provide Desktop and Printer support. Provide Call management on Information Technology Service Management System (ITSM). Provide Local Area Network (LAN) Support.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/17</u>	<u>EMPLOYMENT SERVICE PRACTITIONER ESP2 (X2 POSTS)</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Labour Centre: Richmond Ref No HR4/4/5/83 (X1 Post) (Re-advertisement, applicants who previously applied must re-apply)
<u>REQUIREMENTS</u>	: Labour Centre: Brits Ref No: HR4/4/12/10 (X1 Post) Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/Business Management/Public Management. Valid driver's license. 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 Resource Management, Public Financial Management Act, ILO conventions related to PES. Skills: Planning and organising, 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 Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the 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</u>	Mr P Mtolo Tel No: (033) 212 2768 Mr N Mthembu at 060 989 2433
<u>APPLICATIONS</u>	Deputy Director: Richmond Labour Centre, PO Box 852, Richmond, 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Application: Jobs-KZN19@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW10@labour.gov.za
<u>POST 02/18</u>	<u>SENIOR ADMINISTRATION OFFICERS UIF OPERATIONS (X16 POSTS)</u>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Labour Centre: Dundee Ref No: HR4/4/5/84 (X1 Post) Labour Centre: Estcourt Ref No: HR4/4/5/8584 (X1 Post) Labour Centre: Kokstad Ref No: HR4/4/5/87 84 (X1 Post) Labour Centre: Ladysmith Ref No: HR4/4/5/8884 (X1 Post) Labour Centre: Port Shepstone Ref No: HR4/4/5/9084 (X1 Post) Labour Centre: Prospecton Ref No: HR4/4/5/9184 (X1 Post) Labour Centre: Richards Bay Ref No: HR4/4/5/9284 (X1 Post) Labour Centre: Richmond Ref No: HR4/4/5/9384 (X1 Post) Labour Centre: Stanger Ref No: HR4/4/5/94 84 (X1 Post) Labour Centre: Ulundi Ref No: HR4/4/5/9584 (X1 Post) Satellite Office: Jozini Ref No: HR4/4/5/86 (X2 Posts) Labour Centre: Verulam Ref No: HR4/4/96 (X2 Posts) Satellite Office: Phoenix Ref No: HR4/4/5/89 (X1 Post) Labour Centre: Vryheid Ref No: HR4/4/5/97 (X1 Post)
<u>REQUIREMENTS</u>	An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Financial Accounting/ Finance at NQF 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment /Claims Processing environment or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operation System, Batho Pele Principles, Protection of Personnel Information Act (POPI), Public Financial Management Act (PFMA), Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer literacy, Problem Solving, Planning and Organizing, Dedicated, Team Player, Innovative, Supportive, Self-Motivated.
<u>DUTIES</u>	Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	Ms T Khumalo Tel No: (034) 212 2421 (Dundee) Mr J Fakazi Tel No: (036) 352 7767 (Estcourt) Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad) Ms L Radebe Tel No: (036) 638 1900 (Ladysmith) Mr S Biyase Tel No: (039) 688 6906 (Port Shepstone) Mr K Naidoo Tel No: (031) 065 1000 (Prospecton) Mr I Ximba Tel No: (035) 760 1614 (Richards Bay) Mr P Mtolo Tel No: (033) 212 2768 (Richmond) Ms S Mkhize Tel No: (032) 551 7300 (Stanger)

<u>APPLICATIONS</u>	Mr T Nkosi Tel No: (035) 879 8800 (Ulundi) Mr T Nkosi Tel No: (035) 879 8800 (Jozini) Mr B Zondi Tel No: (032) 541 5600 (Verulam) Mr B Zondi Tel No: (032) 541 5600 (Phoenix) Mr F Dladla Tel No: (034) 5980 8916 (Vryheid)
	Deputy Director: Dundee Labour Centre , PO Box 445, Dundee, 3000 Or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za
	Deputy Director: Estcourt Labour Centre , P O Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN6@Labour.gov.za
	Deputy Director: Kokstad Labour Centre , PO Box 260, Kokstad, 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za
	Director: Ladysmith Labour Centre , Private Bag X9925, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
	Deputy Director: Port Shepstone Labour Centre , P O Box 379, Port Shepstone, 4240 Or hand deliver at 17 Bisset Street, Port Shepstone. For Online Applications Email to: Jobs-KZN23@Labour.gov.za
	Deputy Director: Prospecton Labour Centre , P o Box 343, Umbogintwini, 4120 Or hand deliver at N 3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN24@Labour.gov.za
	Deputy Director: Richards Bay Labour Centre , Private Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN28@Labour.gov.za
	Deputy Director: Richmond Labour Centre , PO Box 852, Richmond, 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN2@Labour.gov.za
	Director: Stanger Labour Centre , PO Box 138, Stanger 4450 Or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: Jobs-KZN25@Labour.gov.za
	Deputy Director: Ulundi Labour Centre , Private Bag X56, Ulundi, 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
	Deputy Director: Ulundi Labour Centre , Private Bag X56, Ulundi, 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
	Deputy Director: Verulam Labour Centre , PO Box 1144, Verulam Or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN30@Labour.gov.za
	Deputy Director: Verulam Labour Centre , PO Box 1144, Verulam Or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN30@Labour.gov.za
	Director: Vryheid Labour Centre , PO Box 430, Vryheid Or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: Jobs-KZN29@Labour.gov.za
<u>POST 02/19</u>	<u>SENIOR ADMINISTRATION OFFICER: UIF CLAIMS PROCESSOR (X19 POSTS)</u>
<u>SALARY CENTRE</u>	R397 116 per annum Labour Centre: Christiana Ref No: HR4/4/12/01 (X3 Posts) Labour Centre: Klerksdorp Ref No: HR4/4/12/02 (X1 Post) Labour Centre: Lichtenburg Ref No: HR4/4/12/03 (X3 Posts) Labour Centre: Mogwase Ref No. HR4/4/12/04 (X3 Posts) Labour Centre: Potchefstroom Ref No. HR4/4/12/05 (X2 Posts) Labour Centre: Rustenburg Ref No. HR4/4/12/06 (X1 Post) Labour Centre: Taung Ref No. HR4/4/12/07 (X3 Posts) Labour Centre: Vryburg Ref No. HR4/4/12/08 (X3 Posts)
<u>REQUIREMENTS</u>	An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognised by SAQA. Two (2) year's functional experience in Client Services environment/ Claims Processing environment in Operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA). Unemployment Insurance Contributions Act (UICA).

<p>Department of Employment and Labour & UIF Policies and Procedure. Operations System. Batho Pele Principles. Protection of Personal Information Act (POPIA). Skills: Interpersonal. Presentation. Listening. Communication (Verbal and written). Computer Literacy. Problem Solving. Planning and Organising.</p>	
<u>DUTIES</u>	: Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	: Mr P Mothhabane at 082 909 4142 (Christiana Labour Centre) Mr T Tegele at 082 523 9489 (Klerksdorp Labour Centre) Ms N Mathule at 066 486 5064 (Lichtenburg Labour Centre) Mr BT Molefe at 082 908 1983 (Mogwase Labour Centre) Mr D Moshodi at 082 499 9382 (Potchefstroom Labour Centre) Ms BC Dirane at 072 880 7919 (Rustenburg Labour Centre) Mr T Lucas at 082 485 9486 (Taung Labour Centre) Mr P Mochwining at 082 908 1986 (Vryburg Labour Centre)
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. E-mail: Jobs-NW9@labour.gov.za (Christiana Labour Centre) E-mail: Jobs-NW011@labour.gov.za (Klerksdorp Labour Centre) E-mail: Jobs-NW013@labour.gov.za (Lichtenburg Labour Centre) E-mail: Jobs-NW014@labour.gov.za (Mogwase Labour Centre) E-mail: Jobs-NW015@labour.gov.za (Potchefstroom Labour Centre) E-mail: Jobs-NW012@labour.gov.za (Rustenburg Labour Centre) E-mail: Jobs-NW7@labour.gov.za (Taung Labour Centre) E-mail: Jobs-NW8@labour.gov.za (Vryburg Labour Centre)
<u>POST 02/20</u>	: <u>SENIOR ADMINISTRATION OFFICER: UIF CLAIMS PROCESSING SERVICES REF NO: HR 4/4/6/119</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R397 116 per annum : Labour Centre: Tzaneen : An undergraduate qualification in Business Administration/Management; Public Administration/ Management/Operations/Accounting/Finance NQF Level 6 as recognized by SAQA. Valid Driver's license. Two (2) years functional experience in Client Services environment/Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedures, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem solving, Planning and Organizing.
<u>DUTIES</u>	: Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise Resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. MS Lebogo Tel No: (015) 290 1662 : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or UITJobs-TZN@labour.gov.za for Tzaneen
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/21</u>	: <u>OHS INSPECTOR REF NO: HR4/4/12/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R397 116 per annum : Mafikeng Labour Centre : A 3-year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills,

<u>DUTIES</u>		Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>ENQUIRIES</u>		
<u>APPLICATIONS</u>		
<u>POST 02/22</u>		<u>SENIOR PRACTITIONER: LABOUR MARKET INFORMATION SYSTEM</u> <u>REF NO HR4/4/01/02</u>
<u>SALARY</u>		R397 116 per annum
<u>CENTRE</u>		Provincial Office: Mmabatho
<u>REQUIREMENTS</u>		Three (3) year tertiary qualification in Economics/ Statistics/ Sociology/ Psychology/ Demography/ Development Studies. One (1) year functional experience in Labour market research field. One-year supervisory experience and/or two (2) years functional experience. Knowledge: Labour Legislation and relevant policies. Analytical methods. Batho Pele Principles. Labour market dynamics. Research Methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and Research, computer, management and leadership.
<u>DUTIES</u>		Coordinate the provincial research process aimed to evaluate the impact of labour legislation on different stakeholders. Provide administrative support to the sub-unit.
<u>ENQUIRIES</u>		Ms W Maphakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>		Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. E-mail: Jobs-NW10@labour.gov.za
<u>POST 02/23</u>		<u>SENIOR PRACTITIONER: LOCAL APPEAL AND COMPLAINTS REF NO: HR4/4/01/03</u>
<u>SALARY</u>		R397 116 per annum
<u>CENTRE</u>		Provincial Office: Mmabatho
<u>REQUIREMENTS</u>		An undergraduate qualification in Business Administration/ Management/ Public Administration/ Public Relations/ Social Science/ Accounting/ Finance/ HRM at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Client Service environment/ Claims Processing environment of UIF or Insurance claims. Knowledge: Department of Employment and Labour & UIF policies and procedures. Operations System. Protection of Personal Information Act (POPIA). Public Financial Management Act (PFMA). Public Service Regulation (PSR). Batho Pele Principles. Public Service Act (PSA). Labour Relations Act (LRA), Unemployment Insurance Act (UIA, Unemployment Insurance Contribution Act (UICA). National Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem Solving, Planning and Organizing.
<u>DUTIES</u>		Verify provision of secretariat functions for Local Appeal Board. Verify processing of appeals. Supervise rendering of administrative support to the Regional Appeals Boards. Supervise resources.
<u>ENQUIRIES</u>		Ms W Maphakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>		Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW07@labour.gov.za

<u>POST 02/24</u>	<u>SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATION REF NO: HR4/4/01/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R397 116 per annum</p> <p>: Provincial Office: Mmabatho</p> <p>: Three years' qualification in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Law/ Policing/ Forensic Investigation/ CFE qualification Two (2) years functional experience in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices. Departmental and the Fund's Policies and Procedures. Public Financial Management Act (PFMA). Unemployment Insurance and Insurance Contribution Act. Basic Knowledge of all Labour legislations. Anti-Fraud and corruption Policies. Legal environment: Court and Criminal procedures. Fraud related administration and operations. Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management, Analytical skills, Computer Literacy, Presentation skills, Communication skills, Report writing skills.</p>
<u>DUTIES</u>	<p>: Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on fraud Prevention measures. Supervise resources in the section.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Ms W Maphakela Tel No: (018) 387 8195</p> <p>: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW08@labour.gov.za</p>
<u>POST 02/25</u>	<u>BCEA INSPECTOR REF NO: HR4/4/01/05 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R397 116 per annum</p> <p>: Rustenburg Labour Centre</p> <p>: Three (3) year tertiary qualification in Labour Relations/BCOM LAW/LLB. Valid motor vehicles driving licence. Two (2) years functional experience in inspection and enforcement services. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of Injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act. Immigration Act. Skills: Facilitation skills, Planning and Organizing, Leadership, Computer literacy, Interpersonal skills, Problem solving skills, interviewing skills, Presentation skills, Written and Verbal communication skills, Innovative, Analytical.</p>
<u>DUTIES</u>	<p>: Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, consolidate and compile report. Contribute at higher level to planning, drafting and maintenance of regional inspection plans execution.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Ms W Maphakela Tel No: (018) 387 9195</p> <p>: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW09@labour.gov.za</p>
<u>POST 02/26</u>	<u>ASSET MANAGEMENT OFFICER REF NO: HR 4/4/8/148</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R325 101 per annum</p> <p>: Provincial Office: Northern Cape</p> <p>: Three (3) years relevant tertiary qualification in Public Financial Management/Asset Management. One (1) year functional experience in Asset/Financial Management Services. Knowledge: Knowledge and understanding of Government Procurement Policies. Knowledge and understanding of Supply Chain Management procedures. Specific delegation from the relevant Act. Internal policies. LOGIS and BAS system. Skills: Verbal and written communication, Interpersonal relation, Decision making, Problem solving, Presentation, Decision-making, Problem solving, Presentation,</p>

<u>DUTIES</u>	Conflict management, Computer Literacy (MS Word, Excel, Power Point, Access, Internet).
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	: Verify assets and record them in the Provincial asset register. Execute the disposal of assets in line with the departmental policies and procedures. Responsible for acquisition of assets in province. Monitor the operational performance and maintenance of assets in the province.
<u>FOR ATTENTION</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>POST 02/27</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>SALARY</u>	: Human Resources Operations, Provincial Office Kimberley
<u>CENTRE</u>	
<u>REQUIREMENTS</u>	: R325 101 per annum Provincial Office, Parktown Three (3) year National Diploma (NQF6), Undergraduate Bachelor Degree (NQF7) in Public Management, Facilities Management, Property Management and Bachelor of Arts in Disaster and Safety Management. 1-2 years' experience in the field of Property acquisition and leasing. Knowledge: Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment. Skills: Strong sense of urgency and accountability, Computer literacy with knowledge of Excel, writing skills, Excellent Customer focus, Interpersonal relation skills, Communication skills, Problem Solving skills, Decision making.
<u>DUTIES</u>	: Acquire lease office accommodation as well as renew leased accommodation. Conduct site inspection and ensure compliance in terms of OHS in all leased building (implementation of compliance notices). Process the lease expenditure and ensure the payments of leases within 30 days. Maintain electronic folder for accommodation issues.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	: Ms KJ Ntshingane Tel No: (011) 853 0300
<u>FOR ATTENTION</u>	: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP7@labour.gov.za
<u>POST 02/28</u>	: Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<u>SALARY</u>	
<u>CENTRE</u>	
<u>REQUIREMENTS</u>	: R325 101 per annum Provincial Office: Limpopo Three-year tertiary qualification in Internal Audit/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Com Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. A valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research.
<u>DUTIES</u>	: Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer non complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	: Ms. MS Lebogo Tel No: (015) 290 1662
<u>FOR ATTENTION</u>	: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Email address: Jobs-LP@labour.gov.za for Provincial Office: Limpopo.
<u>POST 02/29</u>	: Sub-directorate: Human Resources Management, Polokwane
<u>SALARY</u>	
<u>CENTRE</u>	: R325 101 per annum Labour Centre: Seshego

<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Labour Relations/BCOM Law/LLB. One (1) year experience in Inspection and Enforcement Services. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, innovative, Analytical, Communication Skills (Verbal and Written).
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all Labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Ms. TE Maluleke Tel No: (015) 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Job-SESH@labour.gov.za for Seshego.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/30</u>	:	<u>INSPECTOR REF NO: HR4/4/6/126</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Thohoyandou
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. SKILLS: Facilitation Skills, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving skills, Interviewing skills, Analytical skills, Communication Skills (Verbal and Written).
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr. MI Makgobola Tel No: (015) 290 1723
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Job-THD@labour.gov.za for Thohoyandou
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/31</u>	:	<u>CLAIMS PROCESSOR REF NO: HR 4/4/8/151</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre Kimberley
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management / Business Management / Operations Management / Management / HRM / Nursing / Law/ LLB / Bcom / Finance / Administration. Experience: Experience in Claims Processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation. Claims handling. Claims Verification and Validation. Claims Litigation. Claims assessment /settlement. Claims Finalisation. Compensation Fund business strategies and goals. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Promotion of Access to Information Act. The Constitution of RSA. Occupational Health and Safety Act (OHS). Public Service Act. Public Service Regulation.

<u>DUTIES</u>	: Skills: Claims Registration. Communication verbal and writing. Data Capturing. Data & Record Management. Excellent communication. Computer skills. Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administrative duties.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/32</u>	<u>CLIENT SERVICE OFFICER COID (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R269 499 per annum Labour Centre: Upington Ref No: HR 4/4/8/152 (X1 Post) Labour Centre: Lephalale Ref No: HR 4/4/6/123 (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12. Knowledge: Public Service Act. Public Service Regulation. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Skills: Computer literacy. Business Writing Skills. Listening skills. Telephone etiquette. Basic interpersonal skills.
<u>DUTIES</u>	: Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service-related queries and complaints.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Mr MI Makgobola Tel No: (015) 290 1723
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za For Attention: Human Resources Operations, Provincial Office, Kimberley Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Email address: CFJobs-LEP@labour.gov.za For Attention: Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/33</u>	<u>UIF CLIENT SERVICE OFFICER (X7 POSTS)</u>
<u>SALARY CENTRE</u>	: R269 499 per annum Labour Centre: Modimolle Ref No: HR4/4/6/120 (X4 Posts) Labour Centre: Tzaneen Ref No: HR4/4/6/121 (X1 Post) Labour Centre: Lephalale Ref No: HR4/4/6/122 (X1 Post) Labour Centre: Calvinia HR 4/4/8/150 (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	: Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	: Ms. TE Maluleke Tel No: (015) 290 1768 Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email UIFJobs-MOD@labour.gov.za for Modimolle, UIFJobs-TZN@labour.gov.za for Tzaneen and UIFJobs-LEP@labour.gov.za for Lephalale. For Attention: Sub-directorate: Human Resources Management, Polokwane. Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road or email Jobs-NCCAL@labour.gov.za or Attention: Human Resources Operations, Provincial Office Kimberley.

<u>POST 02/34</u>	<u>PERSONNEL OFFICER HRM (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R228 321 per annum Provincial Office: Northern Cape Ref No: HR4/4/8/153 (X1 Post)
<u>REQUIREMENTS</u>	: Provincial Office: Mmabatho Ref No: HR4/4/01/09 (X1 Post) Matriculation/Grade 12/Senior certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures.HR related systems (PERSAL). Batho Pele Principles. Employment Equity Act. Public Service Regulations. Skills: Computer literacy. Analytical. Communication. Planning and organizing. Computer Literacy. Analytical. Communication. Planning and organizing.
<u>DUTIES</u>	: Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Mr UT Qambata Tel No: (018) 387 8195 Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road or email: Jobs-NCKIM@labour.gov.za For Attention: Human Resources Operations, Provincial Office Kimberley Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho or Email: Jobs-NW02@labour.gov.za
<u>POST 02/35</u>	<u>PROVISIONING CLERK REF NO: HR4/4/7/57</u>
<u>SALARY CENTRE</u>	: R228 321 per annum
<u>REQUIREMENTS</u>	: Provincial Office: Mpumalanga Matriculation/ Grade 12 with passed Commercial Subject (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management Supply Chain Framework, LOGIS system, Preferential, Procurement Policy Framework Act, Departmental policies and procedures. Skills: Client, orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.
<u>DUTIES</u>	: Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Render assets management support to comply with Departmental policies.
<u>ENQUIRIES</u>	: Ms N Mashibini Tel No: (013) 655 8700
<u>APPLICATIONS</u>	: Deputy Director: Finance: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni for online Email: Jobs-MP-SCM-provisioning@Labour.gov.za
<u>POST 02/36</u>	<u>ADMINISTRATION CLERK: PES REF NO: HR4/4/01/08</u>
<u>SALARY CENTRE</u>	: R228 321 per annum
<u>REQUIREMENTS</u>	: Provincial Office: Mmabatho Grade 12/ Matriculation Senior Certificate. No experience required. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele Principles. Skills: Planning and organising, Verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, Analytical, Innovative.
<u>DUTIES</u>	: Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinator large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES</u>	: Ms W Maphakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW@labour.gov.za

ANNEXURE E

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

<u>APPLICATIONS</u>	:	May be forwarded 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.
<u>FOR ATTENTION</u>	:	Human Resources Management
<u>CLOSING DATE</u>	:	09 February 2026
<u>NOTE</u>	:	<p>Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. 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, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. 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 be processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.</p>

MANAGEMENT ECHELON

<u>POST 02/37</u>	:	<u>CHIEF DIRECTOR: RISK AND ETHICS MANAGEMENT REF NO: ODG01/2026</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	: <p>Pretoria</p> <p>An undergraduate qualification (NQF7) in Risk Management/Auditing/Strategic Management or relevant qualification within the related field as recognized by SAQA. Affiliation with relevant professional bodies (IRMSA, IIA, Ethics). Certification as a fraud examiner or ethics officer will be an advantage. Applicants must have a minimum of five (5) years of experience at senior management level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Proven extensive work experience in the fields of risk management, forensics, auditing and/or ethics management. Extensive knowledge of Public Sector Risk Management Framework, Public Service Anti-Corruption Strategy, Prevention and Combating of Corrupt Activities Act, Knowledge of professional standards of the Associations of Certified Fraud Examiners, Preferential Procurement Policy Framework Act, 5 of 2000, Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury Regulations. Proven project and strategic management capability. An understanding of government priorities, policies, legislation and principles and practice of enterprise risk management. Excellent communication skills (both written and verbal), planning, facilitation and leadership skills. Ability to gather and analyse information, develop and apply policies. Ability to work under extreme pressure.</p>
<u>DUTIES</u>	: <p>Provide advice to enable the implementation and maintenance of systems to identify and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance institutional performance. Develop, implement and maintain an Enterprise Risk Management framework and support policies and procedures. Develop and implement a strategic and annual risk management plan. Ensure the development and implementation of risk assessment methodologies, models and systems. Manage ethics and the fraud prevention strategy of the department. Manage investigations into fraud and corruption allegations. Management of fraud risks. Provide oversight into ethics and fraud prevention processes. Conduct organisational awareness on risk management fraud and ethics processes. Facilitate and ensure adequate risk management. Facilitate and ensure adequate management of ethics and fraud prevention. Provide reports to Management and the Audit and Risk Committee; manage human and financial resources within the chief directorate.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Ms P Diphaha Tel No: (012) 399 9602/060 9765508 ODG01-2026@dff.e.gov.za</p>
<u>POST 02/38</u>	: <p><u>CHIEF DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO01/2026</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R1 494 900 per annum, (all-inclusive salary package)</p> <p>Pretoria</p> <p>An undergraduate qualification (NQF7) in Supply Chain Management/ Financial Accounting or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years of experience at senior management level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Knowledge of demand management, procurement, and business practices. Knowledge of acquisition and contract management services. Ability to establish and manage acquisition and contract management systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work under pressure and long hours.</p>
<u>DUTIES</u>	: <p>Ensure an effective and efficient acquisition management in compliance with SCM prescripts and improved compliance with SCM reporting requirements. Facilitate an effective and efficient demand Management framework. Ensure improved adequate contract management and compliance with reporting requirements. Facilitate the establishment of Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Manage and lead the Secretariat services for the BAC. Sound corporate</p>

governance and improved compliance with SCM reporting requirements (Internal and external reporting). Provide strategic leadership to the Chief Directorate and ensure effective strategy to achieve Annual Performance Plan targets. Provide advice to enable the implementation and maintenance of systems to identify and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance institutional performance. Ensure effective SCM risk assessment, development, and implementation of risk response plan. Provide reports to Management and the Audit and Risk Committee on SCM related matters. Manage human and financial resources within the Chief Directorate.

<u>ENQUIRIES</u>	:	Ms P Diphaha Tel No: (012) 399 9602/060 9765508
<u>APPLICATIONS</u>	:	<u>CFO01-2026@dff.e.gov.za</u>
<u>POST 02/39</u>	:	<u>DIRECTOR: MINING APPEALS REF NO: RCSM01/2026</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF7) in Law or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years of experience at middle/senior managerial level within the legal field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Admission as an attorney or advocate with proven years of practice. A valid certificate of good standing from the relevant professional body must be provided. Additional qualifications or demonstrable experience in Environmental Impact Assessments (EIAs) and/or compliance and enforcement of EIA instruments will be considered an advantage. Knowledge of Environmental and mining law; constitutional law and administrative law; and relevant common law principles. Legislative interpretation, policy analysis and application of guideline documents. Principles of legal drafting, professional report writing and research methodology. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations •Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Manage the administration and coordination of appeals lodged against environmental decision and/or other decision made by the regional offices of the Department of Mineral Resources and Energy. Manage and review draft integrated environmental authorization appeal decision related to the Mining function. Manage the coordination and administration of mining, waste management and enforcement appeals. Oversee the provision of technical legal support to the Minister and input in the processing and drafting of mining appeals decision. Coordinate general reporting on mining related appeals. Manage the provision of general legal support services. Manage and review the compilation of documents and courts records and attend consultation with Legal Counsel on mining appeal decision challenged in court. Provide technical legal support and advice to the Minister responsible for the environment, including input into litigation matters arising from appeal decisions. Ensure effective contract management for the Advisory or appeal panels, and compliance with procurement legislation and regulations. Oversee and manage all assets and resources within the directorate.
<u>ENQUIRIES</u>	:	Adv F Patel Tel No: (012) 399 9330
<u>APPLICATIONS</u>	:	<u>RCSM01-2026@dff.e.gov.za</u>
<u>POST 02/40</u>	:	<u>DIRECTOR: PRIORITY INFRASTRUCTURE PROJECTS REF NO: RCSM02/2026</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF7) in Natural Science/Social Science or relevant qualification within the related field as recognised by SAQA. A postgraduate qualification in a related field as recognised by SAQA and formal training in environmental law will be an added advantage. A minimum of five (5) years' experience at middle/senior managerial level within the environmental management space, primarily focusing on processing and or

overseeing review of environmental impact assessment applications, and implementing the Integrated Environmental Management Instruments outlined in Chapter 5 of NEMA. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Registration with the Environmental Assessment Practitioners Association of South Africa as a practicing Environmental Assessment Practitioner is a must for consideration for this position. Proven ability in implementing Integrated Environmental Management (IEM) tools. Functional experience and knowledge in reviewing environmental impact assessment applications and quality assurance thereof. Ability to establish and manage systems and controls to prioritise and track strategic environmental applications for processing within improved timeframes. Understanding of the environmental management regulatory cycle, environmental planning, and the permitting integration that exists in the NEMA suite of legislation. Ability to compile EIA status update reports for the Strategic Integrated Project Steering committees, NECOM Steering committees, and other management meetings. Intimate knowledge and working understanding of the Environmental Impact Assessment Regulations. Knowledge of Public Service financial legislative frameworks. Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Research skills; Sound organising skills; Stakeholder engagement. Excellent communication skills (written and Verbal); analytical, innovative, problem-solving, and interpersonal skills. Ability to work under pressure and long hours.

<u>DUTIES</u>	: Oversee, process, and review environmental impact assessment applications mainly relating to strategic integrated projects within legislated timeframes. Implement and promote integrated environmental decision-making. Implement and periodically review developed and adopted Integrated Environmental Management tools to improve their effectiveness in promoting sustainable development. Process NEMA Section 30A directives and Initial Environmental Evaluation (IEE) in terms of Article 8 of the Protocol on Environmental Protection as per Regulation 5(1) of the Antarctic Treaties Act of 1996, applications within requisite timeframes. Respond timely to Ministerial, PAIA, Parliamentary queries and other related queries. Oversee and manage all assets and resources within the directorate and ensure sound corporate governance and improved compliance with reporting requirements. Ensure continuous improvements in our quest to comply with regulated timeframes for the permitting system by introducing enhanced controls.
<u>ENQUIRIES</u>	: Dr Sabelo Malaza Tel No: (012) 399 8792
<u>APPLICATIONS</u>	: RCSM02-2026@dfse.gov.za
<u>POST 02/41</u>	: <u>DIRECTOR: EIA STRATEGIC SUPPORT, COORDINATION AND REPORTING REF NO: RCSM03/2026</u>
<u>SALARY</u>	: R1 266 714 per annum, (all-inclusive salary package)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF7) in Natural Science/Social Science or relevant qualification within the related field as recognised by SAQA. A postgraduate qualification in a related field as recognised by SAQA will be an added advantage. A minimum of five (5) years' experience at middle/senior managerial level within the environmental management space, primarily focusing on the implementation of Integrated Environmental Management Instruments outlined in Chapter 5 of NEMA. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Registration with the Environmental Assessment Practitioners Association of South Africa as a practicing Environmental Assessment Practitioner is a must for consideration for this position. Proven ability in implementing Integrated Environmental Management (IEM) tools. Functional experience and knowledge in reviewing environmental impact assessment applications and quality assurance thereof. Ability to establish management systems and controls to administer an efficient and functional environmental impact assessment process that provides timely responses to interpretation queries. Proven knowledge and ability to facilitate NEMA S24H initiatives and manage relations with related stakeholders. Ability to process and review other environmental applications (requests for registrations) within requisite

	timeframes. Knowledge to manage all requirements to comply with Chapter 3 of NEMA, Intimate knowledge and working understanding of the Environmental Impact Assessment Regulations. Knowledge of Public Service financial legislative frameworks. Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Research skills; Sound organising skills; Stakeholder engagement. Excellent communication skills (written and Verbal); analytical, innovative, problem-solving, and interpersonal skills. Ability to work under pressure and long hours.
<u>DUTIES</u>	Finalize and process all Environmental Impact Assessment interpretation queries received within agreed time frames. Develop and implement a process that allows for implementation and compliance with Chapter 3 of NEMA. Lead the coordination of discussions towards the NEMA planning regime and the monitoring of progress thereafter. Coordinate and manage the finalization of the NEMA Section 24H legislative reform process towards the establishment of a Council to manage practitioners' registration. Ensure better regulation of practitioners by facilitating the NEMA Section 24H Registration process and managing relations with EAPASA. Effectively track all EIA applications with particular focus on SIP and power generation applications and respond timely to parliamentary queries, media queries, Minister's correspondents, procurement of services, as well as PAIA and PAJA requests. Oversee and manage all assets and resources within the directorate and ensure sound corporate governance and improved compliance with reporting requirements. Ensure continuous improvements in our quest to comply with regulated timeframes for the permitting system by introducing enhanced controls.
<u>ENQUIRIES</u>	Dr Sabelo Malaza Tel No: (012) 399 8792
<u>APPLICATIONS</u>	RCSM03-2026@dff.gov.za
<u>POST 02/42</u>	<u>DIRECTOR: BIODIVERSITY CONSERVATION REF NO: BC01/2026</u>
<u>SALARY</u>	R1 266 714 per annum, (all-inclusive salary package)
<u>CENTRE</u>	Pretoria
<u>REQUIREMENTS</u>	An undergraduate qualification (NQF 7) in Environmental Science / Environmental Management or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Knowledge on Natural resource management planning and implementation; Natural resource management or Natural resource-based rural development; Programme-based natural resource operational management and/or planning; Research and development; Stakeholder management experience. Experience on policy development and application. Advanced skills in financial management and project management. Good interpersonal relations and diplomatic skills. Ability to gather and analyse information. Good negotiating skills and communication skills (written and spoken).
<u>DUTIES</u>	Providing specialist policy advice on the ecosystem-based conservation programmes and other national biodiversity conservation plans of South Africa. Coordinate the development, implementation of relevant national policies, legislation and related tools, strategies, programmes for conservation and management of ecosystems. Facilitate the development and implementation of Biodiversity Management Plans. Manage the development and implementation of national policies, legislation, strategies, programmes, norm and standards in aspects relating to conservation management. Provide technical inputs related to species conservation and management into relevant Multilateral Environmental Agreements. Manage the development of tools and policies in line with the legislation framework. Monitor incorporation of biodiversity concerns in Environmental Authorisations. Provide biodiversity inputs into the appeal process. Manage and coordinate implementation of biodiversity related multilateral agreements. Prepare national reports for Convention on Migratory Species and African-Eurasian Migratory Waterbirds related activities respectively. Develop proposals for mobilising resources for biodiversity conservation.
<u>ENQUIRIES</u>	Ms M Matshusa Tel No: (012) 399 8877
<u>APPLICATIONS</u>	BC01-2026@dff.gov.za

OTHER POST

<u>POST 02/43</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: CFO02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Pretoria National Diploma (NQF6) in Auditing/Accounting/Financial Management or relevant qualification with accounting as major subject. A minimum of three (3) years' experience in internal control/ Supply Chain Management/ Auditing/Financial Management or related field. Knowledge: Demonstrated an in-depth knowledge of the legislative environment applicable to government finance and supply chain management and the development, implementation and monitoring of related policies and procedures within a government environment. Knowledge of relevant prescripts (PFMA, Treasury regulations, BBBEE Act, PPPFA). Knowledge and experience on BAS, LOGIS and PERSAL will be an advantage. Ability to establish and manage financial management systems and controls. Skills: The ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Good interpersonal, administrative, managerial skills, communication (verbal and writing) skills. Ability to interpret and evaluating information. Conflict management skills. Skills in policy formulation and review, financial management. Knowledge management and change management. Ability to work independently and in a team. Be able to work under pressure.
<u>DUTIES</u>	:	Investigate irregular and fruitless and wasteful expenditure, identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts by performing assessments and raise findings on areas of concern relating to weaknesses in controls to assist and enhance effectiveness of the process. Monitor the implementation of internal and external audit recommendations based on the audit results. Attend audit steering committee meetings. Monitor the progress of audit recommendations, Coordinate, monitor and report on fruitless and wasteful expenditure registers. Coordinate, monitor and report on irregular expenditure registers. Monitor and strengthen the control environment within the Department through performance of planned internal control assessments, of Quarterly key control assessments and follow through of all data analysis reviews. Co-ordinate the assurance process (e.g., response to external and internal auditor's queries, management responses, etc.) and facilitate the development and implementation of Departmental action plans to address identified control deficiencies relating to Irregular Expenditure and Fruitless and Wasteful Expenditure. Facilitate the implementation and maintenance of Departmental loss control system and serve as secretariat of the Departmental Loss Control Committee.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Kulube Tel No: (012) 399 8979 CFO02-2026@dffe.gov.za

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

<u>APPLICATIONS</u>	:	The Director-General (DG) of GCIS, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or or emailed to recruitment@gcis.gov.za
<u>FOR ATTENTION</u>	:	Ms P. Kgopyane
<u>CLOSING DATE</u>	:	06 February 2026
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at www.gov.za/documents . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG, particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a Top Secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA.

OTHER POST

<u>POST 02/44</u>	:	<u>MEMBER OF THE AUDIT COMMITTEE MAC REF NO: 3/1/5/1-26/01</u>
<u>SALARY</u>	:	In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified person to serve as a member of the Department's Audit Committee. Successful candidates appointed will be remunerated according to the rates prescribed by National Treasury Regulations 20.2.2.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants should be in possession of a Bachelor of Laws (LLB) Degree or equivalent related qualification as recognised by SAQA. Experience as a legal practitioner in legal and compliance at an executive level (as a Board of Directors, a Board Committee member, Audit Committee, particularly in the public sector at a senior level, will be given preference. Interested candidates

must be independent non-executives and may not have business interests or dealings with the GCIS. Preference will be given to candidates who demonstrate experience in participating in governance structures – especially the Audit and Risk Committee, ability to dedicate their resources to the work of the GCIS Audit Committee.

DUTIES

: The successful candidate will operate in accordance with an approved Audit Committee charter. The responsibilities include overseeing the system of governance, risk and control and making recommendations to the Accounting Officer on the adequacy and effectiveness of: Internal and External Audit, Internal Controls, Risk Management, Governance (including IT Governance), Financial Management, Financial and Non-Financial Reporting, and Compliance with Laws and Regulations. Additionally, helping the Accounting Officer in ensuring an effective combined assurance plan is developed and implemented.

ENQUIRIES

: Mr Sathasivan Vandayar Tel No: (012) 473 0304

NOTE

: The initial term of office for the appointed candidate will be 3 years. The term may be renewed for another 3 years subject to satisfactory performance, or at the discretion of GCIS. The successful candidate will be expected to participate in six Audit Committee (AC) meetings per annum (four ordinary and two special meetings).

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

(Tshwane South TVET College)
 (South Cape TVET College)
 (Western Cape False Bay TVET College)

OTHER POSTS

<u>POST 02/45</u>	<u>ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: ASDPLCO 26/01/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R582 444 per annum (Level 10) False Bay TVET College, Central Office Grade12/ Matric. An undergraduate qualification (NQF level 6) in Project Management, Business Management or Marketing as recognized by SAQA. Minimum of 3 years' working experience in Project Management and/or Business Development environment at supervisory level. Proficient in Microsoft Office. Valid driver's license. Building partnerships, Innovation. Marketing and Entrepreneurial Insight, Financial Management, Mobilizing resources. Interpretation of statutes, Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures. Competencies: knowledge: Building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes, Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures.
<u>DUTIES</u>	Partnership Management build a database of local business and other linkages, participate in business forums and identify project opportunities, develop project proposals and plans for joint initiatives, facilitate handover with the College managers, form partnership with industry and relevant stakeholders, Business opportunities scanning identify opportunities for college income generation, Establish work environment simulation potential. Provide market needs business case rationale for all opportunities, Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals locally and internationally, Provide information and reports on programmers, funding and partnerships to DHET and other stakeholders. Local, Provincial and International government relations. Develop and update schedule of local, national and international government projects and opportunities, Identify College synergies potential contribution to provincial departments. Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate Develop proposals for partnering on specific practical opportunities aligned with college core business. Research Management, Oversee and maintain student work placement and work Integrated Learning (WIL) Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES APPLICATIONS NOTE</u>	S Baboo Tel No: (021) 787 0800 Apply online at https://falsebayz83.ngnscan.co.za/ Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use

incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

<u>CLOSING DATE</u>	:	12 February 2026. Applications received after the closing date will not be considered.
<u>POST 02/46</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: SSSCO/26/01/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum, (Level 10) False Bay TVET College, Central Office Grade12/Matric. Appropriate bachelor's degree (NQF7) in Psychology or BA. Social Work (Major in Psychology)/Education/equivalent qualification. Minimum of 3 years' working experience in Education/teaching and learning environment or related field at supervisory level. Computer Literacy, Valid driver's license, Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of skills development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge of the Ethical regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act.
<u>REQUIREMENTS</u>	:	Grade12/Matric. Appropriate bachelor's degree (NQF7) in Psychology or BA. Social Work (Major in Psychology)/Education/equivalent qualification. Minimum of 3 years' working experience in Education/teaching and learning environment or related field at supervisory level. Computer Literacy, Valid driver's license, Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of skills development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge of the Ethical regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act. Competencies: Knowledge: PSET and CET Act., Teaching and Learning, Skills Development Act, Public, Service Regulations and Public.
<u>DUTIES</u>	:	Oversee the administration of the student support services unit, Develop the annual Student Support Services (SSS) operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures and job profiles. Ensure and maintain the compilation of learner progress reports, statement, results and student enquiries. Manage student counselling across the college, Manage the implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services across the college, Design life skills programme as a proactive measure for counselling, manage counselling services conducted by SSS to ensure that service is conducted at required standard and comply with code of ethics. Ensure that individual counselling services take place including intervention programme on psycho-social issues that effecting students. Ensuring that counselling database system is designed and frequently updated for referral purposes, Track the behaviour and academic performance of students participating in internal and external counselling programme. Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Vocational Programme Manager and relevant stakeholders in ensuring a well-developed system in providing adequate workplace student experience. Monitor and control direct and motive career guidance at the central office and campus level. Oversee and maintain the sport, recreation, arts and culture activities for students. Coordinate the implementation of sports and reaction programs. Ensure that college sport coordinators are implementing sport activities and students participate fully on such activities at colleges, Ensure that the colleges is represented on Provincial and National sport tournament as planned, Ensure that there is Sport, Arts and culture annual activity plan and budget .Facilitate student governance and student leadership development, Coordinate and monitor annual SRC election processes, Coordinate training

ENQUIRIES
APPLICATIONS
NOTE

and mentoring on SRC roles, duties, protocols and practices. Facilitate regular reviews and update student code of conduct guidelines and SRC constitution. Monitor the implementation of the student orientation and induction programme, Manage mainstreaming of gender and disability within students, Management of all Human, Financial and other resources of the unit.

: S Baboo Tel No: (021) 787 0800

: Apply online at <https://falsebayz83.ngnscan.co.za/>

: Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE : 12 February 2026. Applications received after the closing date will not be considered.

POST 02/47

PROJECT MANAGER: NSF AND SPECIAL PROJECTS REF NO: PS01 OF 2026

(3 years- College Council fixed term Contract Appointment – Project Based with a 12 month probationary period)

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09), plus 37% service benefits

: Central Office - George

: An appropriate 3-Year Diploma/ bachelor's degree (NQF Level 6/7) in Financial Management, Management Accounting. A Project Management qualification will be an added advantage. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management and management of resources. Must have the relevant knowledge of the Public Service, NSF and SETA mandates and strategies. Candidates who have experience in managing large projects, portfolios of projects, and/or Programmes in the private or public sector will have an added advantage, as well as those who are registered as Project Managers or professionals in the Public Sector with Project Management South Africa or other related bodies. A valid driver's license is compulsory. Must be willing to work irregular hours and extensive travelling. Competencies, Abilities, And Skills: Knowledge of other NSF and SETA funded programmes. Knowledge of the Government wide Legislation, 'QCTO' qualifications, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage stakeholders. Candidates must be proficient in English with proven experience in Monitoring and Evaluation of NSF and SETA Projects. Further skills requirements relate to technical proficiency, data verification, problem solving and analysis, report writing, preparing presentations. The incumbent must be client-oriented, customer-focused, and be able to perform in a team environment.

DUTIES

: Provide support to the office of ASD: Partnership and Linkages on Occupational and Skills Programmes. Responsible for establishing the project office and ensuring the smooth running of Occupational / Special Projects /

Trades Programmes and all other NSF and SETA funded Programmes. Develop and submit funding proposals and applications to NSF and other SETA's for funding and roll out of occupational and skills Programmes including proposals for infrastructure and equipment of various effectively monitor, evaluate, and report on the achievements, challenges, management, operational performance and procurement of occupational/skills Programmes, special projects/trades and NSF and SETA funded Programmes. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by facilitators meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to relevant Supervisor. Manage invoicing and financial reporting. Liaise with SETAs on outstanding invoices and related financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto management system. Manage staff under his/her supervision.

<u>ENQUIRIES</u>	:	Ms. S Madabane Tel No: (044) 884 0359
<u>APPLICATIONS</u>	:	Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION</u>	:	Ms. Zoleka Maimane
<u>NOTE</u>	:	All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidates suitability based on the post's technical and generic requirements and the other must be an integrity(ethical) conduct assessment. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
<u>CLOSING DATE</u>	:	06 February 2026 before 16:00
<u>POST 02/48</u>	:	<u>PROGRAMME MANAGER EARLY CHILDHOOD DEVELOPMENT REF NO: PS02 OF 2026</u> (College Council Contract Position – 3-Years Fixed Term Project Contract with a probationary period of 12 months).
<u>SALARY</u>	:	R397 116 per annum (Level 08), (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Oudtshoorn Campus
<u>REQUIREMENTS</u>	:	Matric plus a minimum 3-year relevant and recognized Degree/Diploma (NQF LEVEL6/REQV13) in Early Childhood Development. A professional qualification as an Assessor and/or Moderator with ETDP seta. A minimum of 5 years' experience within the ECD work environment. At least 1 year experience in the TVET Sector which must include managerial/supervisory experience. Computer Literacy (MS Office, MS WORD, MS EXCEL). A Valid code 08 driver's license is compulsory. Knowledge: Energetic and dedicated to Learner success. Sound knowledge of the Continuous Education and Training 16 of 2006. Statistical analyses an interpretation of student data. Complete annual survey's. Knowledge and experience of assessment processes,

<u>DUTIES</u>	moderation, and verification processes. Skills: Rolling out programmes. Excellent report writing and communication skills. A Certified Assessor and Moderator. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ensure adherence to quality assurance standards. Adherence to all College policies and quality management system. Manage, co-ordinate and facilitate, when necessary, the implementation of Occupational programmes (Learnerships and Skills programmes) across delivery sites of the Southern Cape & Klein Karoo area as required. Give subject/practice related guidance to facilitators and ensure quality delivery of teaching and learning as well as workshop practice. Need to work very closely with Facilitators (coaching and mentoring). Oversee workplace assessment as and when required. Liaise with Business and Industry and assist with student placement and workplace-based experience (WBE). Initiate new projects, prepare budgets, monitor costs and project manage work assignments with a focus on efficiency, effectiveness, and economical out-puts. Must be prepared to work under pressure and to work after hours when necessary. Oversee and be accountable for all administration tasks regarding Assessments, Moderation, and Verification. Provide facilitators with relevant training material for occupational programmes. Ensuring facilitators meet SETA and QCTO requirements in terms of qualifications and registrations. Responsible for continuous programme site visits. Ensure the Portfolio of Administration is compiled and submitted to MIS for uploading. Strict adherence to College, QCTO and SETA evaluation processes, policies, and procedures of the Quality Management System (QMS). Responsible for writing reports and close out of programmes rolled out. Ensure timeous submission of learner attendance registers and compiling of stipend spreadsheets.
<u>ENQUIRIES</u>	Ms. R Kirchner Tel No: (044) 884 0359
<u>APPLICATIONS</u>	Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION</u>	
<u>NOTE</u>	Ms. Zoleka Maimane
	All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a detailed Curriculum Vitae. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidates suitability based on the post's technical and generic requirements and the other must be an integrity(ethical) conduct assessment. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
<u>CLOSING DATE</u>	06 February 2026 before 16:00
<u>POST 02/49</u>	<u>SENIOR ADMINISTRATION OFFICER (SHERQ) REF NO: HO 07/01/26</u>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Tshwane South TVET College
<u>REQUIREMENTS</u>	An undergraduate qualification Three (3) year National Diploma/Degree in Building Management/Safety Management/ Construction Management or relevant qualification as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Facilities Management, SHERQ and OHS

	environment or the relevant field. Advanced Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act, Telephone Management system, Fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	: Ensure overall supervision, coordination, implementation and monitor compliance with SHERQ programmes. Ensure overall supervision and coordinate the establishment of an OHS committee. Ensure overall supervision and conduct OHS-related training and continuous educational programmes. Ensure overall supervision and identify hazards and risks at the workplace and initiate appropriate actions. Ensure overall supervision, develop, implement and monitor SHERQ management system. Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: Ms. N Mngcisan/ Ms MF Sambo Tel No: (012) 401 5115/ 5121 The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at senioradminofficer@tsc.edu.za
<u>NOTE</u>	: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	: 06 February 2026
<u>POST 02/50</u>	: <u>SENIOR LABOUR RELATIONS OFFICER REF NO: HO 08/01/26</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Tshwane South TVET College
<u>REQUIREMENTS</u>	: An undergraduate qualification Three (3) year National Diploma/Degree in Labour Relations, Employment Relations/Human Resource Management or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Labour Relations or Human Resource Management environment or the relevant field. Advanced Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management (HRM). 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. Knowledge and understanding of the Higher Education sector (PSET and CET). Knowledge of PERSAL. Advanced investigations and negotiations skills. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	: Ensure overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, 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

<u>ENQUIRIES</u>		
<u>APPLICATIONS</u>		
 <u>NOTE</u>		
 <u>CLOSING DATE</u>		
 <u>POST 02/51</u>		
 <u>SALARY</u>		R397 116 per annum
<u>CENTRE</u>		Tshwane South TVET College
<u>REQUIREMENTS</u>		An undergraduate qualification Three (3) year National Diploma/Degree/ Higher Certificate in Information Technology, Computer Science, Information Systems or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in IT technical support or network/system administration. Relevant industry certifications (advantageous): CompTIA A+/N+, Microsoft Certified Solutions Expert (MCSE), Cisco CCNA, ITIL Foundation. Knowledge of COLTECH and PERSAL systems Advanced knowledge of Windows/Linux environments, Active Directory, and virtualization. Understanding of cybersecurity principles and data protection standards. High level of integrity, confidentiality, and attention to detail. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work under pressure and independently and within a team. Good interpersonal skills.
 <u>DUTIES</u>		Maintain and manage the Network system. Handle computer hardware and software. Technical Support and Maintenance Provide administrative service. Provide technical support. Administer and maintain operating systems, databases, and servers. Manage user accounts, permissions, and security access in line with organizational policies. Ensure regular data backups and implement disaster recovery plans. Cybersecurity and Compliance management. Provide user support and guidance on IT systems and applications. Manage IT assets, maintain inventories, and prepare technical reports.
 <u>ENQUIRIES</u>		Ms. N Mngcisana/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
<u>APPLICATIONS</u>		The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at seniorittechnician@tsc.edu.za
 <u>NOTE</u>		Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's

	suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	: 06 February 2026
<u>POST 02/52</u>	: <u>SENIOR MIS OFFICER- REF NO: HO 10/01/26</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Tshwane South TVET College
<u>REQUIREMENTS</u>	: An undergraduate qualification Three (3) year National Diploma / Bachelor's degree in Information Management / Data Management or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Data Management / TVET MIS environment or the relevant field. Advanced Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, COLTECH, data warehouse and IT prescripts. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	: Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on COLTECH system and other related systems. Ensure the overall supervision and administration of all academic and student related system programmes, course and qualification. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	: Ms. N Mngcisan/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
<u>APPLICATIONS</u>	: The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria 0001 or e-mail applications at seniormisofficer@tsc.edu.za
<u>NOTE</u>	: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	: 06 February 2026
<u>POST 02/53</u>	: <u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: HO 11/01/26</u>
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Tshwane South TVET College
<u>REQUIREMENTS</u>	: An undergraduate qualification Three (3) year Bachelor's degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or Sports Science or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Employee Health and Wellness environment or the relevant field. Driver's License as the added advantage. Advanced knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial, and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Health and Productivity, including PILLIR. Understanding Safety Health Environment Risk Quality Management including processes of COIDA. In-depth knowledge of conducting counselling.

<p>Understanding of special programs such as Gender and Disability. Knowledge and understanding of research methods. Knowledge of PERSAL. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). Knowledge and understanding of bargaining process and dispute resolutions. Basic knowledge of Health and Wellness policies, processes and systems. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.</p>	
<u>DUTIES</u>	: Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. Provide support in the implementation of Employee Wellness programme services. Provide effective and efficient administrative support in the mitigation of the impact on HIV/AIDS, TB and STI epidemic in the college. Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the nation strategic plan. Provide effective and efficient administrative support.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: Ms. N Mngcisan/ Ms MF Sambo Tel No: (012) 401 5115/ 5121 : The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at employeewellnesspractitioner@tsc.edu.za
<u>NOTE</u>	: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	: 06 February 2026
<u>POST 02/54</u>	: <u>STUDENT SUPPORT OFFICER/ LIAISON OFFER REF NO: ODI 05/01/26</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	: R325 101 per annum : Tshwane South TVET College : An undergraduate qualification Three (3) year National Diploma/ Bachelor's degree Social Science / Psychology / Education or equivalent qualifications as recognized by plus 3-5 years' experience in Student Support Administration Education/Teaching and Learning environment. Advanced Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	: Provide student support services. Provide career guidance, counselling and academic support for students. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Supervisor staff. 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</u> <u>APPLICATIONS</u>	: Ms. N Mngcisan/ Ms MF Sambo Tel No: (012) 401 5115/ 5121 : The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR

<u>NOTE</u>	Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at studentsupportofficer@tsc.edu.za
<u>CLOSING DATE</u>	:
<u>POST 02/55</u>	:
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R325 101 per annum</p> <p>Tshwane South TVET College</p> <p>An undergraduate qualification Three (3) year Office Management and Technology/Public Management or equivalent qualifications as recognized by SAQA plus 3-5 years' experience in Student Administration and Registration environment. Advanced Knowledge of office administration. Knowledge of Public Service legislation 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 Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Knowledge of Financial management and Project management. Good interpersonal skills. Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.</p>
<u>DUTIES</u>	: <p>Render administrative support services. Administer and coordinate human resource services. Provide procurement services. Ensure the overall supervision and administration of all client services and student related enquiries. Maintain a proper filing system. Supervise human, physical, financial and other resources. Administer student registration and examination process.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Ms. N Mngcisana/ Ms MF Sambo Tel No: (012) 401 5115/ 5121</p> <p>The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at campusadministrator@tsc.edu.za</p>
<u>NOTE</u>	: <p>Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.</p>
<u>CLOSING DATE</u>	: <p>06 February 2026</p>
<u>POST 02/56</u>	: <p><u>OFFICE OF THE DEPUTY PRINCIPAL CORPORATE SERVICES: SECRETARY REF NO: HO 12/01/26</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R228 321 per annum</p> <p>Tshwane South TVET College</p> <p>An undergraduate qualification Three (3) year Office Administration/Management and Assistance/Public Management or equivalent</p>

qualifications as recognized by SAQA plus 2-3 years' experience in public institution, TVET college, or corporate services environment. Advanced Knowledge of relevant legislation, prescripts, policies and procedures. Basic knowledge of financial Management Record management of documents. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Good interpersonal skills. Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and under pressure.

DUTIES : Provide a clerical support service to the manager. Provide comprehensive secretarial and administrative support to the Deputy Principal Corporate Services. Manage the diary of the Corporate Services Manager/Director, including scheduling meetings and appointments. Ensure timely submission of reports and all other related documents to relevant authorities or units. Maintain confidentiality of documents and information discussed in management offices or committee meetings. Department. Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Maintain a proper filing system in the office of DPC. Ensure smooth flow of documents and keep records.

ENQUIRIES
APPLICATIONS : Ms. N Mngcisan/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
: The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at corporatesecretary@tsc.edu.za

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 06 February 2026

POST 02/57 : **ADMINISTRATION CLERKS REF NO: 05/2026 (X2 POSTS)**
(College Council Contract Position 12 Months)

SALARY
CENTRE : R228 321 per annum, (plus 37% service in lieu of benefits)

REQUIREMENTS : Oudtshoorn (X1 Post)
George (X1 Post)
: Matric plus a 3-year recognized National Diploma in the field of Administration. A minimum of at least 1-2 years relevant experience in Clerical/Administrative duties. Computer Literacy (MS Office). A valid code 08 driver's license compulsory. Knowledge: Clerical/Administrative experience. Ability to capture data. Knowledge of the Legislative framework governing the Public Services. Collecting statistics of student data. Knowledge of procedures in terms of the working environment. Good Skills: Communication and report writing skills. Operating a computer. Planning and organizing skills. Client Orientated ECD experience.

DUTIES : Provide administrative support to programme manager. Create a database for student information and MIS files. Assist with walk-in student's enquiries, queries and referrals. Provide support on student and facilitator administrative matters. Ensure correct classification of documents and safekeeping of documents, manually and electronically. Ensure facilitators and students have learning material Assist pro-gramme manager with site visits. Assist with system uploads of students and capturing of competencies. Assist with co-ordination of project close out reports.

ENQUIRIES
APPLICATIONS : Ms. R Kirchner Tel No: (044) 884 0359
: Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://sccollege.co.za/vacancies>

FOR ATTENTION : Ms. Zoleka Maimane

NOTE : All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidates suitability based on the post's technical and generic requirements and the other must be an integrity(ethical) conduct assessment. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE : 06 February 2026 before 16:00

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 : 09 February 2026

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. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the post of Chief Administration Clerk with Ref No: 25/VA40/NW advertised in the Public Service Vacancy Circular 01 dated 16 January 2026 with the closing date of 02 February 2026, has been withdrawn. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

POST 02/58 : **DIRECTOR: FINANCE REF NO: 110/25EC**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply.

SALARY : R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Provincial Office – East London
An NQF level 7 qualification as recognized by SAQA in Financial Management/Financial Accounting/ Internal Audit; Nyukela certificate is required for all SMS positions before appointment (Certificate of entry into Senior Management Service from the (NSG) National School of Government); 5 years' experience at middle/senior managerial level in financial management environment; Knowledge of budget management and financial management

principles; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the development of budget; Manage the expenditure patterns; Manage and provide asset management services; Manage and provide supply chain services; Manage and provide Third Party Funds (TPF) services; Manage human, finance and other resources.

ENQUIRIES
APPLICATIONS : Mr A Jilana Tel No: (043) 702 7000 / 7010

: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to <https://forms.office.com/r/X2XaVPasWu>

OTHER POSTS

POST 02/59 : **COURT MANAGER REF NO 31/26EC**

SALARY : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Office: Willowvale

: An undergraduate National Diploma/Degree qualification (NQF 6) as recognized by SAQA in Public Administration / Management / Law / Legal studies or field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years (2) as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the court environment will be an added advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and Financial Management; Communication and information Management; Diversity management; Impact and influence; Planning and organizing; Problem solving; Computer literacy; Project management.

DUTIES : Key Performance Arears: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement.

ENQUIRIES
APPLICATIONS : Mr A Jilana Tel No: (043) 702 7000 / 7010

: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to <https://forms.office.com/r/X2XaVPasWu>

POST 02/60 : **CHIEF WORKSTUDY OFFICER REF NO: 26/01/CS (X5 POSTS)**

SALARY : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria

: An NQF level 6 qualification in Operations/Production management/ Management Services/ Industrial Phycology/Engineering as recognised by SAQA; A minimum of 3 years' working experience in an Organisational design environment at a functional level; Knowledge of Organisational Design, Job Evaluation policies; Knowledge and understanding of Business Process Re-engineering (BPR); Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial process and systems. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management;

		Communication and information management; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Computer literacy; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Develop and review organizational structures and align with the post establishment; Conduct business process re-engineering, norms and standards procedures; Develop and review job descriptions/profiles; Implement Job Evaluation (JE) systems and processes; Coordinate and facilitate the alignment and maintenance of functional post establishment; 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 Resource: 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 Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 02/61</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2025/58/MP</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Barberton Magistrate Office
<u>REQUIREMENTS</u>	:	NQF level 4/Grade 12; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; Valid driver's license. Language requirements: siSwati; Xitsonga. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Provide effective people management; Procure Foreign Language Interpreters and Casual Interpreters.
<u>ENQUIRIES</u>		Ms KN Zwane at (060) 532 2006
<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 to https://forms.office.com/r/X2XaVPasWu
<u>POST 02/62</u>	:	<u>SENIOR COURT INTERPRETER (X3 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>	:	Magistrate Office: Cradock Ref No: 28/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	Magistrate Office: Keiskammahoek Ref No: 29/26EC (X1 Post) Magistrate Office: Uitenhage Ref No: 30/26EC (X1 Post)
<u>DUTIES</u>	:	Grade 12 with 10 years' practical experience as a Court Interpreter or a grade 12 certificate with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification in the field of languages at NQF level 5 plus 3 years' practical experience as a Court Interpreter; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language); (Applicants will be subjected to a language test – speak, read and written); Driver's license will serve as an added advantage. Skills and Competencies: Good communication (written and verbal); Planning and organizing; Computer literacy; Confidentiality; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>ENQUIRIES</u>		Mr. S Nofemela Tel No: (043) 702 7000 / 7131
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu

<u>NOTE</u>	:	Separate application must be made quoting relevant reference number
<u>POST 02/63</u>	:	<u>MAINTENANCE OFFICER (MR1-MR5) (X2 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Mount Frere and Offices within the District Ref No: 34/26EC (X1 Post) Magistrate Office: Nigel Ref No: 2026/01/GP (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance. Languages requirements: Gauteng English; Sepedi/Northern Sotho; Southern Sotho; Tswana and IsiZulu. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Perform the powers; duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders; Compile statistics.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr. L Mthantala Tel No: (043) 702 7000 / 7133 Gauteng Ms: RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 Or Physical Address: Provincial Office—Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or to https://forms.office.com/r/X2XaVPasWu Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number
<u>POST 02/64</u>	:	<u>ESTATE CONTROLLER (EC1-EC4) (X2 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court: Port Elizabeth Ref No: 35/26EC (X1 Post) Master of The High Court: Grahamstown Ref No: 36/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or recognized four years legal qualification; Knowledge of Administration of Estates Act, Compliance, Mental Health, Insolvency Act and other related Act, Registration of trusts Act, Curatorship's Act; knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract. Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, Treasury Regulations and the State Liability Act. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative functions of the office.
<u>ENQUIRIES</u>	:	Mr Ndamase Tel No: (043) 702 7000 / 7129
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number

<u>POST 02/65</u>	<u>COURT INTERPRETER (X14 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>	: Magistrate Office: Queenstown Ref No: 14/26EC (X1 Post) Magistrate Office: Adelaide Ref No: 15/26EC (X1 Post) Magistrate Office: Aliwal North Ref No: 16/26EC (X1 Post) Magistrate Office: Elliotdale Ref No: 17/26EC (X1 Post) Magistrate Office: Uitenhage Ref No: 18/26EC (X2 Posts) Magistrate Office: Centane Ref No: 19/26EC (X1 Post) Magistrate Office: New Brighton Ref No: 20/26EC (X1 Post) Magistrate Office: Umtata Ref No: 21/26EC (X3 Posts) Magistrate Office: Maclear Ref No: 22/26EC (X1 Post) Magistrate Office: Fort Beaufort Ref No: 23/26EC (X1 Post) Magistrate Office Ermelo Ref No: 2025/57/MP (X1 Post)
<u>REQUIREMENTS</u>	: NQF level 4 / Grade 12; Proficiency in English and one or more indigenous languages; Language Requirements: Eastern Cape: preference will be given to languages used in area (Xhosa, Afrikaans, Sotho) as well as sign language. Ermelo: IsiXhosa; IsiZulu; A valid driver's license will serve as an added advantage. Skills and Competencies: Good communication (written and verbal); 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.
<u>ENQUIRIES</u>	: Eastern Cape: Ms Msimang Tel No: (043) 702 7000 / 7136 Mpumalanga Mr. LT Mndebele at 078 802 0880
<u>APPLICATIONS</u>	: Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre , 4th floor building, Nelspruit 1200 or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting relevant reference number
<u>POST 02/66</u>	<u>ADMINISTRATION CLERK (X13 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>	: Magistrate Office: Sterkspruit Ref No: 1/26EC (X1 Post) Magistrate Office: Queenstown Ref No: 2/26EC (X1 Post) Magistrate Office: Kirkwood Ref No: 3/26EC (X1 Post) Magistrate Office: Keiskammahoek Ref No: 4/26EC (X1 Post) Magistrate Office: Flagstaf Ref No: 5/26EC (X1 Post) Magistrate Office: Cofimvaba Ref No: 6/26EC (X1 Post) Magistrate Office: Qumbu Ref No: 7/26EC (X1 Post) Magistrate Office: Nerina House Ref No: 8/26EC (X1 Post) Magistrate Office: Libode Ref No: 9/26EC (X1 Post) Master of The High Court: Grahamstown Ref No: 10/26EC (X1 Post) Provincial Office: East London Ref No: 11/26EC (X1 Post) Magistrate Office: Fort Beaufort Ref No: 12/26EC (X1 Post) State Attorney Kimberley Ref No: 39/25/NC/SA-KIM (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Planning and organizing skills.; Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
<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>	: Eastern Cape: Ms. C Williams Tel No: (043) 702 7000 / 7131 Northern Cape: Ms K. Fritz Tel No: (053) 802 1308

APPLICATIONS : **Eastern Cape** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to <https://forms.office.com/r/X2XaVPasWu>

Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: 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>

NOTE : Northern Cape: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Separate application must be made quoting relevant reference number

POST 02/67 : **MESSENGER (X4 POSTS)**

SALARY : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Bizana Ref No: 24/26EC (X1 Post)
Magistrate Office: Centane Ref No: 25/26EC (X1 Post)
Magistrate Office: Tsolo Ref No: 26/26EC (X1 Post)
Magistrate Office: Elliotdgle Ref No: 27/26EC (X1 Post)

REQUIREMENTS : Grade 10 / Abet level 4 qualification; A valid drivers' licence. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Self-management; Ability to work in a Team; Technical proficiency.

DUTIES : Key Performance Areas: Render Driver / Messenger support services; Collect correspondence, Distribute mail and parcels to the various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render Clerical support services.

ENQUIRIES : Mr, W Ndamase Tel No: (043) 702 702 7000/7133

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to <https://forms.office.com/r/X2XaVPasWu>

NOTE : Separate application must be made quoting relevant reference number

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	06 February 2026 at 16:00
<u>NOTE</u>	:	<p>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. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process, 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. Did 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: DLRRD is an equal opportunity employer committed to promoting representativity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right no 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.</p> <p>ERRATUM: The position of Assistant Director: Project Implementation (X2 Posts) with Ref No: 3/1/1/2026/6 for the Directorate: OR Tambo and Sarah Baartman District: Eastern Cape (East London) that was advertised in Public Service Vacancy Circular 01 dated 16 January 2026 has reference. The Office was incorrectly stated in PSVC 01, the correct office details are Directorate: National Rural Youth Service Corps (NARYSEC): Eastern Cape (OR Tambo and Sarah Baartman District). The Department apologizes for any inconvenience caused.</p>

MANAGEMENT ECHELON

POST 02/68 : **DIRECTOR: PLAS TRADING ACCOUNT FINANCIAL MANAGEMENT REF NO: 3/1/1/2026/15**
Chief Directorate: Proactive Land Acquisition Strategy (Plas) Financial Support

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) Gauteng (Pretoria)

CENTRE REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Accounting (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at a middle / senior managerial level in the financial environment field. Job related knowledge: Government systems, Treasury Regulations, Public Finance Management Act, Financial Systems, Generally Recognised Accounting Practice. Job related skills: Communication (verbal and written), Computer literacy, Stakeholder relationship, Facilitation / coordination, Presentation, Analytical and Problem-solving, Career management, Financial management, Project management and Interpersonal relations. Willingness to travel. Ability to work under pressure. A valid driver's licence.

DUTIES : Develop and maintain budget and reporting systems for Agricultural Land Holding Account (ALHA) trading account. Plan and coordinate the development of trading account budget. Monitor and evaluate revenue trends and integrate funding needs. Compile financial and treasury reports. Provide trading account payment services. Manage payments to service providers. Manage accounting control and expenditure services. Liaise with management and external clients. Provide operational access and improvements systems support and training to Provincial Offices. Provide internal control and reporting services for trading account. Manage the control environment of the entity and all financial policies, procedures. Coordinate all aspects of the trading account annual financial reporting. Provide advice on accounting standards. Liaise with management and external clients. Coordination of the monthly management reports. Manage the process of preparation of financial statements. Coordination audit and implementation of audit management plans. Manage the trading entity banking services. Provide PLAS investment management support. Undertake due diligence on investment options for PLAS Trading account. Provide advice on investment decisions of PLAS trading account. Manage PLAS Trading account investment. Report on PLAS Trading account investment. Management of systems. Manage maintenance of trading accounts systems and support to the Provincial Offices. Manage maintenance of standard chart of accounts on Accpac system. Management of the project registrations process.

ENQUIRIES APPLICATIONS : Mr C Nyamandi Tel No: (012) 312 9215
Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post15@dlrrd.gov.za

NOTE : EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

OTHER POST

POST 02/69 : **SECRETARY REF NO: 3/1/1/2026/14**
Directorate: Corporate Services
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R228 321 per annum (Level 05)
CENTRE REQUIREMENTS : Eastern Cape (East London)
Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette, Sound organisational skills, Good people skills, Computer literacy, Ability to communicate well with people at different levels and from different backgrounds (both written and verbal), Ability to act with tact and discretion. Good grooming and presentation.

DUTIES

: Provide a secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Types documents for the senior manager and other staff within the unit on a word process. Operate office equipment e.g. Fax machines and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filling of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and process that apply in the office of the senior manager.

ENQUIRIES

APPLICATIONS

: Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8186

: Applications can be submitted by hand delivered during office hours to: Ocean Terrace, Coner Moore and Coutts Street, Block H, Quigney, East London, 5201 or by email to Post14@dlrrd.gov.za

NOTE

: EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

<u>APPLICATIONS</u>	: All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	: 09 February 2026
<u>NOTE</u>	: Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. 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 NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/..

Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please note that the NPA is not in a position to pay resettlement costs.

ERRATUM: kindly take note that the post of Deputy Director of Public Prosecutions – AFU Nelspruit with Ref No: Recruit 2025/524 advertised in Public Service Vacancy Circular 41 dated 07 November 2025; Assistant Director: Labour Relations – Head Office: Pretoria with Ref No: Recruit

2025/607 advertised in Public Service Vacancy Circular 45 dated 05 December 2025; Senior Financial Investigator – AFU Kimberley with Ref No: Recruit 2024/207 advertised in Public Service Vacancy Circular 30 dated 22 August 2025 are hereby withdrawn.

OTHER POSTS

<u>POST 02/70</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/16</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Asset Forfeiture Unit
	:	R1 563 183 per annum (Level 14), (total cost package)
	:	Middelburg (Nelspruit)
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours. Valid driver's licence.
<u>DUTIES</u>	:	Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	e mail: Recruit202616@npa.gov.za
<u>POST 02/71</u>	:	<u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2026/17</u>
	:	National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (total cost package)
	:	CPP: Wynberg (Worcester)
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuso Damane Tel No: (021) 487 7129
	:	e mail: Recruit202617@npa.gov.za

<u>POST 02/72</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/18</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (total cost package) DDPP: Gqeberha
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in environmental cases will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. The incumbent will be required to travel within the region. A valid drivers license.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, <i>inter alia</i> , conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Ensure accurate statistics and good governance. Mentor and coach junior staff (Prosecutors/Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to Advocates/Prosecutors/SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Andiswa Tengile Tel No: (012) 842 1450 e mail: Recruit202618@npa.gov.za
<u>POST 02/73</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/19</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package) Johannesburg
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy. Valid driver's license.
<u>DUTIES</u>	:	Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train prosecutors and investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638 e mail: Recruit202619@npa.gov.za
<u>POST 02/74</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/20</u> National Prosecutions Service Re-advert
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package) CPP: Kimberley (De Aar) (Sexual Offences)
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA

Act, 32 of 1998. At least five (5) years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail: Recruit202620@npa.gov.za

POST 02/75 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2026/27**
Strategy Operations and Compliance: HRM & D - Labour Relations

SALARY : R582 444 per annum (Level 10), (excluding benefits)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate B Degree (NQF Level 7) or Three (3) year Diploma (NQF level 6) in Labour Relations or equivalent. (Studying towards LLB Degree will be an added advantage). Three (3) years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations, and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings, and grievances. Dispute resolution skills. Valid driver's license.

DUTIES : Represent the NPA in disciplinary hearings, conciliations, mediations, and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.

ENQUIRIES : Ronnie Pather Tel No: (012) 845 6186
APPLICATIONS : e mail: Recruit202627@npa.gov.za

POST 02/76 : **FORENSIC DATA CASE ANALYST REF NO: RECRUIT 2026/28 (X8 POSTS)**
Investigating Directorate Against Corruption
Re-advert

SALARY : R582 444 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head office

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) in Computer Science/ Information Systems/ Statistics/ Forensic Science/ Forensic Accounting/ Policing/ Criminology or related qualification with specialization in data analysis and/or forensic investigations. Minimum of three years' experience in data analysis in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Anti-corruption and financial crime/anti-money laundering/corruption investigation techniques/ data analysis tools/ cybersecurity/Digital Forensics. Certified Fraud examiner (CFE), Certified Data Analyst (CDA), Certified Information System Auditor (CISA), Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.
<u>DUTIES</u>	:	Plan and implement data analysis and research. Collect and manage data. Conduct quality analysis of data to support investigation and prosecution of crimes. Execute special operations in line with the provisions of relevant legislation. Compile and present investigation report.
<u>ENQUIRIES</u>	:	Bheki Sithole Tel No: (012) 845 7786
<u>APPLICATIONS</u>	:	e mail: Recruit202628@npa.gov.za
<u>POST 02/77</u>	:	<u>FINANCIAL INVESTIGATOR REF NO: RECRUIT 2026/21</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Three (3) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear, and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Valid driver's licence.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit202621@npa.gov.za
<u>POST 02/78</u>	:	<u>FINANCIAL ANALYST REF NO: RECRUIT 2026/22</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of

formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

<u>DUTIES</u>	:	Capture and convert data into usable information. Conduct analysis of information gathered.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit202622@npa.gov.za
<u>POST 02/79</u>	:	<u>ENFORCEMENT OFFICER REF NO: RECRUIT 2026/23</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic.
<u>DUTIES</u>	:	Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the system: Curator disbursements and fees, deposits, and payment to victims. Process payments.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit202623@npa.gov.za
<u>POST 02/80</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2026/24</u> Strategy Operations and Compliance: HRM & D: Organisational Development
<u>SALARY</u>	:	R397 116 per annum (Level 08), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Management Services/Operations Management/Production Management or related qualification i.e. Industrial Psychology. Minimum of two (2) years' experience in the field of organisational design/development/work-study. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational design, frameworks, practices, and processes in the public service. Knowledge of various DPSA directives, circulars etc. related to organisational development/change management. Knowledge of Human Resource Management and labour relations in general. Knowledge of job evaluation process, business process management, Total quality management, project management principles and methodologies. Strong Project management skills. Practical knowledge of Microsoft Office Suite (Specifically Project, Visio, Word, Excel, PowerPoint and Outlook) and Bizagi Process Modeler. Communication

	skill (both written and verbal). Presentation skill. Good report writing skills. People management and empowerment. Knowledge of the Compensation-Evaluate job evaluation system. A valid driver's license.
<u>DUTIES</u>	: Undertake work-study investigations within the NPA. Conduct job evaluation exercises. Compile and review job descriptions. Conduct business process mapping. Optimise work procedures and methods (work processes, workflow and standard operating procedures). Render organisation development administrative duties.
<u>ENQUIRIES</u>	: Nobuzwe Mwanaumo Tel No: (012) 845 6423
<u>APPLICATIONS</u>	: e mail: Recruit202624@npa.gov.za
<u>POST 02/81</u>	: COURT PREPARATION OFFICER REF NO: RECRUIT 2026/25 National Prosecutions Service
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: CPP: Witbank
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
<u>DUTIES</u>	: Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	: Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	: e mail: Recruit202625@npa.gov.za
<u>POST 02/82</u>	: PERSONAL ASSISTANT REF NO: RECRUIT 2026/26 National Prosecutions Service Re-advert
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: DPP: Cape Town
<u>REQUIREMENTS</u>	: Grade 12 and secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration.
<u>DUTIES</u>	: Provide secretarial, administration support (including answering telephone and handling of diary to the senior managers) Typing letters, memorandums and presentations. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop maintain an accessible and user-friendly filing system. Performing secretarial and other related administration tasks. Case administration.
<u>ENQUIRIES</u>	: Phyllis Lujabe Tel No: (021) 487 7281
<u>APPLICATIONS</u>	: e mail: Recruit202626@npa.gov.za

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 : To apply for the 2026 CAA programme, login to the following link: [National Treasury | e-Recruitment](#) and attach all the required documents (CV, Grade 12 certificate, South African ID and the full official academic record). Please note that e-mailed, post, hand delivered, faxed and late applications will not be accepted

CLOSING DATE : 06 February 2026 at 12:00 pm (Midday)

NOTE : 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, CV, full official academic record, etc. These documents need not be certified at the 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. All qualifications, criminal and SA citizenship checks will be conducted on candidates 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 Learning Agreement within 3 months from date of appointment. 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 CAA Team on caa@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA.

OTHER POST

<u>POST 02/83</u>	:	<u>CHARTERED ACCOUNTANTS ACADEMY REF NO: CHARTERED ACCOUNTANTS ACADEMY 2025</u>
		Division: Office of The Accountant-General Chartered Accountants Academy (CAA) 2026 (36 Months)
		Purpose: The National Treasury's Chartered Accountants Academy offers a three-year full-time training contract that will provide trainees with an opportunity to develop the Professional Values, Attitudes and Acumens (PVAA) proficiency in pursuance of the Chartered Accountancy CA(SA) profession.
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R397 116 per annum, (all-inclusive) Pretoria, Johannesburg, Cape Town & Durban
	:	Certificate in the Theory of Accounting (CTA) or equivalent qualification that meets SAICA requirements to write Initial Test of Competence (ITC) in January 2026.
<u>DUTIES</u>	:	Key learning areas to be clarified by various units where the successful trainees will be placed.
<u>ENQUIRIES</u>	:	caa@treasury.gov.za
<u>NOTE</u>	:	Training Programme: Candidates are invited to apply for the programme and will be exposed to the public sector with a view to meeting the skills shortage in the sector. Trainees will have an opportunity to be on the cutting edge of financial management transformation and be part of policy development initiatives while developing technical and PVAA.

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 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.

CLOSING DATE : 06 February 2026

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, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, 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/> 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

MANAGEMENT ECHELON

<u>POST 02/84</u>	:	<u>CHIEF DIRECTOR: EXECUTIVE SUPPORT AND INTERGOVERNMENTAL RELATION REF NO: 2025/380/OCJ</u> (12 Months Fixed Term Contract)
<u>SALARY</u>	:	R1 494 900 - R1 787 328.per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Applicants should be in possession Bachelors Degree (NQF Level 7) as by SAQA in Public Administration / Management / Business Administration / Management or equivalent. An LLB qualification and proven research capabilities will be an added advantage. The applicant should have a minimum of 5 years experience at senior management level. Experience in executive support or strategic management either in public or private sector. Successful completion of the Public Service SMS pre-entry Certificate (Nyukela Certificate) as endorsed by the National School of Government is a prerequisite for appointment. Proven ability to draft and quality control highly complex policy documents and legal instruments. An understanding of the South African legal system. Extensive knowledge of the functioning of an executive office and related administrative systems. Organizational ability and analytical acumen. Advanced research and writing skills. Advanced knowledge of the application of MS Office applications. Ability and willingness to travel often and work long hours. A valid driver's license. The candidate need to meet the requirements for a top secret security clearance. Attributes: Self-driven. Display initiative. Ability to meet strict deadlines and to work under pressure. A sense of attention to detail. Excellent communication skills (written and verbal). Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Honesty and integrity. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.
<u>DUTIES</u>	:	Strategic management and oversight of Units and resources attached to the Secretary General's office. Management of Governance structures. Provide technical, administrative and secretariat support services. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as other relevant committees and structure such as FOSAD, G&A cluster. Maintain PSA and PFMA delegation register (delegations are developed by the assigned officials i.e. CFO and Head of Corporate Services). Facilitate stakeholder engagement and participation. Manage and facilitate the provision of institutional internal control and compliance services. Manage risk and comply with audit requirements. Manage human and financial resources of the Chief Directorate according to departmental prescripts. Provide strategic leadership for the overall functioning and performance of the Chief Directorate to ensure targets are met.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms P Mpe Tel No: (010) 493 2500/2524
<u>APPLICATIONS NOTE</u>	:	HR related enquiries: Ms P Mpe Tel No: (010) 493 2500/2524 Applications can be sent via email to: 2025/380/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OTHER POSTS

<u>POST 02/85</u>	:	<u>ASSISTANT DIRECTOR: JSC REF NO: 2025/381/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 REQUIREMENTS</u>	:	National Office, Midrand
	:	Applicants should be in possession of an LLB degree or a four-year recognized legal qualification. A valid driver's license. A minimum three (3) years' relevant legal experience in the judicial regulatory environment. An understanding of the functioning of Commissions or Tribunals would be an added advantage. Candidates must demonstrate in-depth knowledge of the Judicial Service Commission Act, 1994 and the Code of Judicial Conduct. Skills and Competencies: Report writing and editing skills, legal research and analytical skills, Project Management, Planning and organizing, Accuracy and paying attention to detail, Communication skills, Computer literacy, Excellent interpersonal skills, Ability to work under pressure and independently. Problem solving skills, Administration skills. Willingness to travel. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Rendering support to the Judicial Service Commission and its Committees, Receiving and attending to complaints against Judges, maintaining a register of complaints lodged against Judges, Consulting with the State Attorney and Advocates on Litigation matters Maintaining of stakeholder relations with referral institutions Provide research and legal assistance to the Unit, Assist with any relevant ad hoc tasks within the Unit.
<u>ENQUIRIES</u>	:	Technical enquiries Mr N Phakola Tel No: (010) 493 2580
<u>APPLICATIONS NOTE</u>	:	HR enquiries: Mr A Khadambi Tel No: (010) 493 2619
	:	Applications can be sent via email to: 2025/381/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 02/86</u>	:	<u>JUDGE SECRETARY REF NO: 2025/382/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Land Court (Durban)
	:	Applicants should be in possession of a Grade 12 certificate, a minimum of one (01) year secretarial experience or as an office assistant in a legal environment. A valid drivers' license, LLB degree or minimum of 20 modules completed towards an LLB, NA/Bcom Law degree will serve as an added advantage, and results must accompany the application. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Ensure attendance and screening of all incoming and outgoing calls. To ensure that judgments are typed, and correspondences are appropriately captured and saved in the correct locations and safeguarded; Provide general secretarial / administrative duties to the Judge. Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. etc; Perform digital recording of court proceedings urgent court after hours and ensure integrity of such recordings, store, keep and file court records safely: after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Accompany the Judge to the court 37 and circuit courts; ensure that the register/template for the reserved judgments is updated timeously and that the Statistics Officer is notified when judgment remains outstanding and/or has been handed down, Cooperate with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Management of Judge's vehicle and logbook; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial

disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; To remind the Judge of invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that stats are submitted to the Statistical Officer timeously. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Office. Management of Judge's Library and updating of loose-leaf publications; Ensure that the Judge's stationery is ordered and collected; Execute Legal research as directed by the Judge. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and Computer literacy (MS Word) and including Dictaphone typing, Confidentiality and time management. Comply with departmental policies and prescripts and procedures or guidelines.

ENQUIRIES

: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

: Applications can be sent via email to: 2025/382/OCJ@judiciary.org.za
OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/87

JUDGE SECRETARY REF NO: 2025/384/OCJ (X2 POSTS)

SALARY

: R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: Land Court: Randburg
Applicants should be in possession of a Grade 12. A minimum of one (01) to two (2) years secretarial experience. A valid driver's license. An LLB Degree, Bachelor of Law Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor of Law Degree will serve as an advantage. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality. 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.

DUTIES

: Ensure attendance and screening of all incoming and outgoing calls. Ensure that appointments and meetings of the Judge are diarized. Ensure that the judgments are typed and filed when delivered. Ensure that 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. Ensure that all incoming and outgoing documents are recorded and filed. Ensure that stationery for the Judge is ordered and collected. Ensure that before the commencement of a Criminal matter the file/s are collected from the Registrar's office at the Criminal section and be made available to the Judge. Ensure that the register of reviews is up to date and signed on receipt and return of the reviews to the review Clerk. Ensure that the register/template of the reserved judgement is updated and notifying the Statistics Officer as well as 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 (when the Senior Judge allocated matters to the Junior Judges) for Opposed Motion and Urgent Court and distribute to stakeholders. Ensure that the Heads of Arguments from various stakeholders (Legal Practitioners and In- person Litigants) are made available to the Judge as per the filing that was done. Inform all parties involved via email and or telephonically of time and date when Judgments and Reserved Judgements will be handed down. 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. Record the outcome of each matter. Before end of proceedings to verify that each matter

on the roll has been called and is furnished with an outcome. Ensure that the correct Oath ID or declaration is administered in court, when required. Ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Prepare an exhibit bundle during and after court proceedings whereby exhibits are flagged and marked as per the Judges instructions. Ensure that the correct order is endorsed on the file, on Court Online and or on Case-lines after it is granted by Judge in court. Ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior 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 court roll/s is submitted to the Statistical Officer. Ensure that all updates on the loose leafs in the Judges library are attended to (in dispute).

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316
APPLICATIONS : HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : Applications can be sent via email to: 2025/384/OCJ@judiciary.org.za
OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/88 : **REGISTRAR (OSD) REF NO: 2025/383/OCJ**

SALARY : R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Land Court: Randburg
 Applicants should be in possession of an LLB Degree or Four (04) year legal qualifications. a valid driver's license. A **MR3**: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4**: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5**: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality. 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.

DUTIES : Issue writ if execution (Rule 45). Ensure accuracy of all orders issued under my control in the section. Determine whether pleadings/processes comply with the court rules. 100% Taxing of assigned bills of cost – by hearing arguments from the parties and applying discretion and knowledge to the reasonable of litigation costs. Deal with and finalize taxation reviews (Rule 48). Fixing Security for costs (Rule 47). Participation in Legal Training. Convene monthly sectional meetings. Resolve Presidential Hotline queries and chapter 9 institution enquiries. Giving effect to all instructions made be JP, DJP, Judges and Court Manager. Review court rules practice manual and in house directives in conjunction with the Judge President. Ensure production of Court Rolls and the record keeping. Ensure 100% safekeeping of case records and delivery of files and appeal records to judges on time. Analyses statistical data to assess trends and devise strategies to address identified risk factors. Gather and collate statistical data. Manage the collation of statistics and keeping summary of weekly statistics. Managing and safeguarding court files. Provide information on legal proceedings and requirements of the courts. no legal advice to be given. Executing Registrar delegations. Attend to enquiries on section in person/telephonically/electrically. Facilitate Stakeholders meetings. In office liaison and attend to enquiries of the section. Ensure prompt answering of telephone calls in section. Ensure effective risk management. Attend to complaints received or unsatisfactory service. Provide support and monitor the resolution of audit queries findings and report. Ensure compliance with the Leave policy. Ensure that leave planning take in to account the reporting

obligations within each section. Submit leave plan for the section per annum. Ensure that the time frames for submission of leave forms are complied. Ensure that planned leave is submitted 5 days prior to commencement of leave and reporting. Ensure that sick leave is submitted within 5 days of taking leave. Submit attendance registers to Human Resources office for verification against PERSAL. Maintain a register of all correspondence/ enquiries received where on the date of receipt and brief nature etc. is recorded. Nominate officials for training. Check physical section and work of the sub-ordinates under your control. Prompt application of disciplinary measures for non-compliant subordinates. Implement consequence management where persistent non-compliance is identified. Coordinate completion and submission of performance agreement/ job description and assessment of official's performance in accordance with PDMS policy.

ENQUIRIES

: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316

APPLICATIONS

: HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE

: Applications can be sent via email to: 2025/383/OCJ@judiciary.org.za
OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/89

: **ADMINISTRATION CLERK (DRCS) REF NO: 2025/385/OCJ**

SALARY

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

CENTRE

: Land Court: Randburg

REQUIREMENTS

: Applicants should be in possession of a grade 12 (NQF4) certificate or equivalent. No previous experience required and valid Driver's License. Skills and Competencies: Good Communication skills (written and Verbal) Good Administration and Organizational skills; Customer service skills and ability to work under pressure; good interpersonal and public relations. Team work. The following will serve as an added advantage: court administration or court related functions with regard to court recordings. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment methods to determine the candidate's suitability based on the posts' technical and generic requirements.

DUTIES

: Check the readiness of the court prior the court proceedings. Test the CRT machine (Circuit court and local court) and reports all faults detected on the machine. Capture cases set down on the CRT machine and the court book/J406. Pre- schedule the cases prior to commencement of the court proceedings. Record court proceedings as per the level of court. Add parties details per court appearance and add related annotations for the case type in session. Pause and resume the recorder during court session breaks, and stop at the end of the day. Set up and operate the equipment for testifying in the Children's court. Annotate all the postponed cases. Conduct regular backups of data and transfer court recordings at the end of the week. Utilize the headphones to monitor accurate recording of the court proceedings. Attend to request for playback to verify court orders and download to CD/USB. Retrieve and download cases on request. Playback the court recording to detect any discrepancies on the recordings. Inform the Judge immediately when discrepancies are detected. File and check audio CD's in the strong room/Court Recording Technology office. Submit work performed at the circuit court immediately upon arrival. Update backups of audio CD's. Download CD's for transcription for the running record. Attend to queries relating to court recordings. Arrange own travelling to circuit courts in advance.

ENQUIRIES

: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316

APPLICATIONS

: HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE

: Applications can be sent via email to: 2025/385/OCJ@judiciary.org.za
OCJ will give preference to candidates in line with the departmental Employment Equity.

POST 02/90

: **HANDYMAN REF NO: 2025/386/OCJ**

SALARY

: R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE

: Land Court: Randburg

REQUIREMENTS

: Grade 10, ABET level 3 or recognized trade certificate. A minimum of (01) year experience in the relevant field. Skills & Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and

power tools. Knowledge of building infrastructure layouts. Basic Computer literate. Communication skills. To work as part of a team. Reliability. Hard working. Problem solving skills. Innovation. Ability to work independently. Must be semi-skilled in trades of plumbing, electrical, bricklaying and carpentry or mechanical. Must be willing to do all other general worker duties when required to do so and be keen to learn. Must be physically healthy. Experienced driving capabilities.

DUTIES : 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. 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. Accompany landlord and contractors during repairs/maintenance. Record inspection done on infrastructure. Keep all records of all maintenance done at the national office.

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS
NOTE : Applications can be sent via email to: 2025/386/OCJ@judiciary.org.za
OCJ will give preference to candidates in line with the departmental Employment Equity goals.

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), Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria, 0028 (please quote the relevant post and reference number). Applications can also be emailed to Recruitment22@dpme.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Admin & Recruitment
<u>CLOSING DATE</u>	:	06 February 2026 @ 16:30
<u>WEBSITE</u>	:	www.dpme.gov.za
<u>NOTE</u>	:	<p>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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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</p>

MANAGEMENT ECHELON

<u>POST 02/91</u>	:	<u>DIRECTOR-GENERAL: PLANNING, MONITORING AND EVALUATION REF NO: 01/2026</u> (5 years contract) Office of the Director-General
<u>SALARY</u>	:	R2 352 642 per annum (Level 16), (all-inclusive salary package) and a 10% non-pensionable HOD - allowance. 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 REQUIREMENTS</u>	:	Pretoria A Bachelor's Honours Degree/Post Graduate Diploma qualification (NQF level 8) as recognised by SAQA. A minimum of 10-year experience at a Senior Managerial level in strategic and administrative positions which involve the setting up and maintenance of systems. Proof of successful completion of Executive Induction Programme (submitted only when shortlisted). Competency requirements: Experience in the areas of planning, (short, medium and long term) and implementation, monitoring and support of programmes and priorities across all spheres of government and evaluation of Government Policies will serve as a strong recommendation. A strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management and leadership capabilities. A thorough understanding of Government policy and administrative processes. Well-developed innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act (PSA), Public Financial Management Act (PFMA) and Treasury Regulations. Skills requirements: Management skills including people management and empowerment and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for a high-performance culture and staff development. A deep understanding of key policy imperatives of Government, including relevant Public Sector Governance prescripts. A good understanding of the National Development Plan (NDP). Ability to build trust amongst relevant internal and external stakeholders at a high level. Ability to manage multiple projects. Well-developed interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project / programme management skills with credible experience in managing complex systems, policy and multiple sector processes. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client oriented and customer focused. Honesty and integrity, solution oriented and able to work under stressful situations. Must be willing to travel on a regular basis, possess a valid driver's licence and be flexible.
<u>DUTIES</u>	:	Reporting to the Minister in the Presidency for Planning, Monitoring and Evaluation. As the Accounting Officer in terms of the PFMA, provide strategic leadership to ensure that the Department achieves its strategic outcome orientated goals and objectives. Ensure that the strategic direction and policies of the Department are aligned with Government priorities, the National Development Plan and other Government strategic documents. Ensure that governance structures and delegations of authority are in place to deliver the strategic objectives and outputs of the Department as defined in the Strategic Plan, Annual Performance Plan, Operational Plans, Human Resource Plan, Service Delivery Improvement Plan and Employment Equity Plan. Co-ordinate and manage the implementation of the Government Planning, Monitoring and Evaluation system and Service Delivery Improvement programme. Support the implementation of the Medium-Term Development Plan (MTDP) priorities and oversee the development and implementation of a government wide Monitoring and Evaluations System. Co-ordinate and facilitate the implementation of Public Sector Administration oversight services. This includes: Overseeing Public Sector Monitoring, overseeing the effective monitoring of the implementation of the District Development Model (DDM) and overseeing the coordination of the reviews of Ministerial Performance Score cards. Ensure a smooth transition and effective SOE Centralised Entity to support economic development drive and structural reforms. Overseeing the

provision of corporate management services which includes overseeing the management of financial services and Supply Chain, the provision of advice to management on the adequacy, economic and effectiveness of systems of internal control, risk management and governance processes.

ENQUIRIES : Mr N Nomlala Tel No: (012) 312-0452

ANNEXURE N

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

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	06 February 2026 at 16h00. Applications received after the closing date will not be considered.
<u>NOTE</u>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right 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 .

MANAGEMENT ECHELON

<u>POST 02/92</u>	:	<u>CHIEF DIRECTOR: SECTOR SPECIFIC SUPPORT “REF NO: CD – SSS”</u>
<u>SALARY</u>	:	R1 494 900 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate and an undergraduate qualification (NQF level 7) in Economics / Development Studies / Public Administration / Social Sciences or equivalent / related as recognised by SAQA. Possess a minimum of 5 years of experience at a senior managerial level within the Enterprise Development / Supplier Development / Project Management / Program related to sector-specific programs environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	:	Provide leadership in respect of managing support provided and influence the inclusiveness for entry and growth of MSMEs in prioritized and designated sectors/industries (i.e., primary, secondary and tertiary). Develop and implement systems for monitoring the effectiveness of sector-specific programs and projects. Oversee the development of policies, strategies and interventions and manage the alignment of sector skills plans to sector-wide MSME development plans. Lead, manage the coordination and implementation of sector master plans for prioritised sectors in collaboration with District Development Model (DDM) and report on implementation and support provided across assigned areas. Lead responses to sector-related economic shocks and unexpected challenges, ensuring continuity and effective problem resolution. Provide strategic direction, management and control of the Chief Directorate and ensure effective and efficient administration of finance, human and physical resources. Communicate with internal and external

stakeholders and provide progress to relevant structures through formal engagements and periodic reports.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097

APPLICATIONS

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: CD - SSS"

OTHER POSTS

POST 02/93

: **ASSISTANT DIRECTOR: BUSINESS INFRASTRUCTURE "REF NO: ASD B INFRA" (X3 POSTS)**

SALARY

: R468 459 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Bachelor's Degree (NQF level 7) in Economics / Commerce / Project Management / Property Development / Business Development or equivalent / related as recognised by SAQA. 3 years' relevant experience in Business Administration/ Infrastructure/ Development Finance /Project Management / Construction/ Property Development / Commercial Property environment. Post-graduate qualification in Project Management will be an added advantage. Training in MS Office packages and Project Management A valid driver's licence is required. Have competencies in: Communication (verbal and written), Programme and Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation.

DUTIES

: Conduct and coordinate research to identify, assess, and map available and potential business infrastructure assets across public and private sectors. Analyse zoning regulations, land-use frameworks, and spatial development plans to guide investment and utilisation decisions. Contribute to the design, rollout, and continuous improvement of the Business Infrastructure Support (BIS) Model, ensuring integration with complementary enterprise support mechanisms such as equipment provision, shared utilities, and alternative energy solutions. Assist with directorate project conceptualisation, implementation and monitoring of infrastructure support programmes and the drafting of reports pertaining to business infrastructure project execution. Liaise with property owners to ensure that property leases, zoning certificates, and related permits are current and compliant with relevant regulations. Conduct due diligence for new projects and interface with all stakeholders. Provide technical advice to management on emerging trends and innovations in business infrastructure and enterprise support. Contribute to policy research and benchmarking exercises that inform programme refinement and integration into broader MSME support frameworks. Develop and maintain comprehensive databases of infrastructure assets, inclusive of but not limited to: state-owned properties and private sector facilities, refurbished, repurposed or share-use properties, lease agreements, etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097

APPLICATIONS

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: ASD B INFRA"

POST 02/94

: **ASSISTANT DIRECTOR: MSME POLICY AND OVERSIGHT "REF NO: ASD: MSP&O"**

SALARY

: R468 459 per annum

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate qualification (NQF 7) in Business Management or Economics / or equivalent / related as recognised by SAQA. Candidates holding a Bachelor's Degree (NQF Level 7) specifically in Economics as recognised by SAQA will be given preference. 3 years' experience at a

	Functional Specialist level in policy development or enterprise development environment. Training in MS Office packages and Valid drivers' licence. Have proven competencies: Communication (verbal and written), Problem Solving Skills, Planning and Organising Skills, Advanced Analytical Thinking, Interpersonal skills, Advanced Client orientation and customer focus, Advanced Stakeholder relations, Standard Service delivery and innovation and Basic Networking.
<u>DUTIES</u>	Conduct research inclusive of but not limited to: Identifying best practices for the development of policies and strategies for small businesses, Comparison studies between the available policies and strategies on the development of small businesses to assist in selecting the best fit for the South African ecosystem. Collate information for gap analysis and prepare reports, Collate and maintain a reliable database on sector policies, strategies, masterplans and programmes. Develop implementation guidelines for the small business development policies and strategy. Provide Policy and Programme advisory service to potential and existing customers. Coordinate piloting of new and improved small business development programmes. Liaise with key stakeholders on sector policy and strategies for the promotion and development of small businesses. Coordinate policy discussion meetings with other departments (national and Provincial), local municipalities, private sector and international organisations, etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions etc.
<u>ENQUIRIES</u>	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD: MSP&O"
<u>POST 02/95</u>	<u>SENIOR EVENTS COORDINATOR REF NO: SEC</u>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Pretoria
<u>REQUIREMENTS</u>	National Diploma (NQF level 6) in Communication / Marketing / Journalism / Public Relations or equivalent / related as recognised by SAQA. An Advanced Diploma in Management (NQF level 7) as recognised by SAQA within the same categories will be advantageous. Possess a minimum of 1 year of experience in Coordinating Events / Marketing Outreach. Display proven competencies in public relations and protocol, Events Coordination, Communication (Verbal and Written), Client focus, Analytical skills, Problem-solving skills, Computer literacy, Planning, and Organising Skills.
<u>DUTIES</u>	Event Planning and Execution: Develop and manage comprehensive event plans, including timelines, budgets, and logistics for various events such as conferences, seminars, trade shows, and corporate functions. Coordinate all aspects of event logistics including venue selection, catering, transportation, accommodations, and technical requirements. Oversee on-site event management, ensuring all aspects of the event run smoothly and addressing any issues that arise promptly. Events team leadership and Coordination: Lead the support staff during planned events. Provide guidance and support. Delegate tasks effectively and manage workflows to ensure deadlines and event goals are met. Event Admin, Marketing, and Promotion: Develop event budgets, ensuring cost-effective solutions and adherence to financial constraints. Track expenses, process invoices, and provide detailed financial reports post-event. Coordinate marketing and promotional activities to maximize event attendance and visibility, including social media, email campaigns, and print materials. Develop event collateral and oversee design, production, and distribution. Events Management: Conduct research to stay abreast with industry trends and event ideas from other brands nationwide. Update the corporate events calendar in line with DSBD objectives. Track the execution of the events management plans against timelines for deliverables. Identify event risks and propose risk-mitigating measures to management for approval. Implement solution – crisis management at events. Act as a "brand ambassador" at events including negotiating with sponsors, and event producers and interacting with the general public. Conduct Post-Event Evaluation: Post-Event Evaluation: Conduct post-event evaluations to assess

outcomes, gather feedback, and identify areas for improvement. Prepare and present detailed reports on event performance and recommendations for future events. Communicate with internal, external, and colleagues: Draft general correspondence such as response letters, emails, status reports, presentations, memos, and submissions. Coordinate events/workshops/information sessions. Conduct formal presentations at external and internal departmental events.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097

APPLICATIONS

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO:SEC"

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 06 February 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post must be correctly specified on the application form. Short-listed applicants will be required to produce originals of their ID, Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided below (Please note that applications that are submitted to an incorrect physical address will not be considered). Late applications will not be accepted or considered. Short-listed candidates will be subjected to fingerprint screening, reference checking and verification of address, where necessary. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. If a candidate is short-listed, it can be expected of him / her to undergo a personal interview as well as practical assessment, where necessary. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference. Correspondence will be conducted with successful candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 South African Police Service is under no obligation to fill a post after the advertisement thereof. Directorate For Priority Crime Investigation

OTHER POSTS

POST 02/96 : **SECRETARY (X46 POSTS)**

SALARY CENTRE : R228 321 per annum (Level 05)
 Directorate for Priority Crime Investigation: Head Office and Provincial level:
Component: Executive Support Services:
 Office of the Component Head: Executive Support Services Ref No: DPCI/HO/69/2025
 Office of the Section Head: Legal Services Ref No: DPCI/HO/70/2025
 Office of the Section Head: Risk and Integrity Management Ref No: DPCI/HO/71/2025
 Office of the Section Head: Executive Secretariat and Information Management Ref No: DPCI/HO/72/2025

Component: Governance And Corporate Services:

Office of the Section Head: Policy and Standards Ref No: DPCI/HO/73/2025
Office of the Section Head: Strategic Management Ref No: DPCI/HO/74/2025
Office of the Section Head: Human Resource Management and Development Ref No: DPCI/HO/75/2025

Office of the Section Head: Financial Management Services Ref No: DPCI/HO/76/2025

Office of the Section Head: Supply Chain Management Ref No: DPCI/HO/77/2025

Component: Priority Crime Specialised Investigation:

Office of the Section Head: Financial Investigation Ref No: DPCI/HO/78/2025
Office of the Section Head: Asset Forfeiture Investigation Ref No: DPCI/HO/79/2025

Office of the Section Head: Cybercrime Investigation Ref No: DPCI/HO/80/2025

Component: Priority Crime Management Centre:

Office of the Section Head: Threat Analysis and Assessment Ref No: DPCI/HO/81/2025

Component: Serious Corruption Investigation:

Office of the Section Head: Anti-Corruption Investigation Ref No: DPCI/HO/82/2025

Office of the Section Head: Serious Corruption Offences Ref No: DPCI/HO/83/2025

Component: Serious Organised Crime Investigation:

Office of the Component Head: Serious Organised Crime Investigation Ref No: DPCI/HO/84/2025

Office of the Section Head: Economic and Protected Resources Ref No: DPCI/HO/85/2025

Component: Serious Commercial Crime Investigation:

Office of the Section Head: Serious Economic Offences Ref No: DPCI/HO/86/2025

Office of the Section Head: Commercial Crime Investigation Ref No: DPCI/HO/87/2025

Component: Forensic Accounting Investigation:

Office of the Section Head: Investigative Accounting Ref No: DPCI/HO/88/2025

Divisional Commissioner: National Priority Offences Operations:

Office of the Section Head: Tactical Operations Ref No: DPCI/HO/89/2025

Province: Eastern Cape:

Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/EC/92/2025

Office of the Provincial Commander: Serious Organised Crime Investigation Ref No: DPCI/EC/93/2025

Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/EC/94/2025

Province: Free State:

Office of the Provincial Head: Free State Ref No: DPCI/FS/95/2025

Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/FS/96/2025

Office of the Provincial Commander: Serious Commercial Crime Investigation Ref No: DPCI/FS/97/2025

Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/FS/98/2025

Province: Gauteng:

Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/GP/99/2025

Office of the Provincial Commander: Serious Commercial Crime Investigation Ref No: DPCI/GP/100/2025

Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/GP/101/2025

Province: KwaZulu Natal:

Office of the Provincial Head: KwaZulu Natal Ref No: DPCI/KZN/102/2025

Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/KZN/103/2025

Office of the Provincial Commander: Serious Organised Crime Investigation Ref No: DPCI/KZN/104/2025

Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/KZN/105/2025

Province: Limpopo:	Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/LIM/106/2025
Province: Mpumalanga:	Office of the Provincial Head: Mpumalanga Post Number: DPCI/MP/107/2025 Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/MP/108/2025
Province: North West:	Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/NW/109/2025 Office of the Provincial Commander: Serious Corruption Investigation Ref No: DPCI/NW/110/2025 Office of the Provincial Commander: Serious Commercial Crime Investigation Ref No: DPCI/NW/111/2025 Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/NW/112/2025
Province: Northern Cape:	Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/NC/113/2025 Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/NC/114/2025
Province: Western Cape:	Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/WC/115/2025 Office of the Provincial Commander: Serious Commercial Crime Investigation Ref No: DPCI/WC/116/2025
REQUIREMENTS	Applicants must display competency in the post-specific functions of the post Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Be proficient in at least two official languages, of which one must be English Must be a South African citizen. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Computer literacy, interpersonal communication (verbal and written) and organizational skills Appropriate/relevant experience in the field of the post, Tertiary qualification and developmental courses may serve as an advantage.
DUTIES	To provide secretarial support functions in the relevant office. Type reports, letters, memoranda and monitor flow of documents to and from the relevant office. Manage the diary of the Head of the office for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances as well as claims. Maintain an updated filing system in the relevant office. Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Head of the office and take messages professionally. Provide support during meetings and workshops involving the relevant office. Handle confidential documents. Be able to operate standard equipment (fax, photocopy machine, telephone, computers, etc.). Host and serving of refreshments to visitors during meetings. Manage the inventory of the relevant office. Be willing to work extended hours.
ENQUIRIES	Head Office Level: Brigadier Mogoma Monyela, Colonel A Wessels and Lieutenant Colonel BK Mhlahlo Tel No: (012) 846 4067/4110 DPCI: Eastern Cape: Enquiries can be directed to: Lieutenant Colonel Batyi and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527 DPCI: Free State: Lieutenant Colonel Vethezo and Warrant Officer M Kumla Tel No: (051) 503 2753 and 071 481 2464/3136 DPCI: Gauteng: Colonel Mashakane and Captain Rasekganya at (071) 481 3763 / (082) 335 0409 DPCI: KwaZulu Natal: Lieutenant Colonel Phungula and Captain Moodley Tel No: (031) 325 4913 DPCI: Limpopo: Lieutenant Colonel Seabi and Captain Machete at (071) 481 3316 / (082) 580 4681 DPCI: Mpumalanga: Lieutenant Colonel Shongwe and Captain Maseko Tel No: (013) 759 1366 / 1365 / 1377 DPCI: Northern Cape: Colonel Mkwane and Captain Damons at (082) 779 8553 and (071) 481 3000

APPLICATIONS

DPCI: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena
Tel No: (018) 464 5316 / 5332
DPCI: Western Cape: Captain Xhego and HRCS Matlou Tel No: (021) 918 3309 / 3322

: Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):
Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, Silverton, Email address: dpcivacancies@saps.gov.za
Provincial Level:
DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London. Email address: PoswaN@saps.gov.za and SobantuN@saps.gov.za
DPCI: Free State: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, Bloemfontein. Email address: VethezoX@saps.gov.za and MkumlaU@saps.gov.za
DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmore Building, Germiston. Email address: RasekganyaCS@saps.gov.za
DPCI: KwaZulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, Durban. Email address: MoodleyP4@saps.gov.za
DPCI: Limpopo: Hand delivered or couriered to: 106 Hans van Rensburg Street, Suite 02, 106 Empire Place, Polokwane. Email address: SeabiMJ2@saps.gov.za
DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, Nelspruit. Email address: NgwenyaTP@saps.gov.za
DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside), Kimberley. Email address: DamonsM@saps.gov.za
DPCI: North West: Hand delivered or couriered to: 51 Leask Street, 3rd floor, Westend Building, Klerksdorp. Email address: MokoenaN7@saps.gov.za
DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, Bellville. Email address: Sibelekwanas@saps.gov.za

POST 02/97

: **ADMINISTRATION CLERK REF NO: DPCI/HO/90/2025 (X2 POSTS)**
Directorate for Priority Crime Investigation: Head Office and Provincial level
Component: executive support services
Section: Risk and Integrity Management

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05)
: Head Office
: Applicants must display competency in the post-specific functions of the post
Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4 Knowledge of Batho Pele principles, operation of telecommunication system and front office etiquette is essential
Be proficient in at least two official languages, of which one must be English
Must be a South African citizen
Must have no previous convictions or cases pending
Applicants will be subjected to a vetting process which will include security screening and fingerprint verification
Computer literacy, interpersonal communication (verbal and written) and organisational skills
Appropriate/relevant experience in the field of the post, Tertiary qualification and developmental courses may serve as an advantage.

DUTIES

: To provide receptionist support functions in the relevant office, Attend to all incoming and outgoing telephone calls, direct calls to the relevant official/office, render onsite and online receptionist services, proper maintenance of equipment, and coordinate the travel and meeting bookings and telephonic calls
Maintain the telephone directory for the District Office, maintain relevant files
Receive and re-reroute incoming mail and packages
Ensure no visitor proceeds to offices without first verifying with the relevant office and signing in
Maintain the cleanliness and order of the reception area.

ENQUIRIES

: Brigadier Mogoma Monyela, Colonel A Wessels and Lieutenant Colonel BK Mhlahlo: Tel No: (012) 846 4067/4110

APPLICATIONS

: Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):
Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, Silverton, Email address: dpcivacancies@saps.gov.za

<u>POST 02/98</u>	:	<u>SECURITY OFFICERS (X75 POSTS)</u>
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Directorate for Priority Crime Investigation: Head Office and Provincial level Component: Executive Support Services Office of the Section Head: Risk and Integrity Management, Head Office: Post Ref No: DPCI/HO/91/2025 (x50 posts)
		Province: Eastern Cape DPCI/EC/117/2025: Komani (x3 Posts)
		Province: Free State DPCI/FS/118/2025: Bloemfontein (x2 Posts) DPCI/FS/119/2025: Bethlehem (x1 Post)
		Province: Gauteng DPCI/GP/120/2025: Germiston (x3 Posts)
		Province: Kwazulu Natal DPCI/KZN/121/2025: Port Shepstone (x2 Post) DPCI/KZN/122/2025: Newcastle (x2 Posts)
		Province: Limpopo DPCI/LIM/123/2025: Phalaborwa (x3 Posts)
		Province: Mpumalanga DPCI/MP/124/2025: Nelspruit (x3 Posts)
		Province: Northern Cape DPCI/NC/125/2025: Kimberley (X3 Posts)
		Province: Western Cape DPCI/WC/126/2025: Bellville (X3 Posts)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific functions of the post. Be proficient in at least two official languages, of which one must be English. Must be a South African citizen. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Must have successfully completed Grade 10 (Standard 8)/ Basic Education and Training (NQF level 3), for which documentary proof can be produced when required; Have valid certificate of registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and maintain firearm competency training. Be willing to work shifts and extended hours. Degree/Diploma in the field of security services, relevant courses in the field of the post and a valid driver's license for at least a light motor vehicle will serve as an advantage.
<u>DUTIES</u>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No 53 of 1985). Positive identification of employees, visitors and maintenance personnel before they are allowed to enter the premises. Registering employees, visitors and maintenance personnel, electronic searching of employees, visitors and maintenance personnel. Issue admission control cards to visitors and receive them back. Keep the necessary visitors register. Authorise entry into the premises to the employees, visitors and maintenance personnel after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with all the prescripts. Check suppliers, articles and objects where necessary before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Control the admission of vehicles and equipment in the field. Guard vehicles and equipment in the field, supervise cleaners and maintenance personnel – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Patrol buildings and fenced-off areas. Render assistance to security offices in the performance of duties. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<u>ENQUIRIES</u>	:	Head Office Level: Brigadier Mogoma Monyela, Colonel A Wessels and Lieutenant Colonel BK Mhlahlo Tel No: (012) 846 4067/4110 DPCI: Eastern Cape: Enquiries can be directed to: Lieutenant Colonel Batyi and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527 DPCI: Free State: Lieutenant Colonel Vethezo and Warrant Officer Mkumla Tel No: (051) 503 2753 and 071 481 2464/3136 DPCI: Gauteng: Colonel Mashakane and Captain Rasekganya at (071) 481 3763 / (082) 335 0409 DPCI: KwaZulu Natal: Lieutenant Colonel Phungula and Captain Moodley Tel No: (031) 325 4913

DPCI: Limpopo: Lieutenant Colonel Seabi and Captain Machete at (071) 481 3316 / (082) 580 4681

DPCI: Mpumalanga: Lieutenant Colonel Shongwe and Captain Maseko Tel No: (013) 759 1366 / 1365 / 1377

DPCI: Northern Cape: Colonel Mkwane and Captain Damons at (082) 779 8553 and (071) 481 3000

DPCI: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5332

DPCI: Western Cape: Captain Xhego and HRCS Matlou Tel No: (021) 918 3309 / 3322

APPLICATIONS

: Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):

Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, Silverton, Email address: dpcivacancies@saps.gov.za

Provincial Level:

DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London. Email address: PoswaN@saps.gov.za and SobutyuN@saps.gov.za

DPCI: Free State: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, Bloemfontein. Email address: VethezoX@saps.gov.za and MkumlaU@saps.gov.za

DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmore Building, Germiston. Email address: RasekganyaCS@saps.gov.za

DPCI: KwaZulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, Durban. Email address: MoodleyP4@saps.gov.za

DPCI: Limpopo: Hand delivered or couriered to: 106 Hans van Rensburg Street, Suite 02, 106 Empire Place, Polokwane. Email address: SeabiMJ2@saps.gov.za

DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, Nelspruit. Email address: NgwenyaTP@saps.gov.za

DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside), Kimberley. Email address: DamonsM@saps.gov.za

DPCI: North West: Hand delivered or couriered to: 51 Leask Street, 3rd floor, Westend Building, Klerksdorp. Email address: MokoenaN7@saps.gov.za

DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, Bellville. Email address: Sibelekwanas@saps.gov.za

POST 02/99

: **CLEANERS (X15 POSTS)**

Directorate for Priority Crime Investigation: Provincial level

Section: Corporate Support Services

SALARY CENTRE

: R138 486 per annum (Level 02)

Province: Eastern Cape:

Ref No: DPCI/EC/127/2025: Mbizana

Province: Free State:

Ref No: DPCI/FS/128/2025: Bloemfontein

Ref No: DPCI/FS/129/2025: Welkom

Province: Gauteng:

Ref No: DPCI/GP/130/2025: Johannesburg

Province: KwaZulu Natal:

Ref No: DPCI/KZN/131/2025: Richards Bay

Province: Limpopo:

Ref No: DPCI/LIM/132/2025: Polokwane

Ref No: DPCI/LIM/133/2025: Musina

Province: Mpumalanga:

Ref No: DPCI/MP/134/2025: Nelspruit

Ref No: DPCI/MP/135/2025: Secunda

Province: Northern Cape:

Ref No: DPCI/NC/136/2025: Kimberley (X2 Posts)

Province: North West:

Ref No: DPCI/NW/137/2025: Mmabatho

Ref No: DPCI/NW/138/2025: Rustenburg

Province: Western Cape:

Ref No: DPCI/WC/139/2025: Bellville

Ref No: DPCI/WC/140/2025: George

<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific functions of the post. Be proficient in at least two official languages, of which one must be English. Must be a South African citizen. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. A grade 10 qualification will service as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.
<u>DUTIES</u>	:	Maintaining high level of hygiene in and around the workplace where routine tasks are to be performed, which may include either inner or outer parameters. Performing routine tasks such as dusting, polishing furniture and floors, removing refuse bags. Mopping of all tilled flooring and vacuum carpets. Cleaning bathrooms and kitchens. Safekeeping and handling of a variety of cleaning materials. Loading and unloading of goods. Garden maintenance services, washing and cleaning of state vehicles, kitchenware and utensils.
<u>ENQUIRIES</u>	:	<p>DPCI: Eastern Cape: Enquiries can be directed to: Lieutenant Colonel Batyi and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527</p> <p>DPCI: Free State: Lieutenant Colonel Vethezo and Warrant Officer M Kumla Tel No: (051) 503 2753 and 071 481 2464/3136</p> <p>DPCI: Gauteng: Colonel Mashakane and Captain Rasekganya at (071) 481 3763 / (082) 335 0409</p> <p>DPCI: KwaZulu Natal: Lieutenant Colonel Phungula and Captain Moodley Tel No: (031) 325 4913</p> <p>DPCI: Limpopo: Lieutenant Colonel Seabi and Captain Machete at (071) 481 3316 / (082) 580 4681</p> <p>DPCI: Mpumalanga: Lieutenant Colonel Shongwe and Captain Maseko Tel No: (013) 759 1366 / 1365 / 1377</p> <p>DPCI: Northern Cape: Colonel Mkwane and Captain Damons at (082) 779 8553 and (071) 481 3000</p> <p>DPCI: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5332</p> <p>DPCI: Western Cape: Captain Xhego and HRCS Matlou Tel No: (021) 918 3309 / 3322</p>
<u>APPLICATIONS</u>	:	<p>Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):</p> <p>DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London. Email address: PoswaN@saps.gov.za and SobutuN@saps.gov.za</p> <p>DPCI: Free State: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, Bloemfontein. Email address: VethezoX@saps.gov.za and M KumlaU@saps.gov.za</p> <p>DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmore Building, Germiston. Email address: RasekganyaCS@saps.gov.za</p> <p>DPCI: KwaZulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, Durban. Email address: MoodleyP4@saps.gov.za</p> <p>DPCI: Limpopo: Hand delivered or couriered to: 106 Hans van Rensburg Street, Suite 02, 106 Empire Place, Polokwane. Email address: SeabiMJ2@saps.gov.za</p> <p>DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, Nelspruit. Email address: NgwenyaTP@saps.gov.za</p> <p>DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside), Kimberley. Email address: DamonsM@saps.gov.za</p> <p>DPCI: North West: Hand delivered or couriered to: 51 Leask Street, 3rd floor, Westend Building, Klerksdorp. Email address: MokoenaN7@saps.gov.za</p> <p>DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, Bellville. Email address: Sibelekwanas@saps.gov.za</p>

DEPARTMENT OF SPORT, ARTS AND CULTURE

APPLICATIONS

- : Applicants must use this link or QR code below to access DSAC E-Recruitment System. https://erecruit.dsac.gov.za/public/login_test.php
- : 06 February 2026 at 12h00
- : Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the "Welcome Page". From the Welcome Page, you may browse all Internship opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any placement programme. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised placement opportunities through the system. Supporting documents and copies of qualifications will only be required from shortlisted candidates and not at the initial application stage. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. Applicants who do not have access to a computer or internet facilities may, before the closing date, contact the Department through the Enquiries Personnel to make an appointment to access the e-Recruitment system at the Department's offices, where they will be assisted to register and submit their applications electronically. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. Note: All placement opportunities are based in Pretoria. The Department will not provide transport and/or accommodation to any candidate, whether, travelling from or outside Gauteng Province.

INTERNSHIPS PROGRAMME 2026/2028 (24 MONTHS)

OTHER POSTS

POST 02/100

- : **INTERN AT NATIONAL ARCHIVES AND FILM ARCHIVES REF NO: 01/2026 (X3 POSTS)**

STIPEND CENTRE REQUIREMENTS

- : R7 860.50 per month
- : Pretoria
- : Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Archival Studies, Museum, Heritage, History, Library Information, Media Studies, IT, Sound, Film & Television, Book & Paper Conservation, or any other relevant field of study.

ENQUIRIES

- : Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031

POST 02/101

- : **INTERN AT HERITAGE PROMOTION AND PRESERVATION REF NO: 02/2026 (X3 POSTS)**

STIPEND CENTRE REQUIREMENTS

- : R7 860.50 per month
- : Pretoria
- : Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Museums and Heritage Studies, History, Anthropology, Archaeology, Indigenous Knowledge System, Fine Arts or Graphic design or any other relevant field of study.

ENQUIRIES

- : Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031

POST 02/102

- : **INTERN AT NATIONAL LANGUAGE SERVICES REF NO: 03/2026 (X3 POSTS)**

STIPEND CENTRE

- : R7 860.50 per month
- : Pretoria

<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in one of the following fields – Language Planning, Terminology Development, Translation and Editing, Human Language Technology and SA Sign Language Interpreting or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/103</u>	:	<u>INTERN AT CULTURAL DEVELOPMENT REF NO: 04/2026 (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Pretoria
	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Dramatic Arts, Fine Arts, Motion Picture and Media Studies or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/104</u>	:	<u>INTERN AT ENTITY, OVERSIGHT, AND INTERFACE REF NO: 05/2026 (X1 POST)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Pretoria
	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with: Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Public Administration, Corporate Governance, Monitoring and Evaluation, Financial Management, Public Finance, Audit, Accounting, Cost and Management Accounting or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/105</u>	:	<u>INTERN AT INTERNATIONAL COOPERATION AND DONOR COORDINATION REF NO: 06/2026 (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Pretoria
	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate or equivalent; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in International Relations, Politics, or any other relevant field of study
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/106</u>	:	<u>INTERN AT HUMAN RESOURCE MANAGEMENT REF NO: 07/2026 (X1 POST)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Pretoria
	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Human Resource Management, Public Administration/ Management, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/107</u>	:	<u>INTERN AT SOCIAL COHESION & NATION BUILDING REF NO: 08/2026 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Pretoria
	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Social Sciences Major in one of the following or Related Fields Sociology, History, Anthropology, Economics, Education, Gender studies and Religious Studies or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031

<u>POST 02/108</u>	<u>INTERN AT RISK MANAGEMENT REF NO: 09/2026 (X2 POSTS)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with: Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Risk Management, Accounting, Commerce, Auditing, Data Science (Data Analytics) Project Management, or any other relevant field of study.
<u>ENQUIRIES</u>	: Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/109</u>	<u>INTERN AT FINANCIAL ADMINISTRATION / MANAGEMENT REF NO: 10/2026 (X1 POST)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Finance, Accounting, Economics or any other relevant field of study.
<u>ENQUIRIES</u>	: Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/110</u>	<u>INTERN AT SUPPLY CHAIN MANAGEMENT REF NO: 11/2026 (X1 POST)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Supply Chain Management, Purchasing Management, Logistic Management or any other relevant field of study.
<u>ENQUIRIES</u>	: Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/111</u>	<u>INTERN AT COMMUNICATIONS AND MARKETING REF NO: 12/2026 (X1 POST)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Communication and Marketing, Journalism, Public Relations, Media Studies or any other relevant field of study.
<u>ENQUIRIES</u>	: Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/112</u>	<u>INTERN AT INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 13/2026 (X1 POST)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Information Technology, Software Development, Web and Application Development or any other relevant field of study.
<u>ENQUIRIES</u>	: Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/113</u>	<u>INTERN AT LEGAL SERVICES REF NO: 14/2026 (X1 POST)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a BProc or LLB degree as recognised by SAQA or any other relevant field of study.
<u>ENQUIRIES</u>	: Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031

<u>POST 02/114</u>	:	<u>INTERN AT INTERNAL AUDIT REF NO: 15/2026</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Pretoria
	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Information Systems, Computer Science, Auditing, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/115</u>	:	<u>INTERN AT STRATEGIC MANAGEMENT AND PLANNING REF NO: 16/2026 (X1 POST)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Pretoria
	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Public Administration/ Management, Monitoring and Evaluation, Strategic Management, Knowledge Management, Auditing / Commerce or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/116</u>	:	<u>INTERN AT INFRASTRUCTURE REF NO: 17/2026 (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Pretoria
	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Build Environment or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/117</u>	:	<u>INTERN AT ACTIVE AND WINNING NATIONS REF NO: 18/2026 (X6 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Pretoria
	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a or equivalent; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Sports Management, Recreation Management, Sports Science, B.Sc. Biokinetics, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/118</u>	:	<u>INTERN AT SECURITY AND WORK ENVIRONMENT REF NO: 19/2026 (X1 POST)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Pretoria
	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate or equivalent; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Public Administration, Accounting, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.



<u>APPLICATIONS</u>	: All applications must be submitted online on the following link: www.statsa.gov.za/recruitment
<u>CLOSING DATE</u>	: 06 February 2026
<u>NOTE</u>	: Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be selected. 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. Submission of certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary are optional but will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General information: Females, youth and people with disabilities are targeted for these positions and are hereby encouraged to apply. All shortlisted candidates for SMS posts will be subjected to two pre-entry technical exercises and a competency assessment that intend to test both the technical and generic managerial competencies of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirements for SMS positions is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/ . The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned post.

MANAGEMENT ECHELON

<u>POST 02/119</u>	: <u>DIRECTOR: DATA VALIDATION & ADMINISTRATION SUPPORT REF NO: 01/01/26HO</u>
<u>SALARY</u>	: R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: A Bachelor's degree (NQF 7) in Statistics/ Demography/ Econometrics/ Economics/ Population Studies, Training in Project Management, Statistical Analysis, SAS or training in other statistical packages. At least 5 years' experience at middle or senior managerial level in a statistics environment, Knowledge of statistical and related legislation, data management, data quality and indicator development, Good interpersonal, communication, report-writing, problem-solving and analytical skills, An innovative thinker who is assertive, creative, self-driven, result-driven, open to change and improvement, with a high level of conceptual and abstract thinking, Ability to articulate abstract concepts simply to stakeholders.
<u>DUTIES</u>	: Ensure the implementation of statistical plans in accordance with Integrated Indicator Framework (IIF), Ensure coordination of statistical data flow between South Africa and other countries and international agencies, Ensure validation of data emanating from entities within the NSS intended for national and international consumption, Ensure the development, application and review of

<u>ENQUIRIES</u>	:	new validation standards, Ensure the development of policies and procedures; processes and plans, Manage staff and other resources. Ms S Twala Tel No: (012) 310 8326
<u>POST 02/120</u>	:	<u>DIRECTOR: SOCIAL STATISTICS ASSESSMENT REF NO: 02/01/26HO</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Statistics/ Demography/ Social Sciences, Training in official statistics, data quality including the use of SASQAF, At least 5 years' experience at middle management or senior managerial level and exposure to statistical production process in the field of social surveys and data quality assessment using SASQAF, Knowledge of international guidelines and methodologies as applicable to the field of social statistics such as labour market statistics, population statistics, poverty and inequality statistics etc, Knowledge of fundamental principles of official statistics, Knowledge of Statistics Act and legislations and various statistical standards and classification systems, Knowledge of statistical processes and statistical processes and statistical value-chain/ generic statistical business process model, Knowledge of MS Office Suite, Planning, time management, problem solving, communication, interpretation, conceptualising skills, An innovative thinker who is committed, consistent, organised and a good communicator who is able to work in a team, Ability to think strategically and show perseverance, Willingness to travel.
<u>DUTIES</u>	:	Manage data quality assessment for social statistics products, Ensure the development of independent quality assessment reports for social statistics products, Manage and coordinate the process of certifying statistics as official, Ensure the development and review of data quality instruments and tools, Ensure the development of policies and procedures; processes and plans, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326
OTHER POSTS		
<u>POST 02/121</u>	:	<u>DEPUTY DIRECTOR: SOCIAL STATISTICS ASSESSMENT REF NO: 03/01/26HO</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 7) in Statistics/Social Sciences/ Demography, Training in official statistics, data quality including the use of SASQAF, MS Office suite and MS Project, At least 3-4 years' relevant experience at ASD level and exposure in statistical production processes in the field of social surveys and exposure in data quality assessment using SASQAF, Knowledge of international guidelines and methodologies as applicable to the field of social statistics such as labour market statistics, population statistics, poverty and inequality etc, Knowledge of fundamental principles of official statistics, Statistics Act and legislations, Knowledge of various statistical standards and classification systems , Knowledge of statistical processes and the statistical value chain/generic statistical business process model, Planning, time management, communication, interpretation, conceptualising and problem-solving skills, An innovative and analytical thinker who is a good communicator, committed, organised and consistent, Ability to think strategically and show perseverance, Ability to work under pressure and meet deadlines, Willingness to travel.
<u>DUTIES</u>	:	Monitor independent data quality assessment for social statistics products, Monitor and coordinate the development of independent quality assessment reports for social statistics products, Coordinate the establishment of data quality assessment team, Guide the development and review of SASQAF instruments and tools for the social statistics series, Develop policies and frameworks, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161
<u>POST 02/122</u>	:	<u>DEPUTY DIRECTOR: ECONOMIC STATISTICS ASSESSMENT REF NO: 04/01/26HO</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	: <p>Head Office A bachelor's degree (NQF 7) in Statistics/ Accounting/ Economics/ Econometrics, Training in official statistics, data quality including the use of SASQAF. At least 3-4 years' experience at ASD level and exposure to statistical production process in the field of economic surveys and exposure in data quality assessment using SASQAF, Knowledge of international guidelines and methodologies as applicable to the field of economic statistics such as national accounts, price statistics, labour market statistics and government finance statistics etc, Knowledge of fundamentals principles of official statistics, Statistics Act and legislations, Knowledge of various statistical standards and classification systems , Knowledge of statistical processes and the statistical value chain/generic statistical business process model, Planning, time management, communication, interpretation, conceptualising and problem-solving skills, An innovative and analytical thinker who is a good communicator, committed, organised and consistent, Ability to think strategically and show perseverance, Ability to work under pressure and meet deadlines, Willingness to travel.</p>
<u>DUTIES</u>	: <p>Monitor independent data quality assessment for economic statistical products, Monitor and coordinate the development of independent quality assessment reports for economic statistical products, Coordinate the establishment of data assessment team, Guide the development and review of SASQAF instruments and tools for the economic statistical series, Develop policies and frameworks, Manage staff and other resources.</p>
<u>ENQUIRIES</u>	: <p>Ms LC Dooka Tel No: (012) 336 0106</p>
<u>POST 02/123</u>	: <p><u>DEPUTY DIRECTOR: INDICATOR DEVELOPMENT REF NO: 05/01/26HO</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R896 436 per annum (Level 11), (all-inclusive remuneration package) Head Office A bachelor's degree (NQF 7) in Statistics/ Demography/ Economics/Population studies, Training in Project Management, Statistical analysis, SAS Training or training in another statistical package, At least 3-4 years' experience at ASD level in a statistical environment, Knowledge of statistical and related legislation, data management, data quality and Indicator development, High-level of conceptual and abstract thinking, excellent problem solving and analytical skills, good interpersonal and report writing skills, An innovative thinker who is creative, assertive, self-driven, results-driven, open to change and improvement and a team player, Ability to articulate abstract concepts simply to stakeholders.</p>
<u>DUTIES</u>	: <p>Guide the development and review the integrated indicators framework (IIF), Guide the development of training materials for indicator capacity building, Guide the development and review of IIF metadata, Guide and advice on the maintenance and review periodic data values, Develop and review frameworks, Manage staff and other resources.</p>
<u>ENQUIRIES</u>	: <p>Ms L Dooka Tel No: (012) 336 0161</p>
<u>POST 02/124</u>	: <p><u>DEPUTY DIRECTOR: ECONOMICS REF NO: 06/01/26HO (X2 POSTS)</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R896 436 per annum (Level 11), (all-inclusive remuneration package) Head Office A bachelor's degree (NQF 7) in Economics/ Statistics/ Accounting; Training in System of National Accounts (SNA), as well as other international guidelines and methodologies as applicable to the work area, e.g. Handbook on Supply and Use Tables (SUT) and Input-Output tables with extensions and applications and other subject specific manuals. Training in SAS, Introduction to Project Management, Introduction to economic indicators and analysis, Labour Relations and Financial Management. At least 3 - 4 years' experience at an Assistant Director level in a similar field; Knowledge of SNA, Government Financial Statistics (GFS) and various classification systems. Competence in the use of office software packages such as MS Office, specifically Excel, Word and Power Point. Ability to plan work and meet timelines, innovative, analytical thinker, good communicator, works in a team. Should be organised, able to think strategically, to be committed, able to show perseverance, be consistent, balanced and communicate processes effectively. This position will suite a person with excellent verbal and written communication skills and strong numeric and analytical skills. Willingness to travel, A valid driver's licence.</p>

<u>DUTIES</u>	:	Monitor and innovate the production of SUTs data, Monitor and coordinate the collection of SUTs, regional estimates of Gross Domestic Product (GDP) and satellite accounts data, Monitor and coordinate the analysis of SUTs, regional estimates of GDP and satellite accounts data, Monitor and coordinate the compilation of SUTs, regional estimates of GDP and satellite accounts statistics, Develop and review frameworks, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161
<u>POST 02/125</u>	:	<u>ASSISTANT DIRECTOR: ECONOMICS REF NO: 07/01/26HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Head Office, Pretoria A bachelor's degree (NQF 7) in Economics/ Statistics/ Accounting. Training in System of National Accounts (SNA), as well as other international guidelines and methodologies as applicable to the work area, e.g. Handbook on Supply and Use Tables (SUT) and Input-Output tables with extensions and applications and other subject specific manuals. Training in SAS, Introduction to Project Management, Introduction to economic indicators and analysis, Labour Relations and Financial Management, At least 1 – 2 years' supervisory experience in a similar field. Knowledge of the System of National Accounts (SNA), System of Environmental Economic Accounting (SEEA-Central Framework and SEEA-Ecosystem Accounting) and various relevant classification systems, Ability to plan, work and meet timelines, Innovative, analytical thinker and good communicator that works well in a team, Should be organised and able to think strategically and communicate processes effectively, Competence in the use of office software packages such as MS Office, specifically Excel, Word and Power Point, Excellent verbal and written communication skills and strong numeric and analytical skills.
<u>DUTIES</u>	:	Coordinate the partnerships with role players outside of the South African National Statistics System (SANSS), Coordinate and innovate the production of Environmental Economic Accounts (EEA) and Ecosystem Accounts (EA) data, Coordinate the collection of EEA and EA data, Coordinate the analysis of economic, social and environment data indicators, Coordinate the compilation of EEA and EA statistics, Conduct mapping and project planning, Supervise staff and other resources of the directorate.
<u>ENQUIRIES</u>	:	Ms S Khoza Tel No: (012) 310 8097
<u>POST 02/126</u>	:	<u>ASSISTANT DIRECTOR: ECONOMICS REF NO: 08/01/26HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Head Office, Pretoria A bachelor's degree (NQF 7) in Economics/ Statistics/ Accounting, Training in System of National Accounts (SNA), as well as other international guidelines and methodologies as applicable to the work area, e.g. Handbook on Supply and Use Tables (SUTs) and Input-Output tables with extensions and applications; and other subject specific manuals. Knowledge of Government Financial Statistics (GFS) and various classification systems. Training in SAS, Introduction to Project Management, Introduction to economic indicators and analysis, Labour Relations and Financial Management, At least 1 – 2 years supervisory experience in a similar field, Ability to plan, work and meet timelines. Innovative, analytical thinker and good communicator that works well in a team. Should be organised and able to think strategically and communicate processes effectively. Competence in the use of office software packages such as MS Office, specifically Excel, Word and Power Point. This position will suite a person with excellent verbal and written communication skills and strong numeric and analytical skills.
<u>DUTIES</u>	:	Coordinate and innovate the production of Gross Domestic Product (GDP) Expenditure data, Coordinate the collection of GDP Expenditure data, Coordinate the analysis of GDP Expenditure data indicators, Coordinate and reconcile the quarterly estimates of GDP Expenditure with annual SUT's information, Coordinate the compilation of GDP Expenditure statistics, Conduct mapping and project planning, Supervise staff and other resources of the directorate.
<u>ENQUIRIES</u>	:	Ms S Khoza Tel No: (012) 310 8097

<u>POST 02/127</u>	<u>ECONOMIST REF NO: 09/01/26HO</u>
<u>SALARY</u>	: R397 116 per annum (Level 08)
<u>CENTRE</u>	: Head Office, Pretoria
<u>REQUIREMENTS</u>	: A Bachelor's degree (NQF 7) in Economics/Statistics/Accounting, Training in System of National Accounts (SNA), as well as other international guidelines and methodologies as applicable to the work area, e.g. Handbook on Supply and Use Tables (SUTs) and Input-Output tables with extensions and applications, and other subject specific manuals. Training in SAS, Introduction to Project Management, Introduction to economic indicators and analysis, Labour Relations and Financial Management. Introduction to economic indicators and analysis, Labour Relations and Financial Management. At least 1 – 2 years' experience in a similar field, Knowledge of SNA, Government Financial Statistics (GFS) and various classification systems, Ability to plan, work and meet timelines, An innovative and analytical thinker who is professional and a good communicator that works well in a team, Should be organised and able to think strategically and communicate processes effectively. Competence in the use of office software packages such as MS Office, specifically Excel, Word and Power Point, Excellent verbal and written communication, numeric and analytical skills, Willingness to travel.
<u>DUTIES</u>	: Compile new innovative improvements for the production of GDP Production and Income data, Develop and maintain the standardised data collection templates for GDP Production and Income data indicators, Conduct the analysis of GDP Production and Income data indicators, Reconcile quarterly estimates of GDP Production and Income with annual SUTs information.
<u>ENQUIRIES</u>	: Ms S Khoza Tel No: (012) 310 8097
<u>POST 02/128</u>	<u>COUNTRY REPORTING COORDINATOR REF NO: 10/01/26HO</u>
<u>SALARY</u>	: R397 116 per annum (Level 08)
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: A bachelor's degree (NQF 7) in Statistics/ Demography/ Econometrics/ Economics/ Population Studies, Training in Project Management, Statistical Analysis, Database and System development, SAS and other Statistical packages, At least 3-4 years' relevant experience, Knowledge of the relevant sources of administrative data, Knowledge of statistical and related legislation, Extensive knowledge on the need for monitoring and evaluation systems and the purpose they serve, Knowledge of survey methodologies, Ability to articulate abstract concepts simply to stakeholders, High-level of conceptual and abstract thinking, Excellent problem solving and analytical skills. Diversity awareness, Creativity, innovative thinker, assertiveness, open to change and improvement self-driven, result-driven and a team player.
<u>DUTIES</u>	: Update and maintain the establishment of governance structures for statistical reporting, Domesticate the indicators and the identify the data sources, Coordinate the collection of data, review of metadata and quality assurance thereof, Produce statistical reports in pursuance of the country's reporting obligations, Conduct mapping and project planning.
<u>ENQUIRIES</u>	: Ms S Khoza Tel No: (012) 310 8097

ANNEXURE R

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in the Department through the filling of these posts.

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
<u>CLOSING DATE</u>	:	06 February 2026 by 16:30 (Late applications will not be considered)
<u>NOTE</u>	:	Application must include a Z83 form and CV only. Electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. 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 refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form are 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 qualifications (s) and other related documents (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). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

<u>POST 02/129</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL AND COMPLIANCE REF NO: DT34/2025</u> (6 Months Contract)
<u>SALARY</u>	:	R397 116 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Accounting/Finance/Internal Audit. Minimum of three years experience in Internal Audit/Internal Control and Compliance. Strong understanding of regulatory standards and internal control frameworks, Knowledge of relevant prescripts, Policy formulation within government. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial

<u>DUTIES</u>	Manual). Skills: Computer Literacy (MS Office), Written and verbal communication skills, Interpersonal skills, Organisational and analytical skills. Assist in coordinating the audit responses, Prepare and organise required documents for audits, Follow up on audit queries and facilitate timely responses, Make follow-ups on the implementation of findings on the Audit Action Plan, Receive and evaluate responses on the implementation of findings on the Audit Action Plan to ensure that they are sufficient, Track and monitor the implementation status of audit recommendations and the Audit Committee Action Plan. Assist with the development, review, implementation and maintenance of internal control systems, policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical or improper conduct, Monitor the implementation of financial policies and procedures and coordinating policy review with relevant policy owners within the Chief Directorate, Verify areas of compliance against all financial legislation, Maintain a comprehensive compliance register and conduct a routine assessment, Review financial transactions and records for adherence to controls, Collaborate with branches to correct identified deviations, Assist in evaluating the performance of current control activities, Identify and report areas of operational inefficiency or risk, Propose actionable solutions to enhance control effectiveness, Assist in compiling periodic reports on compliance status, issues and resolutions for management, Assist with monitoring of the performance of the Compliance Program and relate activities on a continuous basis, taking appropriate steps to improve its conduct, Liaise with stakeholders to ensure the integration of programs, Serve as a Secretariat for the Financial Misconduct Committee, Compile action plans and monitor the implementation of FIMICO decisions, Source supporting documents for Financial Misconduct Committee, Compile letters of representation for alleged fruitless and wasteful, irregular and unauthorised expenditure in line with applicable frameworks, Send representation letters to employees, Receive and evaluate responses to ensure that they are sufficient.
<u>ENQUIRIES</u>	Mr B Mtsweni Tel No: (012) 444 9242
<u>APPLICATIONS</u>	ecruitment34@tourism.gov.za
<u>NOTE</u>	EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.
<u>POST 02/130</u>	<p><u>FINANCE CLERK: FINANCIAL CONTROL AND ACCOUNTING REF NO: DT35/2025</u> (6 Months Contract)</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R228 321 per annum, plus 37% in lieu of service benefits</p> <p>Pretoria</p> <p>Grade 12 certificate or equivalent and a relevant accounting/finance qualification (Diploma or Degree). One-year relevant experience. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, Safetyweb, LOGIS etc). Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office equipment.</p>
<u>DUTIES</u>	Clearing BAS exceptions online, Request BAS reports and clear PMG accounts, Process journals on BAS, Receive entity information to create, import, link or to maintain on BAS and LOGIS, Capture on Safetyweb and obtain Bank detail verification, Create, import, link or amend entities on BAS and LOGIS, File entity information and make sure all entities have a verified report from Safetyweb and a CSD report if applicable, Archive to storeroom, Attends to enquiries received with regards to entities, Sign off Logis Procurement form for verification of banking details, Check verification status of project bank details prior to payment processing, Receive and print notification (e-mail) from National Treasury for CR transfer payments to authorize, Receive copies of payment documents and payment stub from Credit section, Check and Verify that the information captured on BAS is correct on Safetyweb and authorize, Print a status report on Safetyweb, update register and file and the documents, Receive Financial batches from different sections, Verify and sign reports that all batches are received, Reconcile user report with the BAS payment register, Sort batches in form type and number

sequence, Reconcile batches received with the different BAS registers, Ensure that the checklists are completed, forms are signed, that there are supporting documents attached and the paid stamp is on each document, Send incomplete documents back to the section with written explanation of the problem, Follow-up outstanding cases, File reconciled payment registers and batches in storeroom and maintain the neatness of the documents, Archive of documents, Print and reconcile payment stubs and disbursement reports, Attend to queries related to the section, Filing payment stubs in disbursement date sequences, Extracting payment stubs for internal and external clients on request.

ENQUIRIES
APPLICATIONS
NOTE

POST 02/131

: Ms N Molefe Tel No: (012) 444 6228
: Recruitment35@tourism.gov.za
: EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

FINANCE CLERK: CREDITORS, TRAVEL, ACCOMODATION AND SUBSISTANCE REF NO: DT36/2025 (X2 POSTS)
(6 Months Contract)

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum, plus 37% in lieu of service benefits
Pretoria
: Matric (with subjects Mathematics and Accounting) or a relevant accounting/finance qualification (Diploma or Degree). One-year relevant experience. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office Equipments. Ability to manage projects independently, Knowledge and skills in financial management, Ability to interpret and apply policies, strategies and legislation.

DUTIES

: Receive claim forms from officials / clients (outside department), Check if claims are: (Correctly compiled and amounts calculated per period away, Copy of agenda, transport, travel request form or invitation is attached, Original receipts for actual expenses e.g. tollfees, taxi and parking are attached, Ensure that the claim is signed / approved before processing, Verify if advance was taken for trip), Capture on PERSAL, Attend to enquiries, Claims to be recorded in register and filed on weekly basis after stamped paid, Receive T&S Advance forms from officials within the department for domestic trips, Check if the advance is: (Correctly calculated according to the period away, Ensure that the advance is signed / authorized, If copy of agenda, transport or travel request form or invitation is attached), Capture on BAS, Verify correctness of: allocation, invoice number, amount, banking details and signatures, Verify limits of cellphones & 3G claims per official and also certify tax invoice, Download information from BAS and compile register of Bas payments for payments captured, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping. Attend to enquiries relating to payments, Receive LOGIS on-line orders from Procurement, Verify: invoice number, order number, allocation, amounts, banking details and signatures, Capture orders, Download information from BAS and compile register of LOGIS payments, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping, Attend to enquiries relating to LOGIS payments.

ENQUIRIES
APPLICATIONS
NOTE

: Ms A Griesel Tel No: (012) 444 6244
: Recruitment36@tourism.gov.za
: EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

ANNEXURE S

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

APPLICATIONS

: can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE NOTE

: 09 February 2026

: The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

MANAGEMENT ECHELON

POST 02/132

: **CHIEF DIRECTOR: TECHNICAL INFRASTRUCTURE REF NO: IC&G - 082**
Overview: To provide strategic leadership and management to the Technical Infrastructure Unit within the Branch.

SALARY CENTRE REQUIREMENTS

: R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
Sunnyside, Pretoria

: A qualification at NQF level 7, as recognised by SAQA in a Science, Engineering, Commerce, or a related field. 5 years' relevant experience at a senior managerial level in a Technical infrastructure-related environment. Key Requirements: Extensive experience in technical infrastructure areas, including standards, accreditation and metrology. Sound knowledge of industrial policy and its application to technical infrastructure. Proven stakeholder management experience and ability to develop strategic partnerships locally and internationally. Proven ability in strategy planning, performance monitoring, and reporting. Experience in managing multidisciplinary teams and overseeing financial and operational performance. Excellent communication, project management, and policy development skills. Knowledge of relevant legislation, including the Standards Act, Metrology Act, NRCS Act, PFMA, and Public Service Regulations. Advanced skills in research, analysis, and corporate governance.

DUTIES

: Strategic Planning: Manage strategic planning for the chief directorate. Direct, manage, and transform the chief directorate into a highly effective technical infrastructure unit. Establish clear performance criteria for staff and service

standards in consultation with external stakeholders. Design and implement strategies and action plans in the sectors incorporated in the Industrial Policy. Manage and guide the work of Technical Infrastructure entities to ensure alignment with the dtic's strategic plans and industrial policy. Coordination and development of interventions: Provide guidance to develop and manage systems, policies, and procedures to ensure effective and efficient growth of the Technical Infrastructure. Lead the coordination and development of interventions in line with Technical Infrastructure priorities. Identify and address challenges faced by the Technical Infrastructure sector. Conduct research and implement business processes. Monitoring and Evaluation: Monitoring performance of the chief directorate against business and project plans, and corrective measures are introduced where necessary. Ensure compliance with the integrated performance reporting system, including high-level dashboard reporting. Monitor and evaluate the strategy implemented in the Technical Infrastructure. Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area of Technical Infrastructure. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders to ensure the implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Develop and maintain strong relationships with the stakeholders. Chief Directorate Management: Oversee the financial resources and assets of the Chief Directorate. Oversee and manage human resources. Oversee the strategic planning of the unit and execution of the operational and business plan. Oversee the reporting against the Chief Directorate's business and operational plans.

ENQUIRIES

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

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

: 06 February 2026
 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 02/133

: **CHIEF RISK MANAGER (MAIN ACCOUNT) REF NO: 060226/01**
 Branch: Departmental Management
 Cd: Risk and Compliance Management
 Re-advertisement, applicants who have previously applied must reapply.

SALARY
CENTRE
REQUIREMENTS

: R1 266 714 per annum (Level 13), (all-inclusive salary package)
 Pretoria Head Office
 : An appropriately recognised undergraduate NQF level 7 qualification in Risk Management, Auditing, Strategic Management, Public Administration or equivalent relevant qualifications as recognised by SAQA. Affiliation with the relevant professional bodies (IRMSA, IIA, SAICA, ACFE). Certification: (risk management professional, internal auditor, chartered accountant, certified fraud examiner) will be an added advantage. Applicant must have five (5) years' proven extensive experience in risk management environment at a middle management/senior managerial level. Extensive knowledge of the Public Finance Management Act, public sector risk management framework and public service anti-corruption strategy. Excellent communication skills (both written and verbal), financial management, planning, problem solving and analysis. Proven project and strategic management capability, facilitation and leadership skills. Corporate governance principles. People management and development. Knowledge of policy and business process development and standard operating procedures. Ensure implementation of policy processes and procedures. Ability to gather analyse information, develop and apply policies.

DUTIES

: Provide advice to management to enable the implementation and maintenance of systems to identify and manage risks threatening the achievement of the strategic outcomes and legislative mandate of the department, Direct optimisation of opportunities to enhance the department's performance. Develop, implement and maintain an enterprise-wide risk management framework, supporting policies and procedures. Develop and implement a strategic and annual risk management plan. Ensure regular development of risk management methodologies, models and systems for implementation of risk management. Provide reports to management, risk committees, audit committee and other stakeholders. Provide strategic leadership and business planning for the directorate.

ENQUIRIES

APPLICATIONS

: Mr M Malindisa Tel No: (012) 336 8084

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

OTHER POSTS

POST 02/134

: **DEPUTY PROJECT MANAGER REF NO: 060226/02**
 Branch: Water and Sanitation Services Management EC
 Cd: Provincial Operations: Eastern Cape

SALARY

CENTRE

REQUIREMENTS

: R1 059 105 per annum (Level12), (all-inclusive salary package)
 Qonce

: A relevant qualification in Civil Engineering (NQF7) with a certificate in project management. Five (5) years of managerial experience in engineering project management environment. The disclosure of a valid unexpired driver's license. Understanding of contract administration, business principles and business law. A broad understanding of each engineering discipline. Computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), Lotus Notes, and other Company and discipline-specific software applications. Financial Management. Programme and project management. Knowledge of policy development and implementation. Public Finance Management Act (PFMA), Division of Revenue Act (DoRA), National Water Act. (NWA), Water Services Act (WSA) and related legislation. Understanding of legislative and policy frameworks governing the water sector. Understanding of legislative and policy frameworks governing the public sector. Good communication, presentations, report writing, and networking skills. Accountability and ethical conduct. Knowledge of Conflict Management tools and methodologies.

DUTIES

: Provide support in the implementation of water services infrastructure grant programmes. Ensure co-ordination and analysis of strategic inputs and budget planning. Preparation of the implementation plan and project costing. Facilitate various water sector consultations on water issues. Ensure the needs of business sectors are catered for in the water service infrastructure grant programmes. Implement water policies for water services infrastructure grants programmes in the Provincial Operations. Research/literature on new developments in project management methodologies. Monitor technical due diligence and all environmental and social issues. Render technical advisory support on the integrated Infrastructure Planning Processes. Make inputs with the Assessment on the integrated Infrastructure planning processes. Formulation of the project objective(s) and strategic alignment. Support the development and evaluation of the Implementation Readiness Study reports, Feasibility Studies, and Business Plans for water infrastructure grant programmes by all water sectors. Full project management function, costs, quality, and time control. Contribute inputs to the development of project planning in the design and/or testing phases. (Project initiation, project scope, activities and objectives, measures to be evaluated to ensure completion. Facilitate the development and implementation of policies and frameworks. Promote partnership between the government, public entities, the private sector, and civil society regarding the water services infrastructure grant programme. Participates in the Collaborative process with other public sector agencies and the private sector to ensure effective consultation and inclusion regarding bulk infrastructure programmes. Ensure water supply availability for all business sectors. Avail raw water supply for all municipalities. Consultations on water issues are communicated with all key stakeholders and various water sectors. Needs of business sectors catered for on bulk infrastructure programme. Manage the water services infrastructure, grant programmes, budget planning, monitoring, and reporting. Assure that water services

infrastructure grant programmes are budgeted for in medium term expenditure framework. Compile budget for building water services infrastructure grant programmes. Ensure that budgeted funds are used efficiently and effectively. Develop and implement early warning management system. Ensuring adherence to financial prescripts, monitoring compliance with financial regulations, Ensure effective monthly and quarterly reporting, and information dissemination. Effectively manage the MTEF project budget and ensure ongoing monitoring and reporting of financial performance. Monitor and evaluate the implementation of all water services infrastructure development programmes. Regularly review the quality of work completed to ensure standards are met. Conduct regular visits to ensure that project deliverables are on time, within budget, and meet the required quality standards. Monitoring and Evaluation Assessment reports on budget and expenditure outcomes are affirmed through physical verification of infrastructure Projects Develop forms and records to document and file project activities and ensure that project information is appropriately documented and secured. Monitor project and programme progress and make necessary adjustments to ensure successful project completion. Establish a communication schedule to update stakeholders, including appropriate staff in the organization, on project progress. Management of resources. Human resources, Work allocation, discipline, performance management. Equipment, Recommendation, allocation.

ENQUIRIES
APPLICATIONS

: Mr Z Nonuzana. Tel No: (043) 604 5413
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 02/135

: **ENGINEERING PRODUCTION GRADE A-C (ENGINEERING SERVICES)**
REF NO: 060226/03 (X2 POSTS)
Branch: Infrastructure Management: Head Office
Dir: Infrastructure Capacity Analysis
Sd: Gauging Weirs

SALARY

: R879 342 – R1 323 267 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS

: Pretoria Head Office
: An Engineering Degree (B Eng/BSc Eng) in Civil Engineering. Three (3) years post-qualification engineering experience in water and civil engineering related to gauging structure/weirs design, construction management and safety of hydraulic structures required for a registered professional engineer. Compulsory registration with the Engineering Council of South Africa (ECSA) as a professional engineer. Excellent technical knowledge of current design standards, calibration procedures, and best practices applicable to hydraulic structures such as flood outlets and gauging weirs. Demonstrable experience in hydraulic and hydrological analyses, including the use of relevant engineering software and computer applications. Knowledge of hydraulic structure modelling, dam safety principles, environmental legislation, and other applicable legal frameworks. Proven practical experience in the design of hydraulic structures (e.g., canals, dams, gauging weirs) is essential. Strong skills in data management, analysis, and interpretation.

DUTIES

: Perform engineering design and analysis work related to new and existing gauging weirs within the Directorate, ensuring appropriate, efficient, and cost-effective design solutions. Undertake the hydraulic and structural design of gauging structures in accordance with national and international standards. Conduct and supervise quality control, construction monitoring, and on-site problem-solving during project implementation. Assist with the establishment and improvement of flow-gauging sites, including direct and indirect hydraulic calibration and verification of flow-measurement systems. Review, audit, and quality-assure engineering reports produced within the section. Provide professional technical advice and engineering support to internal directorates and external stakeholders. Keep up to date with developments in dam safety, water engineering, hydraulic modelling, flow measurement technologies, and applicable legislation, and contribute to the development or refinement of engineering policies and standards. Participate in inter-directorate engagements and maintain close liaison with hydrological teams at national and provincial levels. Support and perform activities related to high flood line determinations. Mentor and train junior engineers, engineering technologists, and technicians. Attend site visits, meetings, and undertake work across the

<u>ENQUIRIES</u>	country, which may involve extensive travel and irregular or extended working hours.
<u>APPLICATIONS</u>	<p>: Mrs AA Coetzee Tel No: (012) 336 6938</p> <p>: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/</p>
<u>POST 02/136</u>	<p>: <u>ASSISTANT DIRECTOR: QUALITY MANAGEMENT SYSTEMS REF NO: 060226/04</u></p> <p>Branch: Infrastructure Management: Head Office</p> <p>Dir: Technical Engineering Support Services</p> <p>Sd: Quality Management Systems</p>
<u>SALARY</u>	R582 444 per annum (Level 10)
<u>CENTRE</u>	Pretoria Head Office
<u>REQUIREMENTS</u>	<p>: A relevant NQF level 6 qualification. Certified lead auditor in ISO 9001. Five (5) years' experience in an ISO9001 certified construction/engineering related environment. Understanding of business process mapping and governance structures. Excellent understanding of ISO 9001 standard requirements and implementation. Knowledge of Public Service and built-environment related legislation. Good communication skills (both verbal and written). Good Project Management skills. Good presentation skills. Good computer skills. Ability to work independently. Code 08 driver's licence is essential. The role requires extensive travel to various construction and engineering sites nationwide.</p>
<u>DUTIES</u>	<p>: Plan and coordinate quality management system activities to obtain ISO 9001 certification in a construction/engineering environment. Coordinate the development of quality management system policies, guidelines, templates and monitoring tools. Prepare and conduct presentations to stakeholders. Stakeholder engagement. Ensure business process mapping activities are conducted. Ensure effective document management systems are in place aligned to organisational requirements. Ensure ISO 9001 certification is maintained once certification is obtained. Plan and ensure implementation of the auditing programme. Compile audit reports. Ensure management review meetings take place timeously. Monitor customer satisfaction. Monitor actions to address non-conformities. Reporting to management. Supervision of staff. Ensure a high standard of quality is maintained in all meetings/activities/reporting.</p>
<u>ENQUIRIES</u>	Ms V Govender Tel No: (012) 336 7005/ 0829407763
<u>APPLICATIONS</u>	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 02/137</u>	<p>: <u>ASSISTANT DIRECTOR SANITATION: WATER AND SANITATION SERVICES SUPPORT REF NO: 060226/05</u></p> <p>Branch: Water and Sanitation Services Management FS</p> <p>Cd: Provincial Operations Free State Provincial Operations Office</p> <p>Dir: Water & Sanitation Services Support</p>
<u>SALARY</u>	R582 444 per annum (Level 10)
<u>CENTRE</u>	Bloemfontein
<u>REQUIREMENTS</u>	<p>: A relevant NQF 6 qualification in Development studies/Public administration /Social Science / Built environment. The disclosure of a valid unexpired driver's license (candidates should be able to drive), Computer proficiency. Three (3) years technical and social experience specifically on Sanitation. Project Management will serve as an added advantage. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act, Regulations and Public Finance Management Act. Sound knowledge of Project, Programme, Financial and Change Management.</p>
<u>DUTIES</u>	<p>: Provide input into strategic and business planning of the section. Ensure that programmes are in line with sanitation regulations, norms and standards. Co-ordinate and oversee sanitation programmes implementation in all sectors. Regular reporting on programme achievements. Ensure that inputs, buy-in and collaboration by all stakeholders into sanitation programmes are made. Establish and maintain provincial relations with all stakeholders. Incorporate provincial inputs into National Policy and Strategies. Promote a culture of learning and exchange of information (Sector Advocacy) and promotion of Hygiene. Ensure that cross cutting issues such as gender and disability are incorporated into sanitation initiatives. Engage the public on implementation of</p>

Infrastructure projects and is also expected to do monitoring and evaluation of sanitation programmes. Appraisal of Sanitation Business Plans for presentation and ratification to the Regional Appraisal Committee. Ensure inputs into water services and integrated development plans. Participate in the development of Integrated Development Plans (IDP) and Water Services Development Plans (WSDP) and ensure alignment of National and Provincial priorities in such plans.

ENQUIRIES
APPLICATIONS

POST 02/138

: Ms Z Kokozela Tel No: (051) 405 9000
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

: **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 060226/06**
Branch: Water and Sanitation Services Management NS
Cd: Provincial Operations: Northern Cape
Dir: Water & Sanitation Services Support
Sd: Water Service Planning Support
Re-advertisement, applicants who have previously applied must reapply.

SALARY
CENTRE
REQUIREMENTS

DUTIES

: R551 493 per annum, (OSD)
: Kimberley

: A National Diploma in Engineering or relevant Engineering qualification. Six (6) years post qualification in technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.

: Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize / make recommendations for approval by the relevant authority. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.

ENQUIRIES
APPLICATIONS

POST 02/139

: Mr. K Kgarane Tel No: (053) 830 8800
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

: **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 060226/07**
Branch: Water and Sanitation Services Management EC
Cd: Provincial Operations: Eastern Cape

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)
: King William's Town

: A relevant NQF qualification 6 in Human Resource Management/Public Administration/ Management. Five (5) years relevant experience in Human Resource Management with experience in Recruitment, Selection and Benefits Administration of which three (3) years should be at supervisory level. The disclosure of a valid unexpired driver's license. PERSAL Introduction Certificate. Ability to interpret Policies and Legislation. Knowledge of Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Government Employment Medical Scheme, Policy on Incapacity and ill-health Retirement, Housing Allowance. Knowledge of policy development and

implementation. Knowledge of HR transactions. Knowledge of recruitment, selection, and appointment procedures. Knowledge of PERSAL and BAS System. Knowledge of Pension Case Management. Knowledge of Comp Easy System. Knowledge of equal opportunities and Affirmative action guidelines and laws. Disciplinary knowledge of HR transactions. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures.

DUTIES : Implement HR transactions policies and strategies. Analyse current policies. Analyse Departmental strategic objectives. Analyse human resource transaction trends. Monitor the implementation of human resource in the Department. Evaluate implementation of HR information policy in the Department. Measure compliance in terms of HR information processes. Implement HR transactions systems and database. Develop implementation plan. Hold roadshows advising department on key policy issues. Develop training programs for HR regional managers. Brief managers on policy requirements. Implement according to delegations. Formulate delegations. Give advice on the implementation of HR transactions policies and guidelines. Expert advice to managers on the implementation of HR transaction information. Monitor policy implementation. Give advice on HR policies in the Department. Implement the best practice on HR transaction. Conduct research on the latest development on HR issues. Provide Guidance on COIDA. Provide advice and guidance to employees regarding IOD matters. Submit cases of IOD to DOL (Labour Department). Maintain database of HR transaction. Accurate HR information data. HR information implemented on the System. Monthly report available for managers. Issue HR information report. Ensure proper filing and safekeeping of HRM documents. The administration of recruitment and selection in the region. Implement the process of advertising vacant post. Draft submission for approval. Serve as panel member or secretary during selection process. Conduct reference check verification of qualification.

ENQUIRIES : Ms PN Tshevu. Tel No: (043) 701 5372

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

POST 02/140 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 060226/08**

Branch: Water and Sanitation Services Management EC
Cd: Provincial Operations: Eastern Cape

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)

King William's Town

: A relevant tertiary qualification in Financial Management / Management Accounting / Financial Accounting at NQF level 7. Three(3) years relevant supervisory experience. The disclosure of a valid unexpired driver's license. 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. Departmental policies and procedures. Governmental financial 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.

DUTIES : Planning- Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting- Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and

consultation for the MTEF budget process. Analyse, interpret, and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Ensure submission and the recording of adjustments estimates of national expenditure (AENE) and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/ virements are included in the adjusted budget. Analyse requests for the rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting- Coordinate, review, analyse and quality assure the management accounting reporting processes. Evaluate information on monthly reports produces (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/ virements are included in the line In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting functions. Develop and review departmental policies procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Management of Human Resources, Financial Resources and Physical resources under the area of responsibility.

ENQUIRIES
APPLICATIONS

: Mr ML Sigobo Tel No: (043) 604 5417
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 02/141

: **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (ENGINEERING SERVICES) REF NO: 060226/09**
Branch: Infrastructure Management: Head Office
Dir: Infrastructure Capacity Analysis
Sd: Gauging Weirs

SALARY

: R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS

: Pretoria Head Office
: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post-qualification technical engineering experience. The disclosure of a valid unexpired driver's license. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (Civil stream). At least three (3) years of technical experience in water or civil engineering, preferably involving gauging structures, weirs, hydraulic structures, or construction supervision. Good knowledge of practical design standards, calibration procedures, and construction methods for hydraulic structures such as gauging weirs and small dams. Experience with hydraulic or hydrological data, measurements, and the use of related software or equipment. Understanding of dam safety, environmental requirements, and relevant legislation will be an advantage. Ability to manage technical information and maintain accurate data records.

DUTIES

: Assist with the technical design, drafting, and analysis of new and existing gauging weirs and other hydraulic structures. Support onsite construction activities, including quality control, progress monitoring, and identifying and solving technical issues. Assist with the installation, maintenance, and calibration of flow-gauging equipment and sites. Contribute to the preparation, checking, and organisation of technical reports. Provide technical support and advice to engineers, technologists, other directorates, and external stakeholders. Keep updated with developments in water engineering and dam safety practices. Liaise with hydrology teams at national and provincial levels. Assist in training and mentoring junior staff where required. Support activities

related to flood hydrology, including collecting field data, preparing survey information, assisting with hydraulic modelling tasks when required, and supporting flood line determinations for planning or compliance purposes. Attend meetings and perform fieldwork across the country, which may include extensive travel and irregular working hours.

ENQUIRIES
APPLICATIONS

POST 02/142

: Mrs AA Coetzee Tel No: (012) 336 6938
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: (DRINKING WATER REGULATION) REF NO: 060226/10

Branch: Water and Sanitation Services Management FS
Cd: Provincial Operations Free State Provincial Operations Office
Dir: Water Service Regulation

SALARY

: R343 842 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS

: 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 Blue Drop Program. Willingness to travel and work extensive hours.

DUTIES

: Conducting inspections on water supply systems infrastructure and compilation of detailed inspection reports with recommendations. Monitoring compliance to drinking water quality standards and compilation of relevant reports with recommendations. Issuing letters of non-compliance to drinking water quality standards and monitoring remedial actions. Investigation of drinking water quality failures, issuing relevant non-compliances letters and ensure initiating of emergency management protocol by Water Services Institutions where necessary. Monitoring loading of drinking water 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 Blue Drop regulatory Programme. Coordinating submission and monitoring implementation of submitted corrective action plans for the Blue Drop programme. 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 centres, etc.)

ENQUIRIES
APPLICATIONS

: Mr N Musekene Tel No: (051) 405 9000
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 02/143

COMMUNITY DEVELOPMENT OFFICER: WATER AND SANITATION SERVICES SUPPORT REF NO: 060226/11

Branch: Water and Sanitation Services Management FS
Cd: Provincial Operations Free State
Dir: Water and Sanitation Services Support

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07)
: Bloemfontein

: A National Diploma / Degree in Human Sciences. One (1) to three (3) years experience in water and sanitation stakeholder management, education and awareness, hygiene, community development and project management. The disclosure of a valid unexpired driver's license (candidates should be able to drive), Computer proficiency. Good communication, liaison, interpersonal, presentation, report writing and networking skills. Sound knowledge of the principles of community development and service delivery. Knowledge of the National Water Act 1998 and Water Services Act 1997. Willingness to travel extensively and work long hours.

DUTIES

: Organisation and facilitation of workshops in line with sanitation regulations, norms and standards and assessing impact and compliance. Organisation and facilitation sanitation programmes implementation in all sectors. Accurate

reporting for sanitation to various authorities and bodies. To facilitate, identify and implement social sanitation development programmes with key stakeholders. Maintain provincial relations with all stakeholders. Promote a culture of learning and exchange of information (Sector Advocacy) and promotion of Hygiene. Liaison, co-ordinate and monitor projects and other community development ventures. Assist with Institutional Business planning support, appraisal and monitoring. Provide logistical support. Implement culture and innovation programmes.

ENQUIRIES
APPLICATIONS

- : Ms Z Xokozela Tel No: (051) 405 9000
- : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

APPLICATIONS : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Acting Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Kindly note that the emailed applications and attachments should not exceed 15 MB). General enquiries may be brought to the attention of Mr Joseph Mahlangu Tel No: (012) 359 0238/ Mr Amukelani Misunwa Tel No: (012) 359 0240

CLOSING DATE : 06 February 2026 at 16:00

NOTE : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical that and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of

section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

OTHER POSTS

<u>POST 02/144</u>	<u>PARLIAMENTARY AND CABINET SUPPORT REF NO: DWYPD/003/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R896 436 per annum (Level 11), fully inclusive remuneration package Pretoria
	Grade 12 certificate, an appropriate National Diploma or Degree or equivalent qualification at NQF level 6/7. A minimum of 3-5 years' experience at management level. Knowledge: Knowledge of Minister's operations; Proven management competencies; 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. Skills: Communication skills (Verbal and Written); Computer literacy (MS Office); Strategic leadership; Financial management; Project and programme management; Change management; Knowledge management; Customer relations management; Negotiation and facilitation; Advanced verbal and written communication; Problem solving and crisis management; Research; Networking; Decision Making; People management; Good interpersonal skills; Diversity management. Personal Attributes: Analytical thinking; Innovative and creation; Effective Interpersonal relations; Ability to work effectively under stressful situations; solution orientated, ability to design ideas without direction; Systematic and proactive; Visionary and strategist; Assertive; Adaptable and flexible; People orientated and able to function within a group; Highly motivated, goal orientated and driven; High sense of urgency; Confidentiality; Integrity.
<u>DUTIES</u>	Monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the Minister: Peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the Minister; Liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the Minister and brief departments on decisions taken. Monitor events in Cabinet/Executive council to identify matters that have a bearing portfolio of the Minister: Peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the Minister; Liaise with structures, by attending meetings, like cluster and cabinet committees.
<u>ENQUIRIES</u> <u>APPLICATIONS</u> <u>NOTE</u>	Ms Val Mathobela Tel No: (012) 359 0270 Recruitment01@dwYPD.gov.za Preference will be given to African Females, Coloureds, as well as Persons with Disabilities.
<u>POST 02/145</u>	<u>ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: DWYPD/001/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R896 436 per annum (Level 11), fully inclusive remuneration package Pretoria
	Grade 12 certificate, an appropriate National Diploma or Degree in Public Administration or equivalent qualification at NQF level 6. A minimum of 3 years' experience should be at First level (Assistant Director)/Middle Management level in a related field. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working experience/knowledge of Ministry operations. Proven experience in rendering administrative support to executive. In-depth knowledge and understanding of the functional areas covered by the Minister's portfolio; The political and parliamentary processes in South Africa; Departmental policies and applicable protocols; Departmental governance framework and mandate; Administrative computer packages; Departmental strategic objectives; Relevant prescripts applicable to the Ministry i.e. MISS; Batho Pele Principles and practice thereof; Public Service prescripts on office and information management. Skills: Strategic leadership; Financial management; Project and programme management; Change management; Knowledge management; Customer relations management; Negotiation and facilitation; Advanced verbal and

written communication; Problem solving and crisis management; Research; Networking; Decision making; People management; Computer literacy (MS Office); Good interpersonal skills; Diversity Management. Personal attributes: Analytical thinking; Innovative and creation; Effective Interpersonal relations; Ability to work effectively under stressful situations; solution orientated- ability to design ideas without direction; Systematic and proactive; Visionary and strategist; Assertive; Adaptable and flexible; People orientated and able to function within a group; Highly motivated, goal orientated and driven; High sense of urgency; Confidentiality; Integrity.

DUTIES : Manage the administrative activities within the office of the Minister: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority; Compile correspondence, submissions and cabinet memoranda as required; Study, edit and comment on submissions to be submitted to the executive authority for consideration; Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority; Manage logistical support in the office of the executive authority; Develop, implement and maintain a filing system for the office of the executive authority; Manage the registry of the office of the executive authority; Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the Minister: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council; Liaise with senior managers in the institutions within the executive authority's portfolio; Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the Minister: Manage the distribution of memoranda to Cabinet/executive council members; Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees; Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees: General supervision of the employees in the office of the executive authority; Quality control of the work delivered by supervisees; Advise supervisees with regard to all aspects of the work; Serve as the formal disciplinary authority with regard to supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Coordinate the Minister's constituency work and stakeholder relations: Support Parliamentary Constituency office; Strengthen the relation between the Minister and the community in her constituency; Support the Minister with her political responsibilities; Advise the Minister on client engagement status; Lead specific outreach initiatives, dialogues and other forms of engagement to understand key concerns.

ENQUIRIES : Ms Val Mathobela Tel No: (012) 359 0270

APPLICATIONS : Recruitment01@dwYPD.gov.za

NOTE : Preference will be given to African Male and Females, Indians and Coloured, as well as Persons with Disabilities.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT**

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

<u>APPLICATIONS</u>	: Applications, quoting the relevant reference number, should be hand delivered or emailed as follows: The Head of Department: Free State Community Safety, Roads and Transport, Attention: Mr. M Ntshingane (Deputy Director: Provincial Regulatory Entity), No 45 Charlotte Maxeke Street, Perm Building, Bloemfontein. Applications that are hand delivered must be brought to the Perm Building where they must be placed in the appropriately marked box at Security Ground floor. Applications may also be e-mailed for the attention of Mr. M. Ntshingane (Ntshinganev@freetrans.gov.za). Contact details of Mr. M Ntshingane are (071) 461 9501
<u>CLOSING DATE</u> <u>NOTE</u>	: 06 February 2026 at 16h00 Applications must be accompanied by a comprehensive curriculum vitae accurately detailing the qualifications, certified copies of academic qualifications, professional membership (if applicable), relevant experience and the identity document. Applicants must clearly indicate the reference number of the PRE 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 qualification(s) 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 holders 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 short-listed 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 appointments. 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.

OTHER POST

<u>POST 02/146</u>	: <u>PROVINCIAL REGULATORY ENTITY: DEPARTMENT OF COMMUNITY SAFETY, ROADS & TRANSPORT REF NO: FS CSRT 06/02/2026</u>
<u>SALARY</u>	: Provincial Regulatory Entity sitting (inclusive of preparation): Chairperson will be given sitting allowances if he or she is an external person on a difference of 2% of other external appointed PRE members, payable per each sitting of the PRE and / or ad-hoc meeting will be renumerated per sitting as determined by the MEC. All Member Subsistence and travelling allowances when attending PRE activities and meetings will be paid by the Department. The Board members will be paid in terms of the National Land Transport Act (NLTA) No 5 of 2009.
<u>CENTRE</u>	: Free State Department of Community Safety, Roads and Transport: Head Office (Bloemfontein)
<u>REQUIREMENTS</u>	: Candidates must have at least ten (10) years' relevant experience in both Public and Private Sector and any post graduate degree or equivalent qualification in Accounting, Internal Auditing, Risk Management, Information Technology, Law, Transport & Logistics and should have knowledge of National Land Transport Act (NLTA) No 5 of 2009. Technical knowledge of prescripts,

regulations and frameworks governing the mandate of the Department and that of NLTA. Competencies: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, courage to stimulate discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy skepticism and professional approach, high level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risk and control, and ability to offer new perspective, ability to promote effective working relationships.

DUTIES : As an Advisory Committee/entity to Accounting Officer and MEC will be appointed in terms of the requirements of the National Land Transport Act and Free State Public Transport Act, the Provincial Regulatory Entity will: Review the coordination of efforts to ensure completeness of the coverage and promote the effective use of the Operating Licencing resources guided by Director Operating Licensing. Ensure effectiveness of the Departments' governance processes, risk management and internal controls, including information system, programme management and security controls, the quality of the financial and other management information produced to ensure integrity and reliability, any related significant findings and recommendation of the internal and external auditors together with management's responses thereto. Review and provide recommendations that will enhance the overall control environment to assist the responsible directorate and Department in: Improving service delivery on its core mandate of ensuring road safety, regulated public transport and integrated transport system and network. Provision of sustainable community safety through its monitoring and assessment activities of all public transport mode within the Free State. Ensuring that the demands of public transport motor vehicles of required services in terms of the NLTA and FSPTA is compliant within the province are met efficiently, economically and effectively.

ENQUIRIES : Deputy Director: Operating Licensing Board: Mr. M Ntshingane at (071) 461 9501

DEPARTMENT OF HEALTH

CLOSING DATE : 06 February 2026

NOTE : Applications must be submitted on new Z83 form. "Applicants are advised that from 1 January 2021, a new application for employment (Z83) form will be effective 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. 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 recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed PERSAL service records where applicable within 2 days of accepting the offer. 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. All shortlisted candidates, including the SMS, shall undertake

two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. 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 02/147</u>	<u>DEPUTY DIRECTOR-GENERAL: CLINICAL HEALTH SERVICES REF NO: H/D1/2026</u>
<u>SALARY</u>	R1 813 182 per annum (Level 15), 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 REQUIREMENTS</u>	Corporate Office: Bloemfontein A qualification at NQF level 8 as recognised by the South African Qualification Authority (SAQA). Post-graduate Degree in Health Management and other related professions. At least minimum of 8 years' experience at a senior managerial level or experience in line with Employment Equity EEA, DDA guide. Pre-entry Certificate for the Senior Management Services submitted prior to appointment. (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced 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 licence. 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>	Oversee and ensure overall provision of strategic health services within the department. Oversee and manage the provision of health programmes services. Oversee and ensure the provision of district health and district hospital services. Oversee and manage the provision of central hospital services. Provide strategic direction for the clinical health services and health support programmes. Oversee and manage the provision of specialized hospital services. Oversee and manager of tertiary hospital services. Monitor and implementation National Health Insurance. Implement Systems for Good Corporate and Clinical Governance. Oversee resource (Human, Financial, Equipment/ Assets).
<u>ENQUIRIES APPLICATIONS</u>	Mr. ME Mohlahlo Tel No: (051) 408 1846 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment

<u>POST 02/148</u>	<u>CHIEF EXECUTIVE OFFICER REF NO: H/C/1/2026</u>
<u>SALARY</u>	: R1 494 900 per annum (Level 14), 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 REQUIREMENTS</u>	: Pelonomi Tertiary Hospital: Bloemfontein : A qualification at NQF level 7 as recognised by the South African Qualification Authority (SAQA). Post-graduate Degree in Health Management and other related professions. At least minimum of 5 years' experience at a senior managerial level or experience in line with Employment Equity EEA, DDA guide. Pre-entry Certificate for the Senior Management Services submitted prior to appointment (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced 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 licence. 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. Knowledge: And Skills: Knowledge of South African Health System, Hospital Service Package and relevant legislation such National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and project management, Financial management, Management of people and empowerment. Progress Competencies: Turnaround and Service delivery innovation, Knowledge management, problem solving and analysis, Communication, Client orientation and customer focus.
<u>DUTIES</u>	: Provide strategic direction in preparing a Business Plan for the hospital to ensure that is in line with the departmental strategic plan. Oversee the management of all aspects of patient care and ensure health, safety, welfare of patient and quality improvement. Ensure comprehensive compliance with standards to provide quality care. Oversee the practice of good governance and compliance pertaining to financial policies, legislation's and regulations. Manage resource (Human, Financial and Physical) within the unit. Serve on various internal and external committees, and provide input into the development of Provincial policy and strategy on the provision of health/medical care.
<u>ENQUIRIES</u>	Mr. ME Mohlahllo Tel No: (051) 408 1846
<u>APPLICATIONS</u>	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/149</u>	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/D/2/2026</u>
<u>SALARY</u>	: R1 266 714 per annum (Level 13), all -inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	: Corporate Office, Bloemfontein : Matric plus an undergraduate qualification in Supply Chain Management or equivalent at (NQF 7) as recognized by SAQA. At least minimum 5 years' experience at a middle/ senior managerial level. Pre-entry Certificate for the Senior Management Services submitted prior to appointment. (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link:

<p>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 licence. 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. Knowledge: And Skills: Broad knowledge of Supply Chain Management and Treasury regulations. Policy development. Public Service Regulations, 2016, as amended. Interpersonal, communication. Planning, Negotiation and Presentation skills.</p>	
<u>DUTIES</u>	: Ensure effective and efficient guidance (policy formulation) over Procurement and Performance functions in the department in terms of prescripts of SCM Framework, regulations, PFMA, PPPFA and related Acts. Manage the effective co-ordination of the bidding process, responsive contract and promote adherence which support current empowerment policies and in line with PFMA, PPPFA, and SCM Framework regulations. Maintain and ensure compliance to the prescripts of PFMA pertaining to compliance and contract management, Supply Chain Risk Management as well as improve suppliers' performance including institutions within the department. Co-ordinate and ensure co-operation in all the institution, office and directorates in the department to improve bid management processes. Provide support to Chief Directorate, CFO and provide reports regarding procurement issues as well as to improve internal and external communication. Manage the Directorate: SCM and undertake all administrative functions required with regard to financial and HR administration.
<u>ENQUIRIES</u>	: Me. S January Tel No: (051) 408 1846
<u>APPLICATIONS</u>	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/150</u>	: <u>DIRECTOR: TB AND CDC REF NO: H/D/3/2026</u>
<u>SALARY</u>	: R1 266 714 - R1 492 122 per annum (Level 13), 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 REQUIREMENTS</u>	: Corporate Office, Bloemfontein Matric, an undergraduate qualification (NQF 7) as recognized by SAQA in Public Health/ Degree in Nursing/ Social Science as recognized by SAQA. Registered as Health professional with the recognized body. Current registration with professional body (2025/26). A minimum of five (5) years relevant experience at a middle/ senior managerial level. Pre-entry Certificate for the Senior Management Services submitted prior to appointment. (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Government (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/ . Valid driver's license. Computer literacy. Knowledge And Skills: Client orientation and customer focus. Knowledge management. Problem solving, Data analysis. Communication. Project management. Teamwork, Conflict Management and People orientated, Presentation skills, Report writing.
<u>DUTIES</u>	: Provision of strategic leadership and creation of a social compact for better health outcomes in the TB program. Manage financial affairs for TB programs. Manage the key performance areas of the Directorate and provide conducive environment for employees to perform. Improving the quality care by setting and monitoring national norms and standards, improving systems for user feedback. Implementation of strategies to reduce the burden of TB. Management of Human Management Development, Finance and Supply Chain Management. Coordinate and manage TB Business Plan. Ensure

<u>ENQUIRIES</u>	implementation of the activities of Business Plan. Monitor expenditure on the Business Plan.
<u>APPLICATIONS</u>	Me. BS Ramodula Tel No: (051) 403 1632 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/151</u>	<u>DISTRICT DIRECTOR (X3 POSTS)</u>
<u>SALARY</u>	R1 266 714 - R1 492 122 per annum (Level 13), (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	Lejweleputswa District Ref No: H/D/4/2026 Thabo Mofutsanyana District Ref No: H/D/5/2026 Xhariep District Ref No: H/D/6/2026
<u>REQUIREMENTS</u>	Matric plus an undergraduate qualification (NQF 7) as recognized by SAQA in a Health/Medical Sciences/Administrative field as recognized by SAQA. Post graduate degree in a clinical/administrative field (NQF8), as recognized by SAQA will be an added advantage. At least 5 years' experience at middle/senior managerial level, preferably in the health sector. Pre-entry Certificate for the Senior Management Services submitted prior to appointment. (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Government (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/ . Valid driver's license. Computer literacy. Knowledge And Skills: Client orientation and customer focus. Knowledge management. Problem solving, Data analysis. Communication. Project management. Teamwork, Conflict Management and People orientated, Presentation skills, Report writing.
<u>DUTIES</u>	Provide strategic leadership and create social compact for better health outcomes within the department and develop strategic objectives of the district health service in line with the departmental goals. Ensure the implementation and monitoring of annual strategic plan. Develop activities reflecting indicators, timeframes to achieve the set objectives. Allocate budget to different objectives. Ensure the implementation of the strategic plan. Manage all the resources for sustainable health service delivery of the facilities under the supervision. Financial Management: Maximize revenue through collection of all income due to the relevant hospital in the district. Ensure district budget is managed in line with the PFMA and relevant guidelines (i.e in line with delegations.) Monitor and evaluate asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of relevant institution in the district as well as optimal service delivery. Ensure that systems and procedures are in place to ensure effective and timeous maintenance of all facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resource. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Procurement and management of equipment and supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA. Ensure that goods and services are procured in a cost effective and timely manner. Corporate Governance: Oversee clinical governance to ensure high standards of patient care in the district. Optimize and support implementation of key priority health programmes: Improve Health outcomes. Support of District Health systems based on Primary Health Care approach: Monitor the performance and achievement of set targets for all programmes: Build a strategic and dedicated workforce that is responsive to service demands: Ensure continuous development and training of personnel and implement monitoring and evaluation of performance: Develop and promote the vision, mission and objectives of the District and inspire others to deliver the objectives as set by the department: Quality health service at level 1 and 2 service: Develop, implement and maintain a framework/programme against which the district performance can be evaluated and monitored: Ensure the development of a comprehensive risk management strategy.
<u>ENQUIRIES</u>	Me. Makhoali-Nkadimeng Tel No: (051) 408 1000
<u>APPLICATIONS</u>	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment

OTHER POSTS

<u>POST 02/152</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER REF NO: H/C/2/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 266 450 per annum Corporate Office, Bloemfontein Matric, plus Degree in Built Environment field. Six years' experience post qualification (NQF 7) as recognized by SAQA. Current registration as a Professional Construction Project Manager with SACPCMP (2025/2026). Computer Literacy. Valid Driver's license. Knowledge And Skills: Public Financial Management Act /Treasury Regulations. Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Health Act and Regulations. Engineering Professional Act 2000. Preference Procurement Act of 2000 and Regulations. Broad Based Black Empowerment Act of 2003. Expanded Public Works Programme. Promotion of Administrative Justice Act of 2000. Project Construction Management Professions Act of 2000. National Environmental Management Act of 1998. Promotion of Administrative Information Act of 2000 ISO standards. Relevant Provincial Land. Administration Legislation. All different types and forms of construction contracts Construction Procurement. Standard as Issued by CIDB. Quantity Surveying Profession Act of 2000.</p>
<u>DUTIES</u>	:	<p>Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy. Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management. Financial Management. Mentoring of Candidates.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Me. L Pholo Tel No: (051) 408 1463 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment</p>

<u>POST 02/153</u>	<u>CHIEF ELECTRICAL ENGINEER REF NO: H/C/3/2026</u>
<u>SALARY</u>	: R1 266 450 per annum
<u>CENTRE</u>	: Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	: Matric, plus Degree in Engineering and/ equivalent qualification. Current registration with ECSA as a Professional Engineer: Electrical or Mechanical Engineer (2025/2026). 6 years experience post qualification (NQF 7) as recognized by SAQA. Computer literacy. Valid driver's licence. Knowledge And Skills: Public Financial Management Act /Treasury Regulations. Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations.
<u>DUTIES</u>	: Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation [construction] and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management. Financial Management. Mentoring of Candidates.
<u>ENQUIRIES</u>	: Me. L Pholo Tel No: (051) 408 1463
<u>APPLICATIONS</u>	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/154</u>	<u>CHIEF MECHANICAL ENGINEER REF NO: H/C/4/2026</u>
<u>SALARY</u>	: R1 266 450 per annum
<u>CENTRE</u>	: Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	: Matric, plus Degree in Engineering. Current registration with ECSA as a Professional Engineer: Electrical or Mechanical Engineer (2025/2026). 6 years' experience post qualification (NQF 7) as recognized by SAQA. Computer literacy. Valid driver's licence. Knowledge And Skills: Public Financial Management Act /Treasury Regulations. Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations.
<u>DUTIES</u>	: Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation [construction] and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management. Financial Management. Mentoring of Candidates.
<u>ENQUIRIES</u>	: Me. L Pholo Tel No: (051) 408 1463
<u>APPLICATIONS</u>	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/155</u>	<u>ASSISTANT MANAGER MEDICAL PHYSICIST GRADE 1-3 REF NO: H/A/6/2026</u>
<u>SALARY</u>	: Grade 1: R1 124 517 – R1 282 542 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	: Univeristas Academic Hospital, Bloemfontein
<u>REQUIREMENTS</u>	: Matric, MSc or M Med Sc in Medical Physics. Registration with the HPCSA as a Medical Physicist. Current registration with HPCSA (2025/2026). Minimum of 7 years of experience post registration as a Medical Physicist in in Nuclear

<u>DUTIES</u>	Medicine/Diagnostic Radiology. Experience in Nuclear Medicine imaging. Knowledge and Skills: Diagnostic Radiology. Knowledge of multimodality imaging (CT/PET/SPECT/MR).
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Responsible for managing the dosimetry, quality assurance, and radiation protection functions of Medical Physics at Universitas Academic Hospital in the Department of Nuclear Medicine and with support to Diagnostic Radiology. Coordinate and supply physics support and active participation in the routine execution of clinically related Medical Physics tasks in the Nuclear Medicine Diagnostic Department. Active participation and assistance with managing the research and development programme of the Medical Physics Division. Assistance with staff management, the Medical Physics internship programme, departmental administration, and equipment planning, including equipment specifications, tender preparation, and commissioning. Assistance in the Quality Control and audit of Medical Physics functions related to radiation safety, incident management, equipment quality management, and licensing. Prof FCP du Plessis Tel No: (051) 405 3249 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/156</u>	<u>CHIEF ARCHITECT GRADE A REF NO: H/C/5/2026</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	R1 099 488 per annum Corporate Office, Bloemfontein Matric, plus Bachelor of Architect or Equivalent as recognized by South African Council for the Architectural Profession. Six years' experience post qualification (NQF7) as recognized by SAQA. Current registration with the South African Council for Architectural Profession as a Professional Architect (2025/2026). Computer literacy. Valid driver's licence. Knowledge And Skills: Public Financial Management Act /Treasury Regulations. Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Health Act and Regulations. Engineering Professional Act 2000. Preference Procurement Act of 2000 and Regulations. Broad Based Black Empowerment Act of 2003. Expanded Public Works Programme. Promotion of Administrative Justice Act of 2000. Project Construction Management Professions Act of 2000. National Environmental Management Act of 1998. Promotion of Administrative Information Act of 2000. ISO standards. Relevant Provincial Land. Administration Legislation. All different types and forms of construction contracts. Construction Procurement. Standard as Issued by CIDB. Quantity Surveying Profession Act of 2000.
<u>DUTIES</u>	Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy. Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation/ Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management. Financial Management. Mentoring of Candidates. Me. L Pholo Tel No: (051) 408 1463 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	
<u>POST 02/157</u>	<u>CHIEF QUANTITY SURVEYOR REF NO: H/C/6/2026</u>
<u>SALARY</u>	R1 099 488 per annum

<u>CENTRE REQUIREMENTS</u>	: <p>Corporate Office, Bloemfontein Matric, plus Degree in Quantity Surveying and/ or equivalent qualification (NQF 7) as recognized by SAQA. 6 Years' experience post qualification. Current registration as a Professional Quantity Surveyor with SACQSP (2025/2026). Computer literacy. Valid driver's licence. Knowledge and Skills: Public Financial Management Act /Treasury Regulations. Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Health Act and Regulations. Engineering Professional Act 2000. Preference Procurement Act of 2000 and Regulations. Broad Based Black Empowerment Act of 2003. Expanded Public Works Programme. Promotion of Administrative Justice Act of 2000. Project Construction Management Professions Act of 2000. National Environmental Management Act of 1998. Promotion of Administrative Information Act of 2000. ISO standards. Relevant Provincial Land. Administration Legislation. All different types and forms of construction contracts. Construction Procurement. Standard as Issued by CIDB. Quantity Surveying Profession Act of 2000.</p>
<u>DUTIES</u>	: <p>Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management. Financial Management. Mentoring of Candidates.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Me. L Pholo Tel No: (051) 408 1463 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment</p>
<u>POST 02/158</u>	: <p><u>DEPUTY DIRECTOR: MEDICAL ORTHOTICS AND PROSTHETICS REF NO: H/D/9/2026</u></p>
<u>SALARY</u>	: <p>Grade 1: R1 045 446 - R1 158 507 per annum, (all -inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional).</p>
<u>CENTRE REQUIREMENTS</u>	: <p>Corporate Office, Bloemfontein Matric plus National Diploma (NQF6) as recognized by SAQA in Medical Orthotics and Prosthetics. Current of registration (2025/2026) of the Health Professions Council of South Africa as a Medical Orthotist/Prosthetics Grade 1: 5 years' experience in Orthotic and Prosthetic environment of which 3 years must be on management level (ASD) in the field of Orthotics & Prosthetic. Computer literacy (Microsoft Soft Office package). Valid driver's license. Knowledge and Skills: Policy making process. Orthotic and Prosthetic Policy Framework. Public Service Regulations 2016, as amended. Public Financial Management Act. Planning, Communication. Time Management and Problem Solving.</p>
<u>DUTIES</u>	: <p>Ensure comprehensive Clinical Governance of Orthotic and Prosthetic service. Liaison with internal (DOH) and external stakeholders (Institutions of Higher Learning). Utilise health information technology and other health information systems for enhancement of service delivery in the province. Facilitate performance information management, reporting and accountability. Management resources.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Mr. JM. Mokgatle Tel No: (051) 408 1540/1 to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/</p>

<u>POST 02/159</u>	:	<u>MEDICAL OFFICER GRADE 1-3 (X9 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 – R1 078 116 per annum Grade 2: R1 142 553 – R1 247 202 per annum Grade 3: R1 322 352 – R1 647 630 per annum 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>	:	Elizabeth Ross District Hospital Ref No: M/H/2/2026 (X1 Post) Mangaung Metro District Ref No: M/H/4/2026 (X1 Post) Kopano Multi-Drug (Bongani Regional Hospital) Ref No: M/H/5/2026 (X1 Post) Bongani Regional Hospital) Ref No: M/H/6/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	MBCHB or equivalent Degree. Current registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees (2025/2026). Experience- Grade 1: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One year relevant experience after registration as Medical Practitioner with recognized foreign Health Professional Council in respect of Foreign qualified employees, of who it is not required to perform Community Service as required in South Africa. Grade 2: Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years relevant experience after registration as a Medical Practitioner with recognized Foreign Health Professions Council 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 10 years after registration with as a Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Profession Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Skills And Knowledge: Extensive knowledge on Public Service legislation, policies and procedures. Excellent communication skills (verbal, written, report writing, medico-legal reports). Good interpersonal skills as well as display of honesty, integrity and excellent work ethics.
<u>DUTIES</u>	:	Management all medical conditions to ensure that a competent service is provided to all patients Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Briefing, informing, and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients.
<u>ENQUIRIES</u>	:	Me. DA Moretsi Tel No: (057) 065 0470 Dr MP Setlaba Tel No: (058) 718 4001 Dr MJ Maseloa Tel No: (051) 405 1936 Dr Lion Tel No: (051) 405 1936 Mr. T Tsoho Tel No: (051) 057 916 8285
<u>APPLICATIONS</u>	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/160</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: H/D/10/2026</u>
<u>SALARY</u>	:	R896 436 per annum, (all -inclusive salary package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
<u>CENTRE</u>	:	Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	:	Matric plus Degree (NQF7) as recognized by SAQA in Internal auditing with minimum of 6 years of experience in Internal Auditing of which 3 years should be at managerial (ASD) level. Valid Driver's License. Registration with IIASA and Willing to travel extensive will be added as an advantage. Knowledge And Skills: Consult the competency framework determined by the IIA , Comm Body of knowledge and the National Treasury for Internal Auditing. Public Service Regulations 2016, as an amended. Public Finance Management Act.

<u>DUTIES</u>	Communication and interpersonal skills. Problem Solving Analytical and thinking skills.
	: Ensure the maintenance of efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives to determine their effectiveness and efficiency through internal audits. Communicate the results of internal audit engagements. Provide inputs in the development of the three-year rolling plan and annual internal audit plan for the first year of three-year rolling plan. Monitor the policy and legislative framework to ensure that cognisance is taken of new developments. Review, collect information and compile internal audit reports to the Accounting Officer and Audit Committee. Compile progress reports against audit plan, quarterly reports and annual reports. Allocate, supervise and manage audit projects. Market and represent Internal Audit. Develop and maintain internal audit methodologies policies and procedures. Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures. Develop the annual internal audit operational plan. Participate in the development of the three-year strategic risk based internal audit plan. Identify the key risks areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Keep up to date with new developments in the internal audit environment. Assist with the administration of Internal Audit. Manage the Internal Audit Sub-Directorate.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	: Mr. SM Lekola Tel No: (051) 408 1762/1585
	: to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 02/161</u>	<u>DEPUTY DIRECTOR PROJECT REF NO: H/D/7/2026</u>
<u>SALARY</u>	: R896 436 per annum
<u>CENTRE</u>	: Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	: Matric, plus Degree in Built Environment (NQF 7) as recognized by SAQA. Minimum of 3-5 years' experience. Computer literacy. Valid driver's licence. Knowledge and Skills: Public Financial Management Act / Treasury Regulations. Regulations /Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations Health Act and Regulations. Engineering Professional Act 2000. Preference Procurement Act of 2000 and Regulations. Broad Based Black Empowerment Act of 2003. Expanded Public Works Programme. Promotion of Administrative Justice Act of 2000. Project Construction Management Professions Act of 2000. National Environmental Management Act of 1998. Promotion of Administrative Information Act of 2000. ISO standards. Relevant Provincial Land. Administration Legislation. All different types and forms of construction contracts. Construction Procurement. Standard as Issued by CIDB. Quantity Surveying Profession Act of 2000.
<u>DUTIES</u>	: Planning of health technology for defined HT projects. Supervise, monitor and manage procurement plans to obtain all health technology required for projects. Effective and Efficient Commissioning of Equipment. Perform administrative requirements of defined HT projects and HT deliverables. People Management.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	: Me. L Pholo Tel No: (051) 408 1463
	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/162</u>	<u>HEALTH FACILITY PLANNER REF NO: H/H/1/2026</u>
<u>SALARY</u>	: R896 436 per annum
<u>CENTRE</u>	: Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	: Matric plus, Degree in any Health (NQF7) as recognized by SAQA .3 - 5 years' appropriate experience in health planning from an infrastructure perspective. Computer literacy. Valid driver's licence. Knowledge and Skills: Communication and interpersonal skills. Problem solving skills. Numeracy skills. Public Services Regulations. Labour Relation Act of 2000. Public Financial Management Act / Treasury Regulations. Regulations/ Practice Notes/ Instructions/ Circulars. PDMS. Health Act and Regulations. Occupational Health and Safety Act of 1993. Government Immovable Asset Management Act of 2000. Architectural Profession Act of 2000. Labour Relation Act and

<u>DUTIES</u>	Regulations. National Archives and Records Services Act. Construction Industry development Board Act 2000 and Regulations.
<u>ENQUIRIES</u>	Preparation of Project Briefs for Capital and Maintenance projects. Review Business Cases in consultation with Health Facilities. Support end users in terms of the preparation of Business Cases. Project Brief presented to and discuss with relevant stakeholders.
<u>APPLICATIONS</u>	Me. L Pholo Tel No: (051) 408 1463 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/163</u>	<u>CONSTRUCTION PROJECT MANAGER REF NO: H/C/7/2026</u>
<u>SALARY</u>	R879 342 per annum
<u>CENTRE</u>	Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	Matric, plus Degree in Built Environment (NQF 7) as recognized by SAQA. Minimum of 3 years' experience post qualification. Current registered as a Professional Construction Project Manager with SACPCMP (2025/2026). Computer literacy. Valid driver's licence. Knowledge and Skills: Public Financial Management Act / Treasury Regulations. Regulations / Practice Notes / Instructions/ Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations Health Act and Regulations. Engineering Professional Act 2000. Preference Procurement Act of 2000 and Regulations. Broad Based Black Empowerment Act of 2003. Expanded Public Works Programme. Promotion of Administrative Justice Act of 2000. Project Construction Management Professions Act of 2000. National Environmental Management Act of 1998. Promotion of Administrative Information Act of 2000. ISO standards. Relevant Provincial Land. Administration Legislation. All different types and forms of construction contracts. Construction Procurement. Standard as Issued by CIDB. Quantity Surveying Profession Act of 2000.
<u>DUTIES</u>	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	Me. L Pholo Tel No: (051) 408 1463
<u>APPLICATIONS</u>	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/164</u>	<u>ELECTRICAL ENGINEER (MAINTENANCE) REF NO: H/E/1/2026</u>
<u>SALARY</u>	R879 324 per annum
<u>CENTRE</u>	Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	Matric, plus Degree in Electrical Engineering (NQF7) as recognized by SAQA. 3 years' experience post qualification. Current registration with ECSA as a Professional Engineer (2025/2026). Computer literacy. Valid driver's licence. Knowledge and Skills: Public Financial Management Act /Treasury Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.
<u>DUTIES</u>	Engineering design and analysis effectiveness. Maintain engineering services and management methods. Effective and Efficient Commissioning of Equipment. Effective and efficient project implementation. Research and Development.
<u>ENQUIRIES</u>	Me. L Pholo Tel No: (051) 408 1463
<u>APPLICATIONS</u>	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/165</u>	<u>ENGINEER (DELIVERY) REF NO: H/E/2/2026</u>
<u>SALARY</u>	R879 324 per annum
<u>CENTRE</u>	Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	Matric, plus Degree in Engineering (NQF7) as recognized by SAQA. 3 years' experience post qualification. Current registration with ECSA as a Professional Engineer (2025/2026). Computer literacy. Valid driver's licence. Knowledge and Skills: Public Financial Management Act / Treasury Regulations. Regulations / Practice Notes / Instructions / Circulars. Provincial/Departmental

<p>Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Professional Act 2000 Preference Procurement Act of 2000 and Regulations. Broad Based Black Empowerment Act of 2003. Expanded Public Works Programme. Promotion of Administrative Justice Act of 2000. Project Construction Management Professions Act of 2000 National Environmental Management Act of 1998. Promotion of Administrative Information Act of 2000.</p>	
<u>DUTIES</u>	: Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	: Me. L Pholo Tel No: (051) 408 1463
<u>APPLICATIONS</u>	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/166</u>	: <u>MECHANICAL ENGINEER (PLANNING) REF NO: M/H/7/2026</u>
<u>SALARY</u>	: R879 342 per annum
<u>CENTRE</u>	: Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	: Matric plus, Degree in Engineering and/ equivalent qualification (NQF7) as recognized by SAQA. 3 Years experience post qualification. Current registration with ECSA as a Professional Engineer: Mechanical Engineer (2025/2026). Computer literacy. Valid driver's licence. Knowledge And Skills: Public Financial Management Act /Treasury Regulations. Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations.
<u>DUTIES</u>	: Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Oversee implementation [construction] and commissioning of mechanical engineering Installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	: Me. L Pholo Tel No: (051) 408 1463
<u>APPLICATIONS</u>	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/167</u>	: <u>MECHANICAL ENGINEER (MAINTENANCE) REF NO: M/H/8/2026</u>
<u>SALARY</u>	: R879 324 per annum
<u>CENTRE</u>	: Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	: Matric plus, Degree in Mechanical Engineering (NQF7) as recognized by SAQA. 3 years' experience post qualification. Current Registration with ECSA as a Professional Mechanical Engineer (2025/2026). Computer literacy. Valid driver's licence. Knowledge and Skills: Public Financial Management Act /Treasury Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.
<u>DUTIES</u>	: Engineering design and analysis effectiveness. Maintain engineering services and management methods. Effective and Efficient Commissioning of Equipment. Effective and efficient project implementation. Research and Development.
<u>ENQUIRIES</u>	: Me. L Pholo Tel No: (051) 408 1463
<u>APPLICATIONS</u>	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/168</u>	: <u>PHARMACIST GRADE 1-3 (X5 POSTS)</u>
<u>SALARY</u>	: Grade 1: R848 862 – R900 948 per annum

	Grade 2 R917 634 – R972 612 per annum Grade 3: R1 001 349 – R1 062 183 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	Corporate Office: Bloemfontein Ref No: H/P/1/2026 (X1 Post) Lejweleputswa District Ref No: H/P/2/2026 (X1 Post) Thabo Mofutsanyana District Ref No: H/P/3/2026 (X1 Post) Universitas Academic Hospital Ref No: H/P/4/2026 (X1 Post) Elizabeth Ross District Hospital Ref No: H/P/5/2026 (X1 Post)
<u>REQUIREMENTS</u>	Matric, appropriate Bachelor of Pharmacy Degree (NQF 7) as recognized by SAQA that allows registration with South African Pharmacy Council (SAPC) as a Pharmacist. Current registration with South African Pharmacy Council (SAPC) (2025/2026): Experience: Grade 1: None after registration with SAPC as Pharmacist in respect to South African qualified employees. One-year relevant experience after registration as a pharmacist with recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform community service as required in South Africa. Grade 2: Registration with SAPC as a Pharmacist. Experience: Minimum of 5 years after registration with SAPC as Pharmacist in respect to South African qualified employees. required in South Africa. Grade 3: Registration with SAPC as a Pharmacist. Experience: Minimum of 13 years after registration with SAPC as Pharmacist in respect to South African qualified employees. Knowledge And Skills: Health and Safety policy, Patient Rights Charter., Batho-Pele principles, Infection control policy. Problem solving, Interpersonal skills, Communication skills, Planning, Computer Literacy.
<u>DUTIES</u>	Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Management of pharmaceutical addendums. Ensure availability of medicine stock through drug supply management and stock control principles. Keeping statistics and compiling reports. Ensure compliance with national core standards. Dispense medication to patients and clinics. Management and control of medicine stock. Issuing of stock and scheduled medication, calculating of stock levels, control expired medication and maintain drug registers (scheduled 5,6 and donation). Reduce risk in pharmacy, compile risk assessment and action plan. Ensure adherence to good pharmacy practice rules and regulations. Training of staff, Pharmacy Assistants, interns, and other pharmacy support personnel in the hospital.
<u>ENQUIRIES</u>	Me. L Rametsi Tel No: (051) 408 1238
<u>APPLICATIONS</u>	Me. Z Loots Tel No: (051) 405 3467 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/169</u>	<u>MEDICAL PHYSICIST GRADE 1-3 REF NO: H/M/7/2026 (X3 POSTS)</u>
<u>SALARY</u>	Grade 1: R811 662 – R899 085 per annum Grade 2: R916 437 – R1 014 705 per annum Grade 3: R1 045 446 – R1 174 848 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u> <u>REQUIREMENTS</u>	Universitas Academic Hospital, Bloemfontein Matric, Honours degree in Medical Physics. Medical Physicist with the HPCSA. Current registration with the HPCSA (2025/2026). Experience in Nuclear Medicine imaging. Skills And Knowledge: Knowledge of multimodality imaging (CT/PET/SPECT/MR). Knowledge of SAHPRA statutory regulations regarding the medical use of ionizing radiation. Thorough understanding of the physics of nuclear medicine and diagnostic radiology equipment, including computer software and radioisotopes. Good communication and interpersonal relationship skills, management skills. Teaching, training, research and development skills.
<u>DUTIES</u>	Maintenance of calibrates absolute dose or dose rate of teletherapy treatment machines and brachytherapy after loading machines to ensure that the accuracy of the dose delivered to a reference point in a patient conforms to accepted standards. Relative dose measurements and calculations of all available x-ray and electron beams and brachytherapy sources and input of beam data into treatment planning computers with proper validation to ensure that the accuracy of dosimetric treatment planning conforms to accepted standards. Performance of quality assurance tasks on all radiotherapy related

equipment, devices, management and supervision of the maintenance of this equipment to ensure that the accepted standards of performance and accuracy of treatment planning and delivery is maintained. Calculating dose distributions for individual patients and inspection and verification of the treatment plan for each patient before commencement of treatment to ensure conformance with the intended treatment prescribed by the radiation oncologist. Verification of absorbed dose delivered during treatment by performing in vivo dosimetry on individual patients to ensure that the delivered dose conforms to the intended by the treatment plan. Performance of all relevant measurements and procedures required to ensure that the radiation protection of patients, staff and the public conforms to the accepted standards and regulations. Nuclear Medicine design implementation and performance of quality assurance tasks on all nuclear medicine related equipment and devices such as scintillation cameras, scintillation detectors, ionization chambers etc. Management and supervision of the maintenance of this equipment to ensure that the accepted standards of performance are maintained. Administering of radionuclides for therapeutic purposes and the radiation monitoring of patients being discharged. Evaluation of radiation doses received by patients, eg foetal dose, infant dose. Calculation of radiation dose due to specific nuclear medicine procedures. Calculation of radiation dose from new examinations. Consultation on dosimetry matters. Commissioning and acceptance of new nuclear medicine equipment such as scintillation cameras. Radiation safety in nuclear medicine department. Writing and updating of image processing software. Draft performance specifications for equipment with regard to radiation protection aspects. Diagnostic Radiology Design, implementation and performance of quality assurance tasks on all equipment producing x-rays (x-ray machines, computer tomography and mammography units). Design, implementation and performance of quality assurance on other equipment used in the diagnostic radiology department such as MRI and Ultrasound. Quality assurance management of dark rooms and fil processors. Management and supervision of the maintenance of equipment to ensure that the accepted standards of performance are maintained. The development, implementation and maintenance of techniques for determining doses to patients. Advise on radiological techniques to assure that radiation doses, to both staff and patients, comply to the ALARA (As Low As Reasonable Achievable) principle. Advice on protection measures that can be implemented to avoid the hazards associated with the use of MRI and Ultrasound. 4. Radiation safety involvement in the planning phase for the acquisition of radiation equipment and the erection of building structures to provide for the safety of staff and the public. Drafting of a set of "Internal Rules: regarding the storage, handling and disposal of radioactive nuclides in the hospital. Environmental monitoring and quality assurance on safety devices e.g door interlocks to assure the safe use of radiation equipment. Leakage tests on sealed radioactive sources. Personnel dosimetry. Monitoring of hot lab personnel. Monitoring of suitable dosimeters. Maintenance of dosimeter. Calibration of radiation measuring devices. Decontamination of radionuclide spills. Monitor radiation doses to staff in Department where applicable. Participation in the general management of radiation protection in the hospital, e.g member of the Radionuclide Advisory Committees. Advice the users of radionuclides and ionizing radiation regarding safety aspects, the application of regulations pertaining to hazardous substances and of the Local Rules. Administrative control of the licensing of devices producing ionizing radiation. Administrative of the registration of radiation workers, the termination of registration and the accumulated doses registered by personal monitors. Teaching in radiation protection.

ENQUIRIES
APPLICATIONS

POST 02/170

SALARY
CENTRE
REQUIREMENTS

: Prof FCP du Plessis Tel No: (051) 405 3249
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

: **QUANTITY SURVEYOR (DELIVERY) REF NO: H/Q/1/2026**

: R761 157 per annum
: Corporate Office, Bloemfontein
: Matric plus, Degree in Quantity Surveying (NQF7) as recognized by SAQA. 3 years' experience post qualification. Current registration as a Professional Quantity Surveyor with SACQSP (2025/2026). Computer literacy. Valid driver's licence. Knowledge and Skills: Public Financial Management Act / Treasury Regulations. Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building

<p>Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Health Act and Regulations Engineering Professional Act 2000. Preference Procurement Act of 2000 and Regulations. Broad Based Black Empowerment Act of 2003. Expanded Public Works Programme. Promotion of Administrative Justice Act of 2000. Project Construction Management Professions Act of 2000. National Environmental Management Act of 1998. Promotion of Administrative Information Act of 2000 ISO standards. Relevant Provincial Land. Administration Legislation. All different types and forms of construction contracts. Construction Procurement. Standard as Issued by CIDB. Quantity Surveying Profession Act of 2000.</p>	
<u>DUTIES</u>	:
	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	:
<u>POST 02/171</u>	:
	<u>QUANTITY SURVEYOR (PLANNING) REF NO: H/Q/2/2026</u>
<u>SALARY</u>	:
<u>CENTRE</u>	:
<u>REQUIREMENTS</u>	:
	R761 157 per annum
	Corporate Office, Bloemfontein
	Matric plus, Degree in Quantity Surveying (NQF7) as recognized by SAQA. 3 years' experience post qualification. Current registration as a Professional Quantity Surveyor with SACQSP (2025/2026). Computer literacy. Valid driver's licence. Knowledge and Skills: Public Financial Management Act / Treasury Regulations. Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Health Act and Regulations Engineering Professional Act 2000. Preference Procurement Act of 2000 and Regulations. Broad Based Black Empowerment Act of 2003. Expanded Public Works Programme. Promotion of Administrative Justice Act of 2000. Project Construction Management Professions Act of 2000. National Environmental Management Act of 1998. Promotion of Administrative Information Act of 2000 ISO standards. Relevant Provincial Land. Administration Legislation. All different types and forms of construction contracts. Construction Procurement. Standard as Issued by CIDB. Quantity Surveying Profession Act of 2000.
<u>DUTIES</u>	:
	Development, interpretation and customisation of quantity surveying planning and cost norms and standards. Policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes. Contribute to Project Briefing documents, costing models and operational narratives. Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project lists, the budgets and Infrastructure Programme. Management Plan. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	:
<u>POST 02/172</u>	:
	<u>ARCHITECT (PLANNING) REF NO: H/A/1/2026</u>
<u>SALARY</u>	:
<u>CENTRE</u>	:
<u>REQUIREMENTS</u>	:
	R761 157 per annum
	Corporate Office, Bloemfontein
	Matric plus, Bachelor of Architect or Equivalent as recognized by South African Council for the Architectural Profession (NQF7) as recognized by SAQA. 3 years' experience post qualification. Current registration with the South African Council for Architectural Profession as a Professional Architect. Valid driver's licence. Computer literacy. Knowledge and Skills: Health Act and Regulations Act 61 of 2003. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000 PFMA, Treasury Regulations, Treasury

<u>DUTIES</u>	Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Architectural functional and technical norms and standards. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Preparation of architectural inputs to the development of the User Asset Management Plan and Project list. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	: Me. L Pholo Tel No: (051) 408 1463 Applications to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/173</u>	<u>ASSISTANT MANAGER: PNA7 REF NO: H/A/3/2026</u>
<u>SALARY</u>	: R693 096 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	: Mangaung Metro District Diploma/Degree in Nursing (NQF6/7) as recognized by SAQA or equivalent qualifications that allows registration with SANC as a Professional Nurse. Current registration (2025/2026) A post basic nursing qualification with a duration of at least 1 year accredited with SANC, a minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Professional nurse. Atlest 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. 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	: Mr. WA Malete at 0832712534 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/174</u>	<u>ASSISTANT MANAGER NURSING: COMMUNICABLE DISEASE CONTROL PNA-7 REF NO: H/A/8/2026</u>
<u>SALARY</u>	: R693 096 - R813 732 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	: Corporate Office, Bloemfontein Matric, plus Diploma / Degree in Nursing (NQF6&7) as recognized by SAQA that allows registration with South African Nursing Council as a professional nurse. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level PN-A5/6 in Communicable Diseases. Valid driver's license. Current registration with the SANC as Professional Nurse 2025/2026. Guidelines and Health regulations, policies and Acts. Computer literacy (i.e. MS. Word, PowerPoint, and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Coordinate CDC

<u>DUTIES</u>	reports daily, weekly and monthly with narratives from relevant Districts. Provide training and evaluate clinical and non-clinical staff on quality issues. Ensure safe keeping and handling of all physical resources in the CDC program to promote efficiency in service delivery. Participate in the CDC review of finances, allocation and procurement of prevention material such as IEC material. Sharing terms and references of the rapid response team with all members at all levels. Effective implementation of the Integrated Disease Surveillance and Response Strategy (IDSR), data systems such as EBS and NMC. Ensure training of all rapid response team members on the IDSR strategy and data management systems thereof. Develop and establish a healthy working relationship with rapid response teams (RRT) and other stakeholders at all levels. Give guidance during outbreaks at all levels. Strengthen surveillance and data management activities during outbreak management. Reinforce the use of DHMIS policy for data management. Support visits to facilities to monitor the quality of data captured, e.g. during influenza vaccine period. Cascading and coordinate eIDSR electronic surveillance systems training e.g. EBS, eIDSR, NMC and DHIS systems. Support the establishment and functionality of the Public Health Emergency Operations Centre (PHEOC). Regular engagement in data triangulation activities. Coordinate and participate in outbreak responses team, complaints and various other related committees to improve quality of care and service user's satisfaction. Co-ordinate and support activities for service excellence. Develop clinical quality improvement programmes, policies, guidelines, and indicators with regard to CDC program. Collate monthly, quarterly and annual reports from health establishments and consolidate into a comprehensive report for the Province. Plan and facilitate relevant trainings on CDC program. Monitor creation of an environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Liaise and advise on effective communication with relevant internal and external stakeholders.
<u>ENQUIRIES</u>	Mr. M Chauke Tel No: (051) 403- 1342
<u>APPLICATIONS</u>	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/175</u>	<u>OPERATIONAL MANAGER SPECIALTY (PNB3): (OPERATING THEATRE)</u> <u>REF NO: H/A/9/2026 (X1 POST)</u>
<u>SALARY</u>	R693 096 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	Universitas Academic Hospital, Bloemfontein Matric, plus Diploma or Degree in Nursing (NQF 6/7) as recognized by SAQA or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/ recognisable nursing experience after registration with SANC in General Nursing. At least 5 years of the experience referred to above must be appropriate/recognisable experience in the specific speciality after obtaining 1 year Post Basic Diploma in Peri Operative Care (Operating Theatre). A driver's license. Skills And Knowledge: Good organizational, interpersonal and PC literacy skills. Overall sound clinical competencies in Peri Operative Care. Knowledgeable of Peri Operative Care clinical guidelines and protocols.
<u>DUTIES</u>	Provide operational leadership and guidance to implement the Norms and Standards for Ideal Health Facility Monitoring. OHSC, SANC, the Nursing Strategy, relevant legislative framework, including the achievement of Annual Performance Plan outcomes. Promote the implementation of clinical governance systems and recommendations within allocated Operating Theatres. Supervise and coordinate provision of a professional, safe, quality patient care by nurses, midwives, students, medical teams, support services and other stakeholders (internal/ external) within the continuum of Peri Operative Care for better patient outcomes and access to specialized services. Facilitate effective management and utilization of material resources, various assets and human capital, including the procurement of buy-outs/ consignments used in Operating Theatres while complying with relevant SCM directives and legislation (PFMA/ Preferential Procurement Act). Develop and monitor the implementation of policies and guidelines, programmes, regulations, procedures and standards pertaining to nurses' training, professional development and research. Promote the use of Information Technology to manage data/ information for the enhancement of communication systems and service delivery. Promote effective risk

	management and cascading of the Risks Action Plan in the Operating Theatres.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: Mr. JM Radebe Tel No: (051) 405 3415/7 or Tel No: (051) 405 3333 to be done at: https://ihealth.fshealth.gov.za/e-Recruitment .
<u>POST 02/176</u>	: <u>CHIEF MEDICAL ORTHOTIST PROSTHETIST REF NO: H/C/11/2026</u>
<u>SALARY</u>	: Grade 1: R657 507 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	: Corporate Office, Bloemfontein Matric plus qualification in medical Orthotics and Prosthetics as recognized by SAQA. Current of registration (2025/2026) of the Health Professions Council of South Africa as Medical Orthotics/Prosthetics. Grade 1: Minimum of 3 Years' experience at a production level. Computer Literacy. Valid driver's license. Knowledge And Skills: Knowledge of relevant acts, policies and procedures. Public Service Regulation 2016, as amended. National Health Act of 2003. Problem solving. Interpersonal and communication skills.
<u>DUTIES</u>	: Manufacture of orthotics and prosthetics devices. Contribute to service development. Provides the service to patients with various orthopedic disorders. Secure and analyse physical and electronic records and adapt to changes in workplace. Monitor workflow, waiting lists and staff attendance. Supervision of junior staff and students. Manage resources (human, physical, financial, risk, waste and performance).
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: Mr. KR. Moatlhodi Tel No: (051) 4051559 to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/177</u>	: <u>ASSISTANT DIRECTOR RADIOGRAPHY GRADE 1 -2 REF NO: H/A/7/2026</u>
<u>SALARY</u>	: Grade 1: R638 856 - R707 625 per annum Grade 2: R727 350 – R807 243 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	: Univeristas Academic Hospital, Bloemfontein Matric. Degree (NQF7) as recognized by SAQA that allows registration as a Radiographer with the Health Professions Council of South Africa. Current registration with HPCSA as a Radiographer (2025/2026). Experience: a minimum of 3 year's appropriate / recognizable experience after registration with the HPCSA. 5 years of which must be in supervisory level. Knowledge and Skills: Knowledge of the philosophy underpinning practice in radiography. Knowledge of pathological processes and their imaging appearance. Knowledge of Computer Tomography (CT), Fluoroscopy and/or MRI will be an added advantage. Sound knowledge of public service legislations, policies and procedures. Sound knowledge Radiation Protection. Sound knowledge of Diagnostic Radiography practice and ethos. Sound knowledge Diagnostic Radiography equipment policies and protocols. Good communication, computer literacy and interpersonal skills. Knowledge of relevant Health and Safety prescripts.
<u>DUTIES</u>	: Exercise clinical responsibility to ensure optimal services delivery. Ensure patient care during imaging for optimal diagnostic purpose of a more advanced/specialized nature. Ensure the correct application of protocols to obtain optimal imaging/treatment. Manage, develop and implement quality systems in line with Provincial, National and International standards. Ensure the implement quality assurance programs for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institutional level. Management of resources to ensure optimal service delivery at institutional level. Supervision and evaluation of subordinates for efficient and effective workflow in the component. Organizational of staff to provide efficient and effective service delivery. Co-ordinate training of the subordinates and identify skills development needs and ensure the implementation thereof. Control and monitor proper utilization of equipment, stores and expenditure.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: Mr. OVC Botsime Tel No: (051) 405 3474 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/178</u>	: <u>ASSISTANT DIRECTOR OPTOMETRY GRADE 1-2 REF NO: H/A/5/2026</u>
<u>SALARY</u>	: Grade 1: R638 856 – R707 625 per annum Grade 2: R727 350 – R807 243 per annum

<u>CENTRE REQUIREMENTS</u>	plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. Univeristas Academic Hospital: Bloemfontein Matric. Master's in optometry or public health (NQF9) as recognized by SAQA. Registration as an independent Optometrist with the Health Professions Council of South Africa. Current registration (2025/2026). Experience: Grade: Minimum of 3 years after registration with HPCSA as a Practicing Chief Optometrist. Knowledge and Skills: Sound knowledge of clinical theory, practice and ethics relating to the delivery of Optometry services. Knowledge of Public Service Regulation (PSR) 2016, as amended and Public Service Act (PSA). Ability to individually and with a team and also under pressure. Ability to work in a multidisciplinary team. In-depth knowledge of quality assurance, including level of lens tolerances to meet clinical standards, National Health Act 2003, Patient charter and Batho Pele Principles. Good communication (verbal and written). Problem-solving and organizational skills. Listen skills report writing skills, excellent time management and be computer literate. Co-ordination, project management, presentation, and decision-making skills.
<u>DUTIES</u>	Provide clinical intervention and advise on the issuing of assistive devices. Ensure the execution of appropriate treatment and provide high level visual counselling. Co-ordinate the referral system. Plan appropriate treatment within the multi-disciplinary team. Compile monthly patient data and develop quarterly reports. Communicate with relevant stakeholders (caregivers, suppliers, Departments etc.). Implement quality assurance programs for quality service delivery. Monitor and evaluate of guidelines and protocols at institution level. Develop the sectional operational/ business plan and provide inputs/ institutional operational/ business plan. Supervise and evaluate subordinates for efficiency and effective workflow in the department. Ensure efficient and effective utilization of human resource. Facilitate continuous professional development training. Assess and evaluate students. Identify skills development needs. Monitor proper utilization of equipment, stores and expenditure. Develop, monitor and evaluate the service plan. Distributes promotional material. Market the optometry service (career exhibition, awareness campaign) Conduct survey on prevalence of eye problem (refractive error). Compile reports. Teach and assess Optometry students. Supervise and evaluate Optometry students in the clinics. Facilitate continuous professional development training. Conduct research and attend vetting meetings.
<u>ENQUIRIES</u>	Prof TA Rasengane Tel No: (051) 405 3006
<u>APPLICATIONS</u>	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/179</u>	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1-2 REF NO: H/C/8/2026</u>
<u>SALARY</u>	Grade 1: R575 250 – R638 856 per annum Grade 2: R567 507 – R727 350 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	Univeristas Academic Hospital, Bloemfontein Matric, plus Diploma/Degree (NQF6/7) as recognized by SAQA in Diagnostic Radiography that allows registration with the Health Professions Council of South Africa (HPCSA). Current registration with HPCSA as a Diagnostic Radiographer (2025/2026). Experience: A minimum of 3 years appropriate experience after registration with the Health Profession Council of South Africa (HPCSA) with independent practice (where applicable) in respect of employees who performed Community Service as a required in South Africa. A minimum of 4 years relevant experience after registration with HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge And Skills: Sound knowledge of diagnostic radiography procedures and equipment. Sound knowledge of Radiation control and safety measures. Sound knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem-solving skills. Good interpersonal relations and ability to perform well within a team. Good verbal and written communication skills.
<u>DUTIES</u>	Exercise clinical responsibility to ensure optimal services delivery. Ensure patient care during imaging for optimal diagnostic purpose of a more advanced/specialized nature. Apply the correct protocols to obtain optimal imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public. Be responsible for the control, supervision,

delegation, and co-ordination of activities in the sub-section of the department and the delivery of a professional service to patients. Develop and implement quality systems in line with National and international standards. Produce diagnostic images of high quality and be responsible for staff and student training. Implement quality assurance programs. for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institution level. Management of resources to ensure optimal delivery at institutional level. Supervision and evaluation of subordinates for efficient and effective workflow in the department. Organizational of staff to provide efficient and effective service delivery. Manage radiography and support staff and support personnel, including performance appraisals. Participate in the management of the cost Centre. Identify skills development needs. Monitor proper utilization of equipment, stores and expenditure. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic.

<u>ENQUIRIES</u>	:	Mr OVC Botsime Tel No: (051) 405 3474
<u>APPLICATIONS</u>	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/180</u>	:	<u>CLINICAL PROGRAM COORDINATOR: (PNA5) (X3 POSTS)</u>
<u>SALARY</u>	:	R549 192 - R629 121 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	TB Mofumahadi Manapo Mopeli Regional Hospital Ref No: H/C/9/2026 TB Boitumelo Hospital Ref No: H/C/10/2026 TB Dihlabeng Regional Hospital Ref No: H/C/11/2026
<u>REQUIREMENTS</u>	:	Matric, plus Diploma/Degree in Nursing (NQF6/7) as recognized by SAQA that allows registration with SANC as General Nurse & Midwife. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as a General Nurse. Current registration with the South African Nursing Council 2025/2026 as a General Nurse and Midwife. Knowledge And Skills: Good communication and Interpersonal skills. Counselling and conflict management skills. Problem Solving Skills. Basic Computer Skills. Ability to advocate for patient and facilitate proper treatment and care. Good understanding of HIV/AIDS, DS TB and DR TB management and all treatment policies and guidelines and ensure implementation thereof.
<u>DUTIES</u>	:	Maintain constructive and harmonious working relationship with Colleagues and multidisciplinary team and other stakeholders. Ensure the provision of effective and efficient patient care. Manage and utilise Centre of Excellence resources (human and material) in accordance with relevant directives and legislation. Ensure the implementation of Batho – Pele Principles in the Unit. Support training and research in the Unit. Compile monthly reports timeously. Mr.L.Sethlari Tel No: (051) 408 1884
<u>ENQUIRIES</u>	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>APPLICATIONS</u>	:	
<u>POST 02/181</u>	:	<u>CLINICAL PROGRAM COORDINATOR REF NO: H/C/10/2026</u>
<u>SALARY</u>	:	R549 192 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u>	:	Mangaung Metro
<u>REQUIREMENTS</u>	:	Matric, plus Diploma/degree in nursing (NQF6/7) as recognized by SAQA. Current registration with SANC as a Professional Nurse. A minimum of 7 years appropriately/recognizable nursing experience after registration with the SANC as a Professional Nurse in general Nurse. Registration with SANC as a General Nurse, Midwifery, Community and Psychiatry. Computer literacy. Current registration (2025/2026). Valid driver's license. Skills and Knowledge: Ability to work under pressure. Ability to implement and manage change. Good written and Verbal. Confidentiality. Good interpersonal skills. Basic Computer Skills.
<u>DUTIES</u>	:	Provide for planning and implementation of (both drug susceptible and drug resistant) TB Program. Ensure effective and management of (Both Drug susceptible and Drug resistant) TB program. Implementation and monitoring of improvement TB indicators, case finding, treatment success rate. Implement TB strategy. Sound a management of information and strategic reports. Management of directorate financial and physical resources.
<u>ENQUIRIES</u>	:	Mr. WA Malete at 083 271 2534

<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 02/182</u>	:	<u>CLINICAL PROGRAM COORDINATOR: PNA5 REF NO: H/C/12/2026</u>
<u>SALARY</u>	:	R549 192 - R629 121 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Mangaung Metro TB Program Matric, plus Diploma/Degree in Nursing (NQF6/7) as recognized by SAQA that allows registration with the South African Nursing Council as General Nurse & Midwife. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a General nurse and Midwife. Valid Driver's Licence, computer literacy. Current registration with SANC (2025/2026) as a General Nurse & Midwife. Knowledge And Skills: Good communication and interpersonal skills. Good understanding of TB management and all treatment policies and guidelines. Knowledge of PFMA. Ability to work independently, under pressure, strong negotiation, problem solving and conflict management skills. Be willing to travel extensively. Knowledge of all clinical programs, including WBPHCOT Programs. Knowledge of key priority health programs.
<u>DUTIES</u>	:	Manage TB resources. Coordinate and promote implementation of TB services. Participate in marketing of TB services. Monitoring and reporting of DS and DR TB services. Provide Training and mentoring strategies. Collaborate with Districts and Provincial Supporting Partners and Programme Managers.
<u>ENQUIRIES</u>	:	Mr. W Malete at 083 271 2534
<u>APPLICATIONS</u>	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/183</u>	:	<u>RADIATION ONCOLOGY RADIOGRAPHER GRADE 1-3 REF NO: H/R/1/2026 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R491 256 – R559 512 per annum Grade 2: R575 250 – R567 507 per annum Grade 3: R676 716 - R727 350 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital, Bloemfontein A Diploma/Bachelor's degree in Radiation (NQF6/7) as recognized by SAQA. Registration with the Health Profession Council of South Africa in Therapy (HPCSA) in the relevant profession (where applicable). Current registration (2025/2026). Completed Community Service in an Oncology Department. No relevant experience. Skills and Knowledge: Basic knowledge of the layout and functioning of a Radiation Department. Basic knowledge of specialized treatment modalities/equipment. Basic knowledge of treatment procedures and protocols. Familiar with policies regarding Radiation Safety.
<u>DUTIES</u>	:	To execute treatment procedure as defined by departmental protocols. To deliver a comprehensive radiation treatment service delivery that includes simulation, planning, treatment and care of cancer patients. To integrate risk/disaster management policies as part of the job description. To accept the responsibility as an asset holder of the Department of Health.
<u>ENQUIRIES</u>	:	Dr. D Long Tel No: (051) 405 2947
<u>APPLICATIONS</u>	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/184</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PNB1-2) REF NO: H/P/13/2025</u>
<u>SALARY</u>	:	Grade 1: R476 367 – R559 548 per annum Grade 2: R583 989 – R665 187 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital Matric, Diploma/Degree in nursing (NQF6/7) as recognized by SAQA or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment Care with a duration of a least 1 year, accredited with SANC. Current registration with SANC (2025/2026). Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after

<p>registration with SANC as Professional Nurse. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year- post-basic qualification of the period referred to above. Knowledge And Skills: Appropriate knowledge and experience in the management of HIV Treatment and care services. Appropriate knowledge and experience in HIV Prevention strategies. NIMART trained.</p>	
<u>DUTIES</u>	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources (human and material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	: Me. FV Arends Tel No: (056) 216 5200
<u>APPLICATIONS</u>	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/185</u>	: <u>PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (PNB1) PHC (X6 POSTS)</u>
<u>SALARY</u>	: Grade 1: R476 367 – R559 548 per annum Grade 2: R583 989 – R723 954 per annum plus 13th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u>	: Lejweleputswa District Ref No: H/P/7/2026 (X3 Posts) Xhariep District Ref No: H/P/8/2026 (X2 Posts) Fezile Dabi District Ref No: H/P/9/2026 (X1 Post)
<u>REQUIREMENTS</u>	: Matric, Diploma/Degree in nursing (NQF6/7) as recognized by SAQA or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment Care with a duration of a least 1 year, accredited with SANC. Current registration with SANC (2025/2026). Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC as Professional Nurse. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year- post-basic qualification of the period referred to above. A valid driver's license Knowledge and Skills: Appropriate knowledge and experience in the management of HIV Treatment and care services. Appropriate knowledge and experience in HIV Prevention strategies. NIMART trained.
<u>DUTIES</u>	: Manage and support implementation of the HIV Prevention, Treatment and Care Services in different facilities within the district. Manage and support implementation of HIV Prevention Strategies in line with the guidelines. Implement Combination HIV Prevention services to improve the uptake. Provide comprehensive package of care to clients accessing care including Key and Vulnerable Populations. Provide ongoing support and mentoring for the provision of quality HIV Prevention services. Ensure proper programmatic data management. Roving to identified clinics and Key Population hotspots within the district. Liaise with different stakeholders to ensure optimal service delivery. Ability to work flexi hours.
<u>ENQUIRIES</u>	: Me. M Malotle Tel No: (051) 408 1178
<u>APPLICATIONS</u>	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/186</u>	: <u>PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (PNB1-2) REF NO: H/P/10/2026</u>
<u>SALARY</u>	: Grade 1: R476 367 – R559 548 per annum Grade 2: R583 989 – R665 187 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u>	: Embekweni District Hospital
<u>REQUIREMENTS</u>	: Matric, Diploma/Degree in nursing (NQF6/7) as recognized by SAQA or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing qualification in Advanced Midwifery and Neonatology. with a duration of a least 1 year, accredited with SANC. Current registration with SANC (2025/2026). Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse. Grade 2: A minimum of 14 years appropriate/

	recognizable experience in nursing after registration with SANC as Professional Nurse. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year- post-basic qualification of the period referred to above. Knowledge and Skills: Good communication skills. Good interpersonal relations. Ability to work under pressure. Computer literacy.
<u>DUTIES</u>	: Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Compile Unit based Stats and submit to Operational Manager General Unit for verification and submission to relevant stakeholders. Be an all-rounder by assisting in other units of the hospital where needs arise Act as shift leader in Unit (where necessary). Coordinate the provision of effective training and where possible including research projects for nursing services specific to Maternity unit. Provide and demonstrate safe patient care practices. Manage patient's records according to relevant Legislation. Manage stock and equipment in accordance with clinical and economic imperatives. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Detailed Key Performance Areas can be obtained from the contact person.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: Me. A. Nel Tel No: (051) 673 1267 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/187</u>	: <u>PROFESSIONAL NURSE SPECIALTY (PNB 1-2) REF NO: H/P/11/2026</u>
<u>SALARY</u>	: Grade 1: R476 367 – R559 548 per annum Grade 2: R583 989 – R665 187 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	: Bongani Regional Hospital Matric, plus Diploma/degree in nursing (NQF6/7) as recognized by SAQA or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the following specialties referred to in the glossary of terms registration with the SANC as Professional Nurse. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. i.e. Medical and Surgical Nursing Service, Advanced Midwifery and Neonatal Nursing Science, Extensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science and Orthopaedic Nursing Science. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. (of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons to diverse intellectual, cultural, racial or religious differences. Able to plan and organise 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 patient's needs, requirements expectations (Batho Pele).
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: Mr. T Tsoho Tel No: (051) 057 916 8285 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment

<u>POST 02/188</u>	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: H/A/4/2026</u>
<u>SALARY</u>	R468 549 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	Corporate Office, Bloemfontein Matric, plus National Diploma in the Management Services (NQF6) as recognized by SAQA. 3 year experience in the field. Knowledge And Skills: Monitoring and evaluation management programmes of the Free State. Co-ordination, monitoring and evaluation mechanisms systems and process. Facilitation and leadership skills.
<u>DUTIES</u>	To participate in the development of the Department's monitoring and evaluation policy and/or implementation strategy (in line with national and/or provincial frameworks). To participate in the development of the department's monitoring and evaluation in line with the Department's Annual Performance Plan as well as the Annual report framework of the department. To ensure that the capacity of the matters related to monitoring and evaluation is improved continuously. To monitor and report on the performance of the department. To represent the department in national and provincial meetings on matters related to monitoring and evaluation.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Dr GM London Tel No: (051) 408 1571 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/189</u>	<u>MEDICAL PHYSICIST INTERN REF NO: H/M/7/2026 (X4 POSTS)</u>
<u>SALARY</u>	R422 113 – R448 743 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	Univeristas Academic Hospital, Bloemfontein Matric, Appropriate qualification in B Med Sc (Hons) or Bsc (Hons) degree in Medical Physics as specified by Health Professional Council of South Africa (HPCSA) an Intern Medical Physicist. Knowledge And Skills: Mathematics and Computer skills. Insight and problem-solving capabilities. Good interpersonal and communication skills. Ability to work independently and in a team Environment.
<u>DUTIES</u>	Maintenance of calibrated absolute dose or dose rate output of teletherapy treatment machines and brachytherapy after loading machines to ensure that the accuracy of the dose delivered to a reference point in a patient conforms to accepted standards. Relative dose measurements and calculations of all available x-ray and electron beams and brachytherapy sources, and input of beam data into treatment planning computers with proper validation to ensure that the accuracy of dosimetric treatment planning conforms to accepted standards. Verification of absorbed dose delivered during treatment by performing in vivo dosimetry on individual patients to ensure that the delivered dose conforms to that intended by the treatment plan. Assistance in calculating dose distributions for individual patients and inspection and verification of the treatment plan for each patient before commencement of treatment to ensure conformance with the intended treatment prescribed by the radiation oncologist. Performance of quality assurance tasks on all radiotherapy-related equipment and devices and management and supervision of the maintenance of this equipment to ensure that the accepted standards of performance and accuracy of treatment planning and delivery are maintained. Evaluation of radiation doses received by patients, e.g. fetal dose, infant dose. Administering radionuclides for therapeutic purposes and the radiation monitoring of patients being discharged. Radiation safety in the nuclear medicine department. Assist in commissioning and acceptance of new nuclear medicine equipment such as scintillation cameras. Performance of quality assurance tasks on all nuclear medicine related equipment and devices such as scintillation cameras, scintillation detectors, ionisation chambers, PET/CT etc. Performance of quality assurance tasks on all equipment producing x-rays (x-ray machines, computed tomography and mammography units) according to the specifications from the Department of Health. The development, implementation and maintenance of techniques for determining doses to patients. Advise on protection measures that can be implemented to avoid the hazards associated with the use of MRI

<u>ENQUIRIES</u>	and Ultrasound. Produce a portfolio of evidence as per HPCSA requirements.
<u>APPLICATIONS</u>	Training in Radiation Safety Aspects. Prof FCP du Plessis Tel No: (051) 405 3249 to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 02/190</u>	<u>OPTOMETRIST GRADE 1-3 REF NO: H/O/1/2026</u>
<u>SALARY</u>	Grade 1: R397 233 – R463 941 per annum Grade 2: R463 941 – R529 221 per annum Grade 3: R543 099 – R657 507 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	Univeristas Academic Hospital: Bloemfontein Matric. Bachelor's or BTech in Optometry (NQF7) as recognized by SAQA. Registration as an independent Optometrist with Health professions Council of South Africa with diagnostic privileges. Current registration with HPCSA (2025/2026). Experience: Grade 1: None required after registration with HPCSA. Grade 2: Minimum 10 of years after registration with HPCSA. Grade 3: Minimum of 20 years after registration as Optometrist with HPCSA. Skills and Knowledge: Sound knowledge of general clinical theory, binocular, paediatric vision, contact lenses and pathology, practice and ethics relating to the delivery of Optometry services. Ability to work individually and with a team and also under pressure. Ability to work in a multidisciplinary team. In-depth knowledge of quality assurance, including level of lens tolerances to meet clinical standards, National Health Act 2003, patient charter and Batho Pele Principles. Good communication skills. Listening skills, good interpersonal skills, excellent time management and be computer literate.
<u>DUTIES</u>	Examination, diagnosis and treatment of eye and visual conditions as per the Optometry scope of practice. Attend to and solve the patients' queries. Work as part of a multi-disciplinary team to deliver better service delivery. Provide optometric services to facilities outside the Universitas Hospital premises. Participate in eye and health care awareness. Provide inreach services to other health professionals. Collate and present outreach and in reach. Co-ordinate and ensure the promotion and marketing of Optometry Services. Arranging for workshops. Attend CPD in Optometry. Keeping or collating interesting cases. Participate in research projects in the hospital and the district. Complete daily and monthly statistics. Maintain physical and or electronic records. Perform record keeping and data collection. Assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits. Report faulty equipment. Provide training to Optometry students. Supervise and evaluate Optometry students in clinic. Collate and present clinical statistics. Complete daily and monthly statistics. Maintain physical and or electronic records. Perform record keeping and data collection, Support other functions within the Optometry Department. Assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits. Report faulty equipment. Provide training to Optometry students. Supervise and evaluate Optometry students in clinic.
<u>ENQUIRIES</u>	Prof TA Rasengane Tel No: (051) 405 3006
<u>APPLICATIONS</u>	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 02/191</u>	<u>MEDICAL ORTHOTIST PROSTHETIST REF NO: H/M/8/2026</u>
<u>SALARY</u>	Grade 1: R397 233 - R454 191 per annum Grade 2: R463 941 – R529 221 per annum Grade 3: R543 099 – R657 507 per annum plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	Corporate Office, Bethlehem Matric plus qualification in Medical Orthotics and Prosthetics as recognized by SAQA. Current of registration (2025/2026) of the Health Professions Council of South Africa as Medical Orthotics/Prosthetics. Grade 1: None, Grade 2: Minimum of 10 Years, Grade 3: Minimum of 20 Years. Valid driver's license. Knowledge and Skills: Knowledge of relevant acts, policies and procedures. Public Service Regulation 2016, as amended. National Health Act of 2003. Problem solving. Interpersonal and communication skills.

<u>DUTIES</u>	:	Assist in planning and conducting multidisciplinary consultation and outreach clinics in the district. Deliver efficient and effective Clinical and MOP related administrative services. Assist in implementing guidelines, protocols and standards operating procedures. Perform duties as delegated by the supervisor from time to time with normal scope. Promote continuous development and training.
<u>ENQUIRIES</u>	:	Mr. KR. Moatlhodi Tel No: (051) 4051559
<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 02/192</u>	:	<u>BROADCAST ENGINEER (X1 POST) MULTI MEDIA (X2 POSTS) REF NO: H/B/1/2026</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein Matric plus an undergraduate Degree (NQF7) as recognized by SAQA in Broadcast Engineer recognized by SAQA. 3-5 years' experience in Broadcasting Engineer. Knowledge And Skills: Knowledge of broadcasting, rules and regulations of ICASA regulations. Occupational, hazards and standard. Principles and procedures of video production and editing. Methods and applications of computer graphics. Photography and video Knowledge of the Public Financial Management Act. Knowledge of the Public Service Regulatory Framework.
<u>DUTIES</u>	:	Ensure the smooth running of the broadcasting and conduct minor repairs of equipment. Provide technical administration in order to ensure the broadcasting comply with relevant regulations. Coordinate and monitor the implementation of newly installed systems. Facilitation, report and provide technical assistant to ensure effective and efficient smooth running of the broadcast. Handle day to day operations of the broadcasting engineering function, video editing and ensuring administrative and technical requirements are met. Ensure all broadcast operations comply with ICASA local/National regulatory standards.
<u>ENQUIRIES</u>	:	Mr. LJ Barnard Tel No: (051) 408 1765
<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 02/193</u>	:	<u>ENGINEER TECHNICIAN (MAINTENANCE) REF NO: H/E/3/2026</u>
<u>SALARY</u>	:	R391 671 per annum
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein Matric plus, National Diploma in Engineering (NQF6) as recognized by SAQA. 3 years experience. Current registration with ECSA as a Professional Engineering Technician (Electrical or Mechanical) (2025/2026). Computer literacy. Valid driver's licence. Knowledge and Skills: Public Financial Management Act /Treasury Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.
<u>DUTIES</u>	:	Engineering norms and standards for lifts. Inspections of existing lifts. Installations of new lifts. Framework/Term Contracts for lifts. Utilities. Financial Management. Research and Development.
<u>ENQUIRIES</u>	:	Me. L Pholo Tel No: (051) 408 1463
<u>APPLICATIONS</u>	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/194</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: H/C/13/2026</u>
<u>SALARY</u>	:	Grade 1: R379 233 – R454 191 per annum Grade 2: R463 941 – R529 221 per annum Grade 3: R543 099 – R657 507 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital, Bloemfontein Matric, B-Tech degree (NQF7) as recognized by SAQA in Clinical Technology. Current registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist. Current registration (2025/2026). Experience Grade 1 : None after registration with the HPCSA in the relevant profession as Clinical Technologist. Grade 2 : Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession as Clinical Technologist. Grade 3 : Minimum of 20 years relevant experience after

	registration with the HPCSA in the relevant profession as Clinical Technologist. Knowledge and Skills: Planning and organizing, influencing skills. Computer literate. Conflict management. Knowledge of policies and regulations applicable to the work environment.
<u>DUTIES</u>	Setup and observe patient vital signs monitoring and take appropriate action. Perform and interpret diagnostic procedures. Use specialized equipment for therapeutic benefit of the patient. Prepare and calibrate equipment prior to use. Perform procedures using appropriate consumables. Perform 24 hour emergency on call service for pacemaker programming (follow-up) and optimisation, echocardiography, electrocardiography, cardiac catheterization and trans aortic valvular implant TAVI. High quality academically and practical training. Training of Central University students. Participate in inventory management which entails ordering and checking all stock levels and equipment maintenance.
<u>ENQUIRIES</u>	Me. T Khoabane Tel No: (051) 405 3393/3484
<u>APPLICATIONS</u>	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/195</u>	<u>CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: H/C/14/2026</u>
<u>SALARY</u>	Grade 1: R379 233 – R454 191 per annum Grade 2: R463 941 – R529 221 per annum Grade 3: R543 099 – R657 507 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	Universitas Academic Hospital, Bloemfontein Matric, B-tech Degree (NQF7) as recognized by SAQA in Clinical Technology. Current registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Technologist. Current registration (2025/2026). Experience: Grade 1: None after registration with the HPCSA in the relevant profession as Clinical Technologist. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession as Clinical Technologist. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession as Clinical Technologist. Knowledge And Skills: Planning and organizing, influencing skills. Computer literate. Conflict management. Knowledge of policies and regulations applicable to the work environment.
<u>DUTIES</u>	Prepare and monitor dialysis treatment. Set up haemodialysis machines before and after treatments. Prepare dialysers, bloodlines and dialysis solutions. Detect and respond to dialysis related complications. Adjust treatment parameters as prescribed by the nephrologist. Provide patient education and support. Implement infection control protocols. Connect and disconnect patients who require continuous kidney replacement therapy in the critical care unit, where needed. Operate, calibrate and maintain dialysis machines and water treatment systems. Perform routine quality checks and troubleshoot technical faults. Perform preventive maintenance and quality control by keeping logs of equipment maintenance, calibration and microbiological testing of water systems. Implement new dialysis technologies. Participate in internal audits and compliance checks. Participate in training undergraduate students. Participate in research. Participate in case discussions and quality improvement meetings. Maintain accurate treatment records for dialysis session. Participates in inventory management which entails ordering and checking dialysis consumables.
<u>ENQUIRIES</u>	Prof BF Bisiwe Tel No: (051) 405 3911
<u>APPLICATIONS</u>	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/196</u>	<u>DISPENSING OPTICIAN GRADE 1-3 REF NO: H/D/8/2026 (X2 POSTS)</u>
<u>SALARY</u>	Grade 1: R379 233 – R454 191 per annum Grade 2: R463 941 – R529 221 per annum Grade 3: R543 099 – R657 507 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	Universitas Academic Hospital, Bloemfontein Matric, National Diploma (NQF6) as recognized by SAQA in Optical Dispenser. Current registration (2025/2026). Valid license. Experience: Grade 1: None after registration with the Health Professional Council of South Africa (HPCSA) in Optical Dispensing. Grade 2: Minimum of 10 years relevant experience after

	registration with the Health Professional Council of South Africa (HPCSA) in Optical Dispensing. Grade 3: Minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Optical Dispensing. Skills and Knowledge: Sound knowledge of clinical theory, practice and ethics relating to Opticianry. Ability to work individually and with a team and also under pressure. In-depth knowledge of quality assurance, including level of lens tolerances to meet clinical standards, National Health Act 2003, Patient charter and Batho Pele Principles. Problem-solving and organisational skills, communication and listening skills. Good interpersonal skills, excellent time management and be computer literate.
<u>DUTIES</u>	: Assessment of vertical distance and panoptic angle fitting. 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. Repairing and adjustments of patients' lenses and spectacles on request. Assist the patients in frame selection, lens selection and accessories. Ensure ordering according to the prescription/s. To verify that finished lenses are according to specifications. Ability to perform all dispensing procedures and duties effectively and efficiently. Minimum of 15 patients per day. Assemble and test the instrument or pair of spectacles. Make spectacle lenses the right shape for the frame and fit them into the frame. Report on the completed spectacles. Clean and maintain equipment and machinery. To carry out a minimum of 182 blocking, mounting, cutting and edging as well as glazing spectacles per month. Breakage maintenance of less than 2%. Ensure calibration and maintenance of equipment on a quarterly basis. To enter the figures of the stock dispensed in the computer daily. To effectively manage stock control in the laboratory and storeroom. To provide weekly and monthly stock statistics. To ensure that adequate stock is available in the laboratory and is locked away at all times. Arranging of workshops. Attend CPD in Opticianry. Keeping or collating interesting cases. Liaising with the supplier regarding consumables and orders. Verify the invoices from the suppliers. Attend to the queries relating to patients' spectacles and from suppliers. Provide spectacles statistics according to DHIS on a monthly basis. Report faulty equipment. Assist optometry students in dispensing. Involved in the vision screening activities.
<u>ENQUIRIES</u>	: Prof TA Rasengane Tel No: (051) 405 3006
<u>APPLICATIONS</u>	: to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 02/197</u>	: <u>DIAGNOSTIC RADIOGRAPHER GRADE 1-3 REF NO: H/D/9/2029 (X4 POSTS)</u>
<u>SALARY</u>	: Grade 1: R379 233 – R454 191 per annum Grade 2: R463 941 – R529 221 per annum Grade 3: R543 099 – R657 507 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	: Univeristas Academic Hospital, Bloemfontein Matric, National Diploma/ degree (NQF6/7) as recognized by SAQA in Radiographer that allows registration with the Health Professions Council of South Africa in the specific disciplines. Current registration (2025/2026). Grade 1: None after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. Grade 2: Minimum 10 years after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. Grade 3: Minimum of 20 years after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. Knowledge and Skills: Honesty, computer skills. Written and verbal communication. Report writing and good interpersonal skills. Knowledge of Batho Pele principles, six ministerial priorities, patient's rights, charter and Radiographer's code of practice in terms of the HPCSA.
<u>DUTIES</u>	: Ensure patient care during imaging for optimal diagnostic purpose. Practice radiation protection to minimise radiation dose to staff, patients and general public. Exercise clinical responsibility to ensure optimal diagnostic imaging. Participate in education and training programs for continuous professional development and quality service delivery. Implement quality assurance programs for quality service delivery.
<u>ENQUIRIES</u>	: Mr. OVC Botsime Tel No: (051) 405 3474
<u>APPLICATIONS</u>	: to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/

<u>POST 02/198</u>	:	<u>INTERNAL AUDITOR REF NO: H/I/1/2026 (X4 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein Matric plus degree/NQF7 in Internal auditing/Accounting/Risk Management. Valid Driver's License. 1-3 years experiences in audit environment Knowledge and Skills: Knowledge of relevant Provincial and National legislation. Public Administration. Policy analysis. Internal audit mechanisms, system and process. Ability to communicate issues to a variety of audience in a tactful influence manner. Organising. Planning. Problem Solving Facilitation and presentation.
<u>DUTIES</u>	:	Provide inputs in conducting risk assessments. Assist in planning and conduct audit assignments in accordance with audit methodology and Global Internal Audit Standards. Prepare audit programmes. Gather adequate, competent and useful evidence. Assist in preparing draft audit reports to be reviewed by management. Conduct ad-hoc assignments and follow up audits. Assist in the administration of the Internal Audit activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. SM Lekola Tel No: (051) 408 1585 to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 02/199</u>	:	<u>CLINICAL ASSOCIATE (MMC ROVING) (X3 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	HIV/AIDS Directorate: Xhariep District Ref No: H/C/9/2025 (X1 Post) HIV/AIDS Directorate: Thabo Mofutsanyana District Ref No: H/C/10/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	HIV/AIDS Directorate: Mangaung Metro Ref No: H/C/11/2025 (X1 Post) Matric, plus Degree in Clinical Medical Practice (NQF7) as recognized by SAQA. Registration with the HPCSA as a Clinical Associate. A minimum of 2 years' appropriate experience after registration with the HPCSA as a Clinical Associate. Valid driver's license. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer Literacy.
<u>DUTIES</u>	:	Obtaining patient history and performing physical examination according to level of training. Ordering or performing diagnostic and therapeutic procedures for common conditions. Promote Implementation of Men's health services. Participate in marketing of HIV&AIDS Prevention strategy. Monitoring, evaluation and reporting of VMMC services. Effective and efficient utilization of resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Chauke Tel No: (051) 408 1342 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 02/200</u>	:	<u>MONITORING AND EVALUATION PRACTITITONER (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u>	:	Lejweleputswa District Ref No: H/M/7/2026 Thabo Mofutsanyana District Ref No: H/M/8/2026
<u>REQUIREMENTS</u>	:	Matric, plus Degree (NQF7). Computer literacy. Valid driver's license. Skills and Knowledge: Facilitate skills. Report writing skills. Analytical skills. Problem Solving skills. Ability to work as part of a multi-disciplinary team. Data management quality assurance policy and or implementation strategy in line with national and or provincial framework.
<u>DUTIES</u>	:	To assist with the development of the department's monitoring and evaluation policy and or implementation strategy in line with national and or provincial framework. To assist with the development of the department's monitoring and evaluation reporting format. To collect and consolidate information pertaining to the performance of the department. To attend provincial and or departmental meetings on matters related to monitoring and evaluation.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. L Rametsi Tel No: (051) 408 1238 to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 02/201</u>	:	<u>ORTHOPEDIC FOOTWEAR TECHNICIAN (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R269 106 - R305 655 per annum Grade 2: R313 800 – R380 802 per annum

	plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	: Corporate Office, Bloemfontein Ref No: H/O/2/2026
<u>REQUIREMENTS</u>	: Corporate Office, Bloemfontein Ref No: H/O/3/2026
	NQF level 4 or 5 or matric certificate plus 2 years' experience. Valid driver's license. Knowledge and Skills: Competencies (knowledge/skills): Ability to work independently and in a team. Good interpersonal relations. Ability to work under pressure. Sound knowledge and understanding of surgical footwear manufacturing, fitting, repair and modifications.
<u>DUTIES</u>	: Design, measure, manufacture, fit, repair and align all surgical footwear and shoe modification. Consult with the Medical Orthotist/ Prosthetist in prescription of correct appliances for each patient. Deliver efficient and effective OFT clinical and practical related administrative service including record keeping. Routine weekly cleaning and maintenance of equipment and machinery. Promoting continuous development within the profession. Perform any other duties delegated by supervisor from time to time.
<u>ENQUIRIES</u>	: Mr. J. Stallenberg Tel No: (058) 303 5123, Ext 239 and Mr. KR. Moatlhodi Tel No: (051) 4051559
<u>APPLICATIONS</u>	: to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 02/202</u>	: <u>WORKS INSPECTOR REF NO: H/W/1/2026</u>
<u>SALARY</u>	: R269 499 per annum
<u>CENTRE</u>	: Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	: Matric plus, National Diploma in Building (NQF6) as recognized by SAQA, Mechanical or Electrical or Equivalent or N3 with passed trade test or National Diploma in Engineering. 1 year experience. Computer literacy. Valid driver's licence. Knowledge and Skills: Public Financial Management Act /Treasury Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.
<u>DUTIES</u>	: Maintain compliance with the Occupational Health & Safety (OHS) Act at all Health Facilities Accident Investigations. Remedial Plans.
<u>ENQUIRIES</u>	: Me. L Pholo Tel No: (051) 408 1463
<u>APPLICATIONS</u>	: to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
DEPARTMENT OF SOCIAL DEVELOPMENT	
<u>APPLICATIONS</u>	: Applications should be addressed to various institution as per the applicant's need: Provincial Office, Charlotte Maxeke Treatment Centre and Dr Beyers Naude Substance Abuse Centre: Please forward your application quoting the relevant reference number, Department of Social Development, Old Standard Bank Building Private Bag X20616, 14 Charlotte Maxeke & Wesburger Street, Bloemfontein, 9300. Attention to AW Molalenyane or Email to Recruitment@fssocdev.gov.za Mangaung Metro: Please forward your application quoting the relevant reference number, Department of Social Development, P.O. Box 695, Bloemfontein, 9300 or hand deliver to Department of Social Development, Shop No:46, Lemo Mall, Dr Belcher Road, Bloemfontein, 9301 or Email to Recruitment.mangaung@fssocdev.gov.za Lejweleputswa: Please forward your application quoting the relevant reference number hand deliver to Department of Social Development Macholo Building, 05 Elizabeth Street, Welkom, 9460 or Email to Recruitment.lejweleputswa@fssocdev.gov.za Thabo Mofutsanyana: Please forward your application quoting the relevant reference number, Department of Social Development, Corner of Moremoholo & Setai Street, Old FDC Building, Setsing, 9870 or Email to Recruitment.tmfutsanyana@fssocdev.gov.za Fezile Dabi District: Please forward your application quoting the relevant reference number, P.O. Box1122, Kroonstad, 9595 or hand deliver to Department of Social Development, KGI Building, 20 Cross Street, Kroonstad or Email to Recruitment.Fdabi@fssocdev.gov.za Xhariep District: Please forward your application quoting the relevant reference number, Department of Social Development, 15 Dawid Street Trompsburg 9913 or Email to Recruitment.Xhariep@fssocdev.gov.za

Winkie Direko Secure Care Centre: Please forward your application quoting the relevant reference number, The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. AW Molalenya – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or Email to Recruitment@fssocdev.gov.za

Leratong Child & Youth Care Centre: Please forward your application quoting the relevant reference number, Department of Social Development, 1809 Mokhethi Street Phuthaditjhaba 9866 or Email to Recruitment.Leratong@fssocdev.gov.za

Matete Matches Secure Care Centre: Please forward your application quoting the relevant reference number, Plot 39 Smaldeel Road, Maokeng, 9499 or hand deliver to Department of Social Development, Matete Matches, Plot 39 Smaldeel Road, Maokeng, 9499 or Email to Recruitment.Matete@fssocdev.gov.za

CLOSING DATE

NOTE

: 06 February 2026

Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Use of the old Z83 Form will result in disqualification. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. 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. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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-preentry> programme. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to

adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

<u>POST 02/203</u>	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSDFS 01/26</u>
<u>SALARY</u>	: R1 266 714 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13thcheque, motor car allowance, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	: Provincial Office (Bloemfontein) An appropriate Bachelor's Degree (NQF Level 7) in Financial Management/ Public Administration/ logistics/Purchasing or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in supply chain management. A valid driver's license. Knowledge and skills: Knowledge of code of conduct for Supply Chain Management Practitioners, Knowledge of LOGIS, BAS, CSD and other relevant information management systems and Public Service SCM policies and procedures. Interpersonal relations skills, communication, negotiation skills, facilitation, presentation, report writing computer literacy skills, honesty and integrity, problem solving and decision-making skills. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme (Nyukela certificate) as endorsed by the National School of Governance. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure. NB: Shortlisted candidates will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.
<u>DUTIES</u>	: Maintain and improve the departmental supply chain management system in line with legislative requirements and National Treasury's norms and standards. Manage and direct the provision of demand and acquisition management service. Develop efficient and cost-effective supply chain strategies. Manage the departmental bidding process i.e. specification, evaluation and adjudication processes in line with relevant policies and standard operating procedures. Responsible for asset management and disposal. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct the provision of contract management services Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. Effective and efficient fleet management. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	: Ms N Molikoe at 083 762 7455
<u>POST 02/204</u>	<u>DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: DSDFS 02/26</u>
<u>SALARY</u>	: R1 266 714 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13thcheque, motor car allowance, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	: Provincial Office (Bloemfontein) An appropriate Bachelor's degree (NQF Level 7) or equivalent qualification in Human Resources as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in Human Resource Management. A valid driver's license. Knowledge: In depth knowledge of end-to-end Human Resources processes and best practices, Management systems, health and safety regulations, production and processing, Treasury regulations PFMA Human Resources, Management Framework Financial Management. Skills/Core Competencies: Analytical, Communication, Presentation,

Coordination, active listening, Critical thinking, reading comprehension, writing, Organizational, interpersonal, Judgement and decision making, conflict management, multi-tasking, political sensitivity, persuasion and influencing. Values/Attitudes: Develop and maintain working environments that are health and safety conscious, lead by example and offer support, seek and incorporate input from others, empower employees to work independently, encourage and develop employees to use their strongest abilities and promote achievement and accomplishment, manage stakeholders needs/ expectations, demonstrate and advocate integrity and ethical behaviour throughout the human resources (e.g. fair trade practices compliance, etc.) Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme (Nyukela certificate) as endorsed by the National School of Governance Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure. NB: Shortlisted candidates will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. NB: Shortlisted candidates will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

<u>DUTIES</u>	:	Manage the provision of human resource administration services. Manage and facilitate the provision of employee wellness and programmes. Manage and facilitate human resource planning and information management systems. Develop partnerships and network with relevant stakeholders. Managing Labour Relations processes in the department. Manage resource (Human, Financial and Physical). Promote corporate governance issues.
<u>ENQUIRIES</u>	:	Mr F Finger at 072 954 3160
<u>POST 02/205</u>	:	<u>DISTRICT DIRECTORS (X2 POSTS)</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), an all-inclusive package. The remuneration package consist of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13thcheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE</u>	:	Thabo Mofutsanyana District: Qwaqwa Office: Thabo Mofutsanyana District Ref No: DSDFS 03/26 Xhariep District: Trompsburg Office: Xhariep District Ref No: DSDFS 04/26
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Work, Registration with the South African Council for Social Services Professions as a Social Worker. A valid driver's license. Minimum of 5 years work experience at middle/senior managerial level. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Fraud Prevention Strategies, Welfare Laws, Non-Profit Organization Act, Basic Conditions of Employment Act, Employee Performance Management and Development System, Public Participation, Service Delivery. Skills/Core Competencies: Strategic capability and, People management and leadership, People management and empowerment, Financial Management, Change Management, Program and Project Management, Knowledge Management, Service Delivery Innovation, Research, Presentation and Facilitation, Computer Literacy. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme (Nyukela certificate) as endorsed by the National School of Governance. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure. NB: Shortlisted candidates will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.
<u>DUTIES</u>	:	Manage the provision of Social Welfare Services. Manage the provision services to women, children and families. Manage the provision of restorative services. Manage and facilitate the provision of community development. Manage the provision of quality assurance. Manage the provision of corporate services. Manage resources and provide inputs to policies.
<u>ENQUIRIES</u>	:	Ms P Mphatsoe at 066 487 6108

<u>POST 02/206</u>	<u>DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DSDFS 05/26</u>
<u>SALARY</u>	R1 266 714 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	Provincial Office National Senior Certificate plus B Degree (NQF level 7) in General Management / Public Administration / Social Science / Community Development / Development Studies or equivalent qualification. Plus a minimum of 5 years' experience in middle/senior managerial level. 2 - 3 years' experience in community development environment. A driver's license. Competencies: Knowledge of the departmental constitutional mandate and relevant policy legislation and its relationship with national, local civil society and other stakeholders. Knowledge of current trends in social developmental issues. Knowledge and understanding of sustainable poverty reduction and the developmental stages required in building self-reliant society. Knowledge and understanding of Public Service Act and regulations, PFMA, procurement processes and policies, as well as specific legislation relating to the departmental mandate. The public service core and process competencies. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme (Nyukela certificate) as endorsed by the National School of Governance. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure. NB: Shortlisted candidates will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.
<u>DUTIES</u>	Develop and manage integrated community and poverty alleviation strategies and guidelines. Manage and monitor poverty alleviation programmes. Manage and monitor the implementation of special projects for sustainable livelihood programmes and Expanded Public Works programmes. Administer and monitor community development ventures. Research, evaluate and review strategies and programmes on community development and poverty alleviation services. Strengthen and maintain stakeholder relations. Develop strategies, policies, programmes, frameworks for community development and effective programme management guided by the social development sector mandate. Coordinate planning, implementation, monitoring, reporting and evaluation of the community development program. Participate in provincial integration programmes and in all national and provincial committees and forums that are relevant to the area of responsibility and are relevant by reason of the incumbent being a member of the departmental senior management. Ensure effective human resources management, financial management, risk management and effective audit improvement planning and responsiveness.
<u>ENQUIRIES</u>	Ms W Direko at 066 487 6191
OTHER POSTS	
<u>POST 02/207</u>	<u>SOCIAL WORK MANAGER GRADE 1 REF NO: DSDFS 10/26</u>
<u>SALARY</u>	R970 686 per annum, all-inclusive remuneration package
<u>CENTRE REQUIREMENTS</u>	Charlotte Maxeke Treatment Centre An appropriate Bachelor's degree in Social Work. Registration with the South African Council for Social Services Professions as Social Worker. A Minimum of 10 years Appropriate/recognizable experience in Social Work after registration as Social Work with SACSSP including four years supervisory/middle management experience.
<u>DUTIES</u>	Provide a social work services highest, most advanced and specialized nature within (a define areas) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matter that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work services

	delivered through the efficient and effective utilization of human resource. Keep up to date with new developments in the social work and management fields. Perform and or ensure that all the administrative functions required in the unit performed.
<u>ENQUIRIES</u>	:
<u>POST 02/208</u>	Ms. D Monare at 083 381 9931
<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</u>	:
<u>REQUIREMENTS</u>	Matete Matches Secure Care Centre Ref No: DSDFS 39/26 Leratong Children's Home Ref No: DSDFS 40/26
<u>DUTIES</u>	: <p>An appropriate Bachelor's degree in Social Work. Current registration with the appropriate South African Council for Social Service Professions. A minimum of 6-10 relevant working experience. Computer literacy. Valid Driver's License. (applicants are not submitting copies / attachments / certificates / ID/ Driver license / qualifications on application, only when shortlisted).</p> <p>Management of the Residential Care Centre. Facilitate and plan development programmes for children. Implementation of strategic and operational plans. Ensure effective budgetary planning, administration and financial management. Facilitate and monitor the development of relevant internal policies. Manage provision of integrated development and therapeutic services to children in need of care or in conflict with the law. Ensure good governance through effective management of systems, processes and resources. Manage and Develop Performance of personnel. Ensure good governance through effective management of systems, processes and research.</p>
<u>ENQUIRIES</u>	: <p>Matete Matches: Ms. F Nondabula at 060 985 1798 Leratong Children's Home: Ms. M Mbuyisa at 083 274 5610</p>
<u>POST 02/209</u>	: <p><u>DEPUTY DIRECTOR: NPO MONITORING & EVALUATION REF NO: DSDFS 08/26</u></p>
<u>SALARY</u>	: <p>R896 436 per annum (Level 11), (an all-inclusive package)</p>
<u>CENTRE</u>	: <p>Provincial Office (Bloemfontein)</p>
<u>REQUIREMENTS</u>	: <p>Appropriate Three Year National Diploma (NQF Level 6) in General Management / Public Administration / Social Science / Community Development/ Development Studies or equivalent qualification in the Management Services. 6 -10 years in the field. Drivers license. Special Knowledge: Proven working knowledge on the area of specialization. Skills And Abilities: Facilitation, Leadership, Report writing, Analytic, Problem solving, Strategic planning, Training, Computer skill especial MS word, Excel, Power point and Outlook. Values And Attributes: Professional, Client oriented, Integrity, Committed and Loyalty.</p>
<u>DUTIES</u>	: <p>Ensure the development of the Department's Monitoring and Evaluation policy and/ or Implementation strategy (in line with national and/ or provincial Frameworks). Ensure that the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time frame) as well as the department's annual report framework are developed in line with relevant annual performance plan of the department and communicated such to all senior managers in the Department for future completion. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non- financial performance) is improved continuously. This includes the provision of information session and/or advice to manager and senior managers, inclusive of resource / verification documents as required by the auditor-general. Monitor and report on the performance of the department in relation to the following: Outcome Based Provincial Plan, Department Annual Performance Plan, SOPA and/or MEC Budget injections and Government Programmes of Actions (national and provincial).</p>
<u>ENQUIRIES</u>	: <p>Ms W Direko at 066 487 6191</p>
<u>POST 02/210</u>	: <p><u>DEPUTY DIRECTOR: SALARIES REF NO: DSDFS NO 09/26</u></p>
<u>SALARY</u>	: <p>R896 436 per annum (Level 11), all-inclusive remuneration package.</p>

<u>CENTRE REQUIREMENTS</u>	: <p>Provincial Office (Bloemfontein) A relevant tertiary qualification in Financial Management at NQF level 6. A 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level. A valid driver's license.</p>
<u>DUTIES</u>	: <p>Manage the financial revenue, expenditure management and accounting sub directorate, monitor the policy and legislative framework to ensure that cognizance is taken of new developments, develop and maintain policies and processes, Undertake revenue, expenditure management and accounting work as required, Manage the sub-directorate revenue, expenditure management and accounting, Management of performance and development, Develop and Manage the operational plan of the sub- directorate and report on progress as required, Compile and submit all required administrative reports, Procurement and asset management for the sub directorate, quality control of work delivered by employees, planning and allocate work and Functional technical advice and guidance.</p>
<u>ENQUIRIES</u>	: <p>Ms N Molikoe at 083 762 7455</p>
<u>POST 02/211</u>	: <p><u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: DSDFS 15/26</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R477 564 per annum Dr Beyers Naude Halfway House Bachelor's Degree in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.</p>
<u>DUTIES</u>	: <p>Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions (SACSSP) projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.</p>
<u>ENQUIRIES</u>	: <p>Ms L Masangane at 066 486 6906</p>
<u>POST 02/212</u>	: <p><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BANKING AND REVENUE) REF NO: 11/26</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R468 459 per annum. (Level 09) Provincial Office (Bloemfontein) A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.</p>
<u>DUTIES</u>	: <p>Collection and recording of revenue. Cashier, banking service and electronic payments. Oversee that the banking of monies are done in accordance with the prescribed processes, Oversee that the bank reconciliations are performed and are correct. Debt Management, Oversee the identification and accurate recording of debts owed to the department. Oversee the accurate of monies received. Monitoring and reporting on revenue, Oversee and monitor income against budget and review reconciliations, Ensure completeness and accuracy of financial information. Expenditure Management, Compensation of employees, oversee quality assure all payroll transactions, oversee verification of information for payroll certification. Goods and services, oversee verification of source documents, ensure that quality is in line with budget and item provisioning. Transfers and subsidies, Oversee and reconcile payment request with budget provisions and the availability of funds, authorize the payment of transfers and subsidies processed on the accounting system. Reporting, Oversee the processing of information to determine expenditure against budget, ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of employees, allocate duties and</p>

<u>ENQUIRIES</u>	:	do quality control of the work delivered by supervisees. Inherent requirements, consult the draft competency framework for financial management. Ms N Molikoe at 083 762 7455
<u>POST 02/213</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BOOKKEEPING SERVICES) REF NO: DSDFS 12/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Provincial Office (Bloemfontein)
	:	A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.
<u>DUTIES</u>	:	Collection and recording of revenue. Cashier, banking service and electronic payments. Oversee that the banking of monies are done in accordance with the prescribed processes, Oversee that the bank reconciliations are performed and are correct. Debt Management, Oversee the identification and accurate recording of debts owed to the department. Oversee the accurate of monies received. Monitoring and reporting on revenue, Oversee and monitor income against budget and review reconciliations, Ensure completeness and accuracy of financial information. Expenditure Management, Compensation of employees, oversee quality assure all payroll transactions, oversee verification of information for payroll certification. Goods and services, oversee verification of source documents, ensure that quality is in line with budget and item provisioning. Transfers and subsidies, Oversee and reconcile payment request with budget provisions and the availability of funds, authorise the payment of transfers and subsidies processed on the accounting system. Reporting, Oversee the processing of information to determine expenditure against budget, ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of employees, allocate duties and do quality control of the work delivered by supervisees. Inherent requirements, consult the draft competency framework for financial management.
<u>ENQUIRIES</u>	:	Ms N Molikoe at 083 762 7455
<u>POST 02/214</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL, PLANNING BUDGETING AND MONITORING REF NO: DSDFS 27/26</u>
		This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Provincial Office (Bloemfontein)
	:	A relevant tertiary qualification in financial management at NQF level 6. Minimum of 3 years relevant supervisory experience.
<u>DUTIES</u>	:	Planning- Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Check and verify the supporting information for various financial planning processes. Budgeting- coordinate, review, analyse and quality assure the budget preparation processes. Develop templates for the collection of budget information from line functionaries, coordinate the preparation and consultation for the MTET budget process, Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Asses were shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations, provide information for the preparation of the annual financial statements, monitor that all shifts/ virements are included in the adjusted budget. Reporting- coordinate, review, analyse and quality assure the management accounting reporting processes, Evaluation information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary, monitor that all shift/ virements are included in the In year monitoring report, Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the operational processes, resources and procedures associated with the management accounting functions, develop and review departmental policies and procedures applicable to management accounting (planning and budgeting), Monitor performance of employees and determine training needs, determine workflow requirements.
<u>ENQUIRIES</u>	:	Ms H Hildegarde at 066 487 6139

<u>POST 02/215</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 (SUBSTANCE ABUSE)</u> <u>REF NO: DSDFS 13/26</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R453 201 per annum Provincial Office (Bloemfontein)
	:	Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP). A minimum of 8 years' experience in Social Work.
<u>DUTIES</u>	:	Understanding Social Dynamics, must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination. Understanding human behaviour and social system, must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work intervention, must ensure that supervisees intervene efficiently and effectively points where people interact with their environments in order to promote social well-being. Social empowerment: assist, advocate and empower individuals, families, groups organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently. Protecting vulnerable individuals: provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research, must be able to conduct social work research. Monitoring and evaluation, must be able to monitor, evaluate and quality assure all policies and legislation. Stakeholder support: must be able to provide support to stakeholders. Understanding social work legislation, must be able to review, develop, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.
<u>ENQUIRIES</u>	:	Ms. M Jafta at 066 487 6135
<u>POST 02/216</u>	:	<u>ENGINEERING TECHNICIAN (BUILDING) REF NO: DSDFS 14/26</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R391 671 – R586 665 per annum, (OSD) Provincial Office (Bloemfontein)
	:	National Diploma in Engineering (Building). Three years post qualification technical experience. (Proof of recognized experience will be requested from the shortlisted candidates). Valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician. Candidate who are registered as Candidate Engineering Technologist may also apply.
<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and (v) Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms M Mosupa at 060 984 6758
<u>POST 02/217</u>	:	<u>SOCIAL WORK GRADE 1 REF NO: DSDFS 16/26 (X2 POSTS)</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R325 200 per annum Thabo Mofutsanyana District (Bethlehem Office)
	:	An appropriate Bachelor's Degree in Social Work (NQF 7) or equivalent qualification. Registration with the South African Council for Social Service Professions as Social Worker. Knowledge of relevant Public Service Legislation. Proficient in any of the official languages in the Free State Province. Internship / practicum placement at Social Development setting will be an added advantage. A valid South African driver's license will be an added advantage. The applicant must be computer literate. and Knowledge: Counselling, Communication, Planning and organising. Problem solving, time

	management, stress management, diversity management, conflict resolution. Ability to work in a multidisciplinary team. Knowledge and understanding of the South African Legislation pertaining to social services.
<u>DUTIES</u>	: Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families, and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	: Ms Mphuthi at 066 485 9606
<u>POST 02/218</u>	<u>INTERNAL AUDITOR REF NO: DSDFS 20/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum (Level 07) : Provincial Office (Bloemfontein) : A qualification at (NQF6) as recognized by SAQA in Auditing/ Accounting/ Finance/Bcom Information Systems. One (1) year functional experience in Auditing. Statutory Body Requirements: Institute of Internal Auditors (IIA) Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance Information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards(GRAP), International Professional Practices Framework(IPPF) of the Institute of Internal Auditors(IIA):(1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and Organizing, Computer, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate. Behavioural attributes: Assertive, Analytical, Client focused/centric, Sense of Responsibility, Disciplined and ability to meet deadlines, Ability to motivate team members, Organizational/goal driven, Ability to work under pressure.
<u>DUTIES</u>	: Planning of audit engagements. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department of Social Development.
<u>ENQUIRIES</u>	: Ms K Motlhanke at 066 485 9774
<u>POST 02/219</u>	<u>MONITORING AND EVALUATION OFFICER: NPO (X9 POSTS)</u>
<u>SALARY CENTRE</u>	: R325 101 per annum (Level 07) : Mangaung Metro Ref No: DSDFS 21/26 (X1 Post) : Thabo Mofutsanyane District Ref No: DSDFS 22/26 (X2 Posts) : Lejweleputswa District Ref No: DSDFS 23/26 (X2 Posts) : Fezile Dabi District Ref No: DSDFS 24/26 (X2 Posts) : Xhariep District Ref No: DSDFS 25/26 (X2 Posts)
<u>REQUIREMENTS</u>	: An appropriate National Diploma (NQF Level 6) as recognised by SAQA in Finances or equivalent qualification. Relevant experience in financial management and budget, monitoring and evaluation skills. Driver's licence. Knowledge And Values: The following knowledge and skills are required: Knowledge, skills attitudes and values to engage in the social development. Monitoring and evaluation skills. Financial management budgeting. Good communication skill. Presentation skill. Problem solving skill. Computer skill. Written and verbal communication. Report writing skill. Day to day administration.
<u>DUTIES</u>	: Monitor compliance and management funds provided to CBO and NGOs in line with financial guidelines. Coordinate and monitoring the NPO funding cycle. Provide support and guidance to CBOs to ensure effective financial and accountability. Investigate irregularities and implement corrective measures: Screening/monitoring all the financial files, collect financial reports from the NPOs, check all the required documents and compile intervention report.
<u>ENQUIRIES</u>	: Mr L Saila at 066 487 6121

<u>POST 02/220</u>	<u>ADMINISTRATION OFFICER: SUPPORT SERVICES REF NO: DSDFS 26/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R325 101 per annum (Level 07)</p> <p>: Dr Buyers Naude: Substance Dependency Halfway House</p> <p>: An appropriate National Diploma (NQF Level 6). 3-5 years' experience. Driver's licences. Knowledge Requirements: 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 the Public Services. Knowledge of working procedures in terms of the working environment.</p>
<u>DUTIES</u>	<p>: Supervise and render general clerical support service: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and retrieve or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence where required. Keep and maintain the incoming and outgoing register of the component. 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, complete procurement forms for the purchasing of standard office items. Stock control of the office stationery. Keep and maintain the asset register of the component (district offices). 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 attendance register of the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component: Capture and update expenditure in 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. Personnel development. Assess staff performance. Apply discipline.</p>
<u>ENQUIRIES</u>	<p>: Ms L Masangane at 066 486 6906</p>
<u>POST 02/221</u>	<u>SUPPLY CHAIN PRACTITIONER: (DEMAND) REF NO: DSDFS 28/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R325 101 per annum (Level 07)</p> <p>: Provincial Office</p> <p>: An appropriate National Diploma (NQF Level 6) in Supply Chain Management/Public Management/ Administrative Management or any equivalent qualification as recognised by SAQA. 2-3 years' experience in demand environment. Knowledge Requirements: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Services. Basic knowledge of work procedures in terms of the working environment.</p>
<u>DUTIES</u>	<p>: Supervise and render asset management clerical services: Oversee the compilation and maintenance of records. Oversee the verification of the asset registers. Verify the issuing of equipment and accessories to components and individuals in deed. Supervise and render demand and acquisition clerical services: Issue and receive bid documents. Ensure that all orders are place in time. Request and receive quotations. Ensure that supplies are captured and registered on the system. Supervise and undertake logistical support services: Receive and verify goods from suppliers. Check, place and verify orders for goods. Receive and verify goods from suppliers. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resource/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance and apply discipline.</p>
<u>ENQUIRIES</u>	<p>: Ms N Molikoe at 083 762 7455</p>
<u>POST 02/222</u>	<u>SUPPLY CHAIN PRACTITIONER: ACQUISITION REF NO: DSDFS 29/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R325 101 per annum (Level 07)</p> <p>: Provincial Office</p> <p>: An appropriate National Diploma (NQF Level 6) in Supply Chain Management/Public Management/ Administrative Management or any equivalent qualification as recognised by SAQA. 2-3 years' experience in</p>

	acquisition environment. Knowledge Requirements: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Services. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	Supervise and render asset management clerical services: Oversee the compilation and maintenance of records. Oversee the verification of the asset registers. Verify the issuing of equipment and accessories to components and individuals in deed. Supervise and render demand and acquisition clerical services: Issue and receive bid documents. Ensure that all orders are place in time. Request and receive quotations. Ensure that supplies are captured and registered on the system. Supervise and undertake logistical support services: Receive and verify goods from suppliers. Check, place and verify orders for goods. Receive and verify goods from suppliers. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resource/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance and apply discipline.
<u>ENQUIRIES</u>	: Ms N Molikoe at 083 762 7455
<u>POST 02/223</u>	<u>SUPPLY CHAIN PRACTITIONER: LOGISTICS REF NO: DSDFS 30/26</u>
<u>SALARY</u>	: R325 101 per annum (Level 07)
<u>CENTRE</u>	: Provincial Office
<u>REQUIREMENTS</u>	: An appropriate National Diploma (NQF Level 6) in Supply Chain Management/Public Management/ Administrative Management or any equivalent qualification as recognised by SAQA. 2-3 years' experience in logistics environment. Knowledge Requirements: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Services. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	Supervise and render asset management clerical services: Oversee the compilation and maintenance of records. Oversee the verification of the asset registers. Verify the issuing of equipment and accessories to components and individuals in deed. Supervise and render demand and acquisition clerical services: Issue and receive bid documents. Ensure that all orders are place in time. Request and receive quotations. Ensure that supplies are captured and registered on the system. Supervise and undertake logistical support services: Receive and verify goods from suppliers. Check, place and verify orders for goods. Receive and verify goods from suppliers. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resource/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance and apply discipline.
<u>ENQUIRIES</u>	: Ms N Molikoe at 083 762 7455
<u>POST 02/224</u>	<u>SENIOR HUMAN RESOURCE OFFICER REF NO:31/26 (X3 POSTS)</u>
<u>SALARY</u>	: R325 101 per annum (Level 07)
<u>CENTRE</u>	: Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	: National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/ Public Administration/ Public Management or equivalent. Valid Driver's License. 3-5 years' experience required. Knowledge: 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 services. Understanding of the work in registry. Knowledge of storage and retrieval procedures in terms of the working environment.
<u>DUTIES</u>	Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR provisioning, Appointments, Transfer, absorptions, probationary periods etc), termination of service, prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries and statistics. Supervision human resource/ staff, allocate and ensure quality of work, personnel development.
<u>ENQUIRIES</u>	: Ms. D Lebakeng at 066 486 6668

<u>POST 02/225</u>	:	<u>CHIEF SECURITY OFFICER: FRAUD INVESTIGATION REF NO: DSD 07/26 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Provincial Office (Bloemfontein)
	:	Diploma in Policing/ Forensic Investigation/ Financial Accounting or equivalent qualification. 3-5 relevant work experience in Fraud or corruption investigations. A valid driver's license. Appointment subject to Security clearance. (applicants are not submitting copies/attachments/ proof/certificates/ID/Driver's license/qualifications on application, only when shortlisted)
<u>DUTIES</u>	:	Investigate allegations of fraud, corruption and maladministration reported within the department. Conduct witness interview and take statements in accordance with appropriate investigation standards. Conduct analysis of financial and non-financial record and make findings. Gather records and retain chain of evidence relating to any investigation reported according with code of practice. Prepare investigation dossier with findings and recommendations for approval by relevant authority. Refer cases to law enforcement agencies and internal stakeholders. Update fraud case register and conduct regular follow ups on the progress of cases reported. Represent the department on internal and external hearings. Maintain confidentiality and discretion in carrying out the responsibilities of the post. Identify fraud risks and update the fraud risk register and conduct awareness programmes.
<u>ENQUIRIES</u>	:	Mr M Molahloe at 083 291 5468
<u>POST 02/226</u>	:	<u>CHIEF SECURITY OFFICER REF NO: DSD 32/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Winkie Direko Secure Care Centre
	:	Grade 12/National Certificate (Vocational) or equivalent qualification and 3-5 years relevant supervisory experience in Security Operations. Grade A PSIRA certificate. Knowledge of Private Security Industrial Regulating Act.56 of 2001, Control of access to public premises act 53 Of 1985. Ability to implement counter measures within physical security component. Computer literate in MS Word, Excel, Power point. Ability to work under pressure. A valid driver's license. Appointment subject to Security clearance. (applicants are not submitting copies / attachments / proof / certificates / ID/ Driver's license / qualifications on application, only when shortlisted)
<u>DUTIES</u>	:	Undertake, organize and coordinate security operation in the Institution. Implementation of the standards on security operations e.g. access control, vehicle control and safe guarding of government assets. Compile misconduct reports and liaise with Centre Managers and Labour Relations office. Investigate alleged misconduct and take disciplinary action. Ensured effective and efficient execution of departmental policies. Draft duty rooster and ensured proper supervision and audit of tool of trade. Manage all human resources function within the section. Conduct Risk assessment and provide advice/report to management.
<u>ENQUIRIES</u>	:	Mr M Molahloe at 083 291 5468
<u>POST 02/227</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R278 169 per annum, (OSD salary package)
	:	Mangaung District, (Thaba Nchu Office) Ref No: DSDFS 17/26 (X1 Post)
	:	Xhariep District Ref No: DSDFS 18/26 (X2 Posts)
	:	Fezile Dabi District Ref No: DSDFS 19/26 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an appropriate three-year tertiary degree (NQF level 7) in Community Development or Bachelor of Social Sciences (Human and Societal Dynamics). Exposure to community development environment will serve as advantage. Must have exposure of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Must be able to conduct research relating to community development work. Must be able to facilitate, identify, plan and implement various community development programs/interventions.
<u>DUTIES</u>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and

external and stakeholders e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

<u>ENQUIRIES</u>	:	Mangaung Metro: Ms M. Phori at 071 864 5734 Xhariep District: Ms M Ramainoane at 071 864 5643 Fezile Dabi District: Ms H Thooe at 074 645 5362
<u>POST 02/228</u>	:	<u>NPO ADMINISTRATION CLERKS (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Provincial Office Ref No: DSDFS 33/26 (X2 Posts)
<u>REQUIREMENTS</u>	:	Thabo Mofutsanyana District Ref No: DSDFS 34/26 (X2 Posts) A grade 12 certificate or equivalent. Valid Driver's License. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, knowledge and understanding of legislative framework governing the public service and knowledge of working procedures in terms of the working environment. Skills and competencies job knowledge, computer, communication, planning and organizing, interpersonal relations, language, flexibility, good verbal and written communication skills and teamwork.
<u>DUTIES</u>	:	Render general clerical support services, record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics, handle routine enquires, make photocopies and receive or send facsimiles, distribute documents/ packages to various stakeholders as required, keep and maintain the filling system for the component, Type letters and other correspondence when required, keep and maintain the incoming and outgoing document register of the component, Provide supply chain clerical support services within the component, liaise with the internal and external stakeholders in relation to procurement of goods and services, stock control of office stationery, arrange traveling and accommodation and provide financial administration support services in the component, capture and update expenditure in the component and check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	Provincial Office: Mr L Saila at 066 487 6121 Thabo Mofutsanyana: Ms P Litabe at 066 486 6749
<u>POST 02/229</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 REF NO: DSDFS 35/26 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R192 972 per annum, (plus benefits), (OSD salary package)
<u>REQUIREMENTS</u>	:	Fezile Dabi District (Kroonstad Office) An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions (SACSSP). Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the South African context. Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support service

to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes and skills and a willingness to develop them further under the supervision of a social worker.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms M Martins at 060 987 6799

POST 02/230 : **CLEANER REF NO: DSDFS 36/26 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
Provincial Office (Bloemfontein)
: Junior Certificate or STD 8/Grade 10/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.

DUTIES : Provide cleaning services. Keep and maintain cleaning materials and equipment. Request and manage the supply of cleaning materials and equipment. Implement and maintain hygiene and infection prevention measures.

ENQUIRIES : Mr Mahlaba at 066 485 9660

POST 02/231 : **GROUNDSMAN REF NO 37/26**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
Beyers Naude Halfway House
: Junior Certificate or STD 8/Grade 10/ABET or equivalent qualification. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills.

DUTIES : Maintain premises and surroundings. clean premises by providing gardening services of routine nature, watering the garden, prune and trim flowers and trees, mow the grass, remove weeds, and garden refuse, apply insecticides. Cultivate the soil for trees and flowers, monitor and keep gardening equipment and tools in good condition. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.

ENQUIRIES : Ms L Masangane at 066 486 6906

POST 02/232 : **LAUNDRY AID REF NO 38/26**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
Beyers Naude Halfway House
: Junior Certificate or STD 8/Grade 10/AET/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.

DUTIES : Sorting items based on fabric type, colour and washing instructions. Operate washing machines and dryers. Iron items, fold them neatly for storage and deliver. Ensure maintenance of laundry equipment. Notify management of low stock level. Keep laundry area organised and clean.

ENQUIRIES : Ms L Masangane at 066 486 6906

OFFICE OF THE PREMIER

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

APPLICATIONS : Dr. M Phera, Director General, Office of the Premier, Attention: Ms. Ruth Sefali, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: ruth.sefali@fspremier.gov.za

<u>CLOSING DATE</u>	:	06 February 2026 @ 16:00
<u>NOTE</u>	:	<p>Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. The Z83 form must be completed in full and signed by the applicant. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. E-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the department. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from persons with disabilities are welcomed.</p>

MANAGEMENT ECHELON

<u>POST 02/233</u>	:	<u>HEAD OF DEPARTMENT: DEPARTMENT OF ECONOMIC DEVELOPMENT, SMALL BUSINESS, TOURISM AND ECONOMIC AFFAIRS REF NO: HOD-DESTEA</u> (5-year employment contract position)
<u>SALARY</u>	:	R1 813 182 per annum (Level 15), all-inclusive remuneration package, Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, homeowner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein (DESTEA) The candidate must be in possession of a post graduate qualification (NQF level 8) in Economics/Business Administration or any equivalent qualifications as recognized by SAQA as well as 10 years of experience at a senior managerial level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Individual applicants are expected to pay for the course. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate.
<u>DUTIES</u>	:	Give strategic direction and monitor the effective and efficient functioning of the department in terms of PSA,1994 (as amended) and the PSR including effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and proper use and care of state property, effective HRM, and performance and development of officials, including: Internal Audit: Promote good governance; Corporate Services: Ensure availability of skilled, health and motivated workforce; Financial Management Services: Provide financial administration support; Risk Management: Provide enterprise risk management services; and Minimum Information Security Standard (MISS) and overall accountability for security at the Department. To function as the Accounting Officer of the Department in terms of Public Finance Management

Act and Treasury Regulations, including: Convene departmental budget meetings and provide strategic direction and oversight for the department; and Ensure that allocations are in line with objectives of different departmental programs set to provide services as required. In addition also perform the following administrative responsibilities, including: Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; Provide the MEC with sufficient information and advice to enable a sound and informed decision; and Ensure development and implementation of a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the department. Oversee the enhancement of economic development, small business growth, development and sustainability in the province and ensure- provision of economic development programmes and services; Provision of the integrated economic, trade and sector development services; Management and provision of business regulatory and consumer affairs services within the Province and Provide and oversight role for the Provincial State-Owned Entities. Overseeing the adequate planning, growth, development and transformation of the Provincial Tourism Industry, including: Strengthen strategic partnerships for Tourism Development; Ensure facilitation and promotion of tourism for transformation of the sector within the Province and manage the departmental resorts for the benefit of attracting wide range of tourists; and Ensure development, implementation and execution of the departmental tourism strategic marketing plans in order to attract potential customer and retain existing ones. Oversee the implementation of air quality, biodiversity, Climate change, Compliance, Environmental impact, Protected areas, Pollution control, and waste management, including: Ensure the regulations and management of all bio-diversity, protected areas and conservation matters in a manner that facilitates sustainable economic growth and development in the Province; and Ensure regulation, management and provision of environmental management services in the Province through facilitation of skills development, employment creation and infrastructure development.

ENQUIRIES : Dr. M. Phera, Director General at 082 3315 188, E-mail: molefinyana.phera@fpremier.gov.za

POST 02/234 : **HEAD OF DEPARTMENT: PROVINCIAL TREASURY REF NO: HOD-TREASURY**
(5-year employment contract position)

SALARY : R1 813 182 per annum (Level 15), all-inclusive remuneration package, Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque, motor car allowance, homeowner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

CENTRE REQUIREMENTS : Bloemfontein (Treasury)
The candidate must be in possession of a relevant postgraduate qualification (NQF level 8) as well as 10 years of relevant experience at a senior managerial level. Knowledge of PFMA, MFMA, Treasury Regulation, Public Service Act and Public Service Regulations. Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Individual applicants are expected to pay for the course. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate.

DUTIES : Ensure sound financial management in the department and full compliance with Section 38, 39 and 40 of the Public Finance Management Act 1 of 1999, including: Convene MTEC bilateral meetings with Departments and provide

strategic direction and oversight for provincial MTEF budget process; Ensure that MTEF allocations to provincial departments are in line with service delivery improvement, provincial growth initiatives and fiscal policy; Obtaining of approval for MTEF budget from Mincom Bud and Legislature; Tabling of provincial budget, Appropriation Bill and budget statements by due deadline; and Provide strategic financial direction to provincial infrastructure planning and delivery. Provision of strategic financial leadership in the province which includes budgeting, promoting and enforcing transparency and effective management in respect of revenue, expenditure, assets, liabilities in departments including entities thereby ensuring provincial resources are spent efficiently, effectively and economically, including: Review policy framework for new SCM policy initiatives in respect of cooperatives programmes, as well as BBBEE procurement targets for provincial departments; Allocate appropriate resources for programmes within MTEF budget Framework; Monitor implementation of provincial SCM plans in departments to ensure achievement of provincial procurement policy objectives; and Monitor performance against quarterly and annual targets. Ensure compliance with key legislative, regulatory and policy requirements applicable to the departments including Treasury and Municipalities, including: Provide strategic leadership to SGMs on policy priorities in areas of financial and fiscal management; Convene regular meetings with SGMs to monitor progress; Report progress and policy implications to and Legislature on regular basis; Chair fora such as Economic Technical Cluster of Legislature, and coordinate provincial programme of action for cluster; and Lead Treasury delegations to national fora such as TCF. Overseeing monitoring compliance on the Municipal Finance Management Act (MFMA), 2003 of delegated municipalities and entities on municipal budgets and performance outcomes in line with sections 5(3) & 5(4) of the MFMA, 2003, including: To ensure the management and implementation of norms and standards (MFMA) services to municipalities in the Free State Province; To undertake and manage the monitoring function as required in terms of section 5 (3 & 4) of the MFMA; Create and sustain a culture of accountability within Free State Municipal Administration on Internal Audit and Risk Management; To manage and ensure that all municipalities in the Free State Province; Comply with the Municipal Finance Management Act and legislation; Ensure planning and management of municipal budget; and To assess and monitor the state of municipal finances and support, guide, advice compliance with best practice financial management in local government sphere and assist in drafting municipal financial recovery plans. Specific capacity building, inter-governmental relations and reporting. Give strategic direction to and monitor the effective and efficient functioning of the department in terms of Public Service Act, 1994 (as amended) and the PSR including effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of State property, effective HRM, and performance and development of officials, including: Shared Internal Audit: Promote good governance; Corporate Management Services: Maintain a culture of high performance within the department; Provide Financial Management support services; Provide enterprise risk management services; and Minimum Information Security Standard (MISS) and overall accountability for security at the Department.

ENQUIRIES : Dr. M. Phera, Director General at 082 3315 188, E-mail: molefinyana.phera@fspremier.gov.za

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

<u>APPLICATIONS</u>	:	To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. Applicants may also submit their Z83 and CV via the e-Recruitment System on www.eservices.gov.za
<u>FOR ATTENTION</u>	:	Ms E Perumal
<u>CLOSING DATE</u>	:	06 February 2026
<u>NOTE</u>	:	To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. All shortlisted candidates will be subjected to a technical assessment and an ethics assessment. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

MANAGEMENT ECHELON

<u>POST 02/235</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: 01/2026 (FIN)</u> Chief Directorate: Financial Management
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg
	:	The ideal candidate must be in possession of a qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Financial Accounting/ Financial Management/ Financial Planning coupled with 5 years of experience at a senior managerial level in a financial management environment as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate must be submitted prior to appointment) and a valid Driver's Licence (Code B). Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge of the Constitution, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employee Performance and Management System, Knowledge of Basic Conditions of Employment Act, Community Development, Public Participation, Community outreach, Project management principles, Millennium development goals, National and Provincial Practice Notes, SCM practices and procedures, Promotion, A of Access to Information Act, Service Delivery frameworks, Knowledge of Human Rights Act, Knowledge of Bill of Rights, Promotion of Administrative Justice Act, Skills Development Act, National Development Plan, Provincial Growth and Development Plan, Treasury Regulations, Intergovernmental matters, Ministerial Handbook, Protocol

<p>Manual of South Africa, Traditional Levies; Language and Listening skills; Presentation skills; Analytical thinking; Interpersonal relations; Strategic Planning skills; Organisational skills; Research skills; Leadership skills; Financial management skills; Time management; Report writing skills; Problem solving skills; Conflict management skills; Change management skills; Statistical skills; Leadership; Project management skills; People management skills; Relationship Management; Decision Making; Good communication skills (verbal & written) with Private Sector Organisations, Departmental staff, Service providers, Non-governmental Organisations, FBO's, General Public, Local Councillors, Amakhosi, Izinduna, Political Office bearers, Ministers, Mayors, Provincial, National and International Departments and Organisations; Good computer literacy in MS Office.</p>	
<u>DUTIES</u>	: The successful candidate will be required to manage the financial management and procurement function and support the Head: KZN COGTA (Accounting Officer) on strategic financial matters of the Department and its clients with the following responsibilities: Manage and co-ordinate the Department's budget, financial planning and reporting; Oversee an integrated financial accounting service; Manage an integrated supply chain management service; Manage internal control services; Provide CFO support service to departmental clients; Oversee the development and implementation of financial policies, procedures and toolkits to ensure the effective, efficient, economical and transparent use of the resources of the Department; Manage the resources of Financial Management.
<u>ENQUIRIES</u>	: Ms B Mgutshini Tel No: (033) 2608043
<u>POST 02/236</u>	: <u>CHIEF DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: 14/2026 (MID)</u> Branch: Development And Planning Chief Directorate: Municipal Infrastructure Directorate: Infrastructure Development
<u>SALARY</u>	: R1 494 900 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE REQUIREMENTS</u>	: The ideal candidate must be in possession of a 4 year Bachelors Degree or (NQF level 7) qualification as recognised by SAQA in Civil or Electrical Engineering coupled with 5 years' experience at Senior Managerial level within the Infrastructure planning and development environment as well as a SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Drivers licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of infrastructure development; Policy analysis; Knowledge of legislation (MPRA, MFMA, Municipal Systems Act); Programme management; Project Management; Strategic Planning; Financial management; Structure and functioning of government/ Infrastructure Development environment in South Africa; Operation and maintenance planning and implementation; Supply chain management; Knowledge of legal compliance; Engineering and professional judgement; Strategic capability and leadership skills; Problem solving; Planning and organising skills; Conflict resolution; Time management; Team leadership; Decision making; Problem Solving; Management of Finances; Good communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence.
<u>DUTIES</u>	: The successful candidate will be required to facilitate municipal infrastructure development with the following responsibilities: Manage and facilitate municipal infrastructure development; Manage and facilitate sustainable service delivery; Ensure the management of Infrastructure finance; Co-ordinate water, sanitation, and energy services planning; Manage the resources of the Directorate.
<u>ENQUIRIES</u>	: Ms B Mgutshini Tel No: (033) 897 5656

<u>POST 02/237</u>	:	CHIEF DIRECTOR: TRADITIONAL GOVERNANCE AND CONFLICT MANAGEMENT REF NO: 22/2026 (TGCM) Branch: Traditional Affairs Chief Directorate: Traditional Governance and Conflict Management
<u>SALARY</u>	:	R1 494 900 per annum (Level 14) (All-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE REQUIREMENTS</u>	:	The ideal candidate must be in possession of a bachelor's degree or NQF level 7 in Business Administration/ Management or Public Administration/ Management as recognised by SAQA coupled at least 5 years Senior Management experience in field of Traditional Affairs as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Driver's Licence (Code B). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of Financial Management; Relevant legislation and policies; Programme management; Integrated approach to service delivery; Knowledge of traditional protocol services; Financial management prescripts that guide Traditional Councils; Understanding and extensive knowledge of traditional institutions; Knowledge of legal prescripts guiding traditional institutions; Knowledge of public service prescripts; Understanding protocols of clients; Knowledge of working with different communities; traditional or rural planning skills; Team development; Decision making; Presentation skills; Leadership skills; Community Development; Networking; Organising; Research; Good communication skills (verbal & written); Computer literacy in MS Office.
<u>DUTIES</u>	:	The successful candidate will be required to oversee good governance and facilitate conflict management within the traditional sphere of governance with the following key responsibilities: - Manage and promote good governance in traditional institutions; Manage conflicts and resolve traditional leadership disputes; Manage administrative support services to the Chief Directorate; Manage the development and implementation of Traditional Governance and Conflict Management policies and regulations; Manage the resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr NB Biyela at 083 447 9440
<u>POST 02/238</u>	:	DIRECTOR: MUNICIPAL FINANCIAL SUPPORT REF NO: 08/2026 (MF) Branch: Local Government Chief Directorate: Municipal Finance Directorate: Municipal Financial Support
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Bachelors degree/ NQF Level 7 qualification in Financial Management/ Financial Accounting as recognised by SAQA coupled with at least 5 years of experience at a middle/senior managerial level in a financial environment as well as a SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Drivers licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of the Constitution; Public Service Act; Public Service Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance and Management System; Knowledge of Basic Conditions of Employment Act; KZN Pounds Act; Public Participation; Project management principles; Local Government legislation; Municipal practices and procedures; Monitoring, reporting and evaluation; KZN Cemeteries and Crematoria Act; Language and Listening skills; Presentation skills; Interpersonal relations; Strategic Planning skills; Organisational skills; Management skills; Financial Management skills; Project Management skills; Decision Making; Good communication skills (verbal & written) Good computer literacy in MS Office.
<u>DUTIES</u>	:	The successful candidate will be required to manage support on financial management in line with categorisation of municipalities with the following responsibilities: Manage support to municipalities on financial matters; ensure quality assurance on municipal valuation rolls in terms of legislation and applicable standards; Ensure specialist valuation and rating support to

	municipalities within the province; Ensure the development and implementation of municipal financial support programmes; Facilitate the development of policies, strategies, procedures and processes; Manage the resources of the Directorate.
<u>ENQUIRIES</u>	: Dr HB Krishnan at 060 885 5271
<u>POST 02/239</u>	: <u>DIRECTOR: PROJECTS IMPLEMENTATION AND INSTITUTIONAL SUPPORT (PIIS) REF NO: 15/2026 (MLED)</u> Chief Directorate: Municipal Local Economic Development Support Directorate: Projects Implementation and Institutional Support
<u>SALARY</u>	: R1 266 714 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE REQUIREMENTS</u>	: The ideal candidate must be in possession of a Bachelor's degree or NQF level 7 qualification in Developmental Studies / Planning/ Local Economic Development as recognised by SAQA or equivalent coupled with at least 5 years of experience at a middle/senior managerial level in a Local Economic Development environment as well as a SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Drivers licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of Local Government legislation; Local Government Strategic Agenda; Provincial Spatial Economic Development Strategy; Economic development; Financial Management; Research and policy development; Integrated Development Planning; Local Economic Development Policy Formulation; Implementation and Review; Coordination of economic development policy and strategies; across government; Local government linkages with PGDS and IDP; Programme and Project Management; Planning, team development, Decision making, Problem solving; Leadership, Financial Management, Change Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer Focus; Relationship management; Good communication skills (verbal & written) with Management, Municipalities, Traditional Institutions, Private Sector Institutions, staff and other departments; Good computer literacy in MS Office.
<u>DUTIES</u>	: The successful candidate will be required to develop and manage the implementation of Local Economic Development programmes across spheres of government and in traditional communities with the following responsibilities: Manage the co-ordination and facilitate implementation of LED Projects; Manage the building of institutional capacity for LED; Manage the monitoring, assessment and reporting of LED programmes implemented; Manage Local Economic Development funding in-line with relevant legislation and contracts (MOUs); Manage the development and implementation of policies and strategies on Local Economic Development; Manage the resources of the Directorate.
<u>ENQUIRIES</u>	: Mr K Walaza Tel No: (033) 8975698
<u>POST 02/240</u>	: <u>DIRECTOR: TRADITIONAL INSTITUTIONAL SUPPORT REF NO: 23/2026 (TIS)</u> Chief Directorate: Traditional Resource Administration Directorate: Traditional Institutional Support
<u>SALARY</u>	: R1 266 714 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE REQUIREMENTS</u>	: The ideal candidate must be in possession of a Bachelor's degree or NQF Level 7 as recognised by SAQA or relevant qualification coupled with at 5 years of experience at a middle/senior managerial level as well as a SMS Pre-entry (Nyukela) certificate as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Drivers licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of financial management, relevant legislation and policies; Programme management; Integrated approach to service delivery; Understanding of Traditional Institutions; Financial management prescripts that guide Traditional Councils; Knowledge of prescripts that guide the public sector; Planning, Team

<p>development, Decision making, presentation, leadership, Community Development; Networking; Organising; Controlling; Research skills; Good communication skills (verbal & written) with Departmental employees, other Government departments, Municipalities, Traditional Institutions, NGOs and Private sector; Good computer literacy in MS Office; a valid Code B drivers licence.</p>	
<u>DUTIES</u>	: The successful candidate will be required to manage activities of the Traditional Houses with the following responsibilities: Manage and co-ordinate the financial planning, control and budget of Traditional Councils and Local Houses; Ensure effective and efficient traditional systems for Local Houses; Ensure effective and efficient systems for Traditional Councils; Provide an integrated financial administration service to the traditional institutions; Manage the resources of the Directorate.
<u>ENQUIRIES</u>	: Ms P Mtshali Tel No: (033) 8973830
OTHER POSTS	
<u>POST 02/241</u>	: <u>DEPUTY DIRECTOR: MUNICIPAL FINANCE COMPLIANCE AND MONITORING REF NO: 08/2026 (MF)</u> Chief Directorate: Municipal Finance Directorate: Municipal Finance Compliance and Monitoring
<u>SALARY</u>	: R1 059 105 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)
<u>CENTRE REQUIREMENTS</u>	: The ideal candidate must be in possession of a Bachelors degree/ NQF level 7 qualification in financial Management/Financial Accounting as recognised by SAQA coupled with 3 years junior management experience in a financial environment and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of language and listening skills; Presentation skills; Good interpersonal relations; Strategic Planning skills; Organisational skills; Management skills; Financial management skills; Project management skills; Decision Making; Good communication skills (verbal & written) with Private Sector Organisations, Departmental staff, Service providers, Non-governmental Organisations, Local Councillors Political Office bearers, Ministers, Mayors, Provincial and National Departments and the General Public; and Good computer skills in MS Office.
<u>DUTIES</u>	: The successful candidate will be required to ensure monitoring of compliance at municipalities on financial matter in-line with legislative prescripts (MFMA, Treasury Regulations) with the following responsibilities:- Ensure the validity and reliability of all data information reported in the quarterly progress reports and build capacity; Ensure the monitoring of compliance and reporting of processes in municipalities and enable the co-ordination and alignment amongst all spheres of government; Ensure the submission of financial progress reports from the Districts, Local Municipalities and Metro to relevant stakeholders; Ensure monitoring and support of audit processes; Develop and provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of municipal policies; programmes and projects; Manage the resources of the Directorate.
<u>ENQUIRIES</u>	: Ms N Majola at 060 885 5268
<u>POST 02/242</u>	: <u>PROJECT MANAGER: PROJECT MANAGEMENT REF NO: 17/2026 (MID) (X2 POSTS)</u> Chief Directorate: Municipal Infrastructure Directorate: Infrastructure Development
<u>SALARY</u>	: R1 059 105 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)
<u>CENTRE REQUIREMENTS</u>	: The ideal candidate must be in possession of a Bachelor's degree or NQF level 7 qualification as recognised by SAQA in Project Management/ Built Environment coupled with a minimum of 3 years' junior management experience in project management/ built environment and a valid code 8 driver's license. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of the Constitution; Public Service Act; Public Service Regulations; Public Finance Management Act;

Labour Relations Act; Employee Performance Management and Development System; Project Management; the structure and functioning of government; Project life cycle costing and cash flow management; Relevant municipal grant and infrastructure development policies; Supply chain management; Labour intensive construction methodologies; Language Skills; Listening skills; Presentation skills; Analytical thinking skills; Interpersonal relations; Strategic Planning skills; Organisational skills; Research skills; Leadership Skills; Financial management skills; Time management; Report writing skills; Problem solving skills; Conflict Management; Change management; Leadership; Project management; People management; Relationship management and Decision making skills; Communication (verbal and written) with Management, Municipalities, Traditional Institutions, Private Sector Institutions, staff and other departments; Advanced computer literacy (MS Office suite, management information systems and project management).

DUTIES : The successful candidate will be required to provide engineering services within the Infrastructure Directorate supporting programme and project management with the following responsibilities:- Manage the support; co-ordination and implementation of project interventions at municipal level; Support infrastructure project business planning; Monitor, evaluate and report progress in implementation of interventions; Support financial management of infrastructure development programmes; Develop policies and strategies aimed at improving service delivery; Manage the resources of the sub-directorate.

ENQUIRIES : Mr S Mate at 060 881 9673

POST 02/243 : **DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE REF NO:09/2026 (MSDS)**
Chief Directorate: Municipal Service Delivery Support
Directorate: Municipal Performance

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE REQUIREMENTS : Pietermaritzburg
The ideal candidate must be in possession of a recognized National Diploma/Degree in Local Government/ Performance Management coupled with 3-5 years management experience, a minimum of 3 years junior management experience (as an Assistant Director) and a valid driver's licence. essential knowledge, skills and competencies required: The successful candidate must have knowledge of: the Constitution; Public Service Act; Public Service Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance Management and Development System; Knowledge of Basic Conditions of Employment Act; Community development; Public Participation; Project management principles; Local Government legislation; Municipal Practices and procedures; The candidate must have:- Language skills; Listening skills; Presentation skills; Good interpersonal relations; Strategic Planning skills; Organisational skills; Management skills; Financial management skills; Project management skills; Decision making skills; Good communication skills (verbal and written) with Private Sector Organisations, Departmental staff, Service providers, Non-governmental Organisations, Local Councillors, Amakhosi; Izinduna, Political Office bearers, Ministers, Mayors, Provincial, National and International Departments and the General Public; and Computer literacy.

DUTIES : The successful candidate will be required to support municipal performance within the Province with the following key responsibilities:- Develop and implement policies, frameworks, guidelines and toolkits; Guide municipal performance management processes in the province and support municipalities in the development of their organisational performance management systems; Monitor and evaluate implementation of municipal performance management systems; Facilitate information management; reporting and monitoring processes in municipalities and facilitate and co-ordination the alignment between all spheres of government; Manage the resources of the sub-directorate.

ENQUIRIES : Ms N Mthembu at 060 882 5315

<u>POST 02/244</u>	:	<u>CHIEF TOWN AND REGIONAL PLANNER GRADE A REF NO: 16/2026 (MP)</u> Chief Directorate: Municipal Planning Directorate: Spatial Planning
<u>SALARY</u>	:	R1 099 488 per annum, (OSD)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a bachelor's degree or NQF level 7 qualification as recognised by SAQA in Urban/ Town/ City and Regional Planning, or a relevant qualification coupled with 6 years post qualification professional experience in the Town and Regional Planning environment and a valid code 8 driver's licence. Registration with SACPLAN as a professional Town and Regional Planner is compulsory on appointment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of programme and project management; Town & Regional legal and operational compliance; Town & Regional systems and principles and Town & Regional planning processes and procedures; Knowledge of relevant legislation and policies; Process knowledge and skills; Knowledge of research and development; Knowledge of computer-aided applications; Knowledge of creating a high performance culture and technical consulting; Professional judgement and accountability; Strategic management and direction skills; Problem-solving and analysis, decision-making, team leadership and analytical skills; Creativity, self-management, customer focus and responsiveness skills; Delegation and development of others skills, Planning, organising and execution skills; Ability to manage conflict; Language proficiency skills; Knowledge management, negotiation, and change management skills; Land tenure and land use management system skills; Statistical and land information system analysis skills; Urban and rural economic development planning as well as management of staff and team skills; Good communication skills (verbal & written); Computer literacy in MS Office.
<u>DUTIES</u>	:	The successful candidate will be required to perform all aspects of varied innovative and complex Town and Regional Planning and facilitate municipal planning development programmes and projects with the following key responsibilities: Town and Regional Planning future forecasting; Strategic spatial planning at provincial level (inclusive of co-ordination of planning activities between the 3 spheres of government and other stakeholders); Statutory planning and land use management (including providing support, capacity building and monitoring to Local Government); Financial Management, Governance, Stakeholder Management, People Management; Manage the resources of the unit.
<u>ENQUIRIES</u>	:	Ms L Del Grande at 083 461 1426
<u>POST 02/245</u>	:	<u>DEPUTY DIRECTOR: BUDGET SUPPORT REF NO:02 /2026 (FM)</u> Chief Directorate: Financial Management Directorate: Budget Control and Planning
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a bachelor's degree/ NQF level 7 qualification in Finance as recognised by SAQA coupled with a minimum of 3 years management and administrative experience in a Financial Environment and a valid code B driver's licence. essential knowledge, skills and competencies required: The successful candidate must have: Policy analysis skills; Project management skills; Knowledge of Prescripts (PFMA, DoRA); Planning skills; Team development skills; Decision making skills; Problem solving skills; Financial management; Budget planning; Good communication skills (verbal and written) and computer literacy.
<u>DUTIES</u>	:	The successful candidate will be required to provide budget services within the Budget Control and Planning Directorate supporting the Department with the following key responsibilities:- Prepare departmental budget submission; Direct and control expenditure and revenue; Compile reports on actual expenditure; Provide budgetary support service to senior management and the Legislature; Prepare and make presentations on budget and expenditure matters; Ensure alignment of the budget to the strategic plan and performance plan; Management, training and development of staff.
<u>ENQUIRIES</u>	:	Ms S Khumalo Tel No: (033) 260 8242/ 8123

POST 02/246

ASSISTANT DIRECTOR: MUNICIPAL FINANCE COMPLIANCE AND

MONITORING REF NO: 10/2026 (MF)

Chief Directorate: Municipal Finance

Direktorate: Municipal Finance Compliance and Monitoring

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (Level 10)

: Pietermaritzburg

: The ideal candidate must be in possession of a Bachelor's degree (NQF level 7 qualification) in Financial Management/ Financial Accounting coupled with three years' administrative experience in a financial environment and a valid driver's licence (Code 08). Essential Knowledge, Skills and Competencies Required: The successful candidate must have Knowledge of the: Constitution; Public Service Act; Public Service Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance Management and Development System; Knowledge of Basic Conditions of Employment Act; KZN Pounds Act; Public Participation; Project management principles; Local Government legislation; Municipal practices and procedures; Monitoring, reporting and evaluation skills; KZN Cemeteries and Crematoria Act; Language skills ;Listening skills; Presentation skills; Interpersonal relations; Strategic Planning skills; Organisational skills; Management skills; Financial management skills; Project management skills; Decision making skills; Good communication skills (verbal & written) with Private sector Organisations, Departmental staff, Service providers, Non-Governmental Organisations, Local Councillors, Political Office Bearers, Ministers, Mayors, Provincial and National Departments, the General Public; and Computer literacy in MS Office.

DUTIES

: The successful candidate will be required to monitor compliance at municipalities on financial matters in-line with legislative prescripts (MFMA, Treasury Regulations) with the following responsibilities: Validate the reliability of all data/information reported in the progress reports and build capacity; Coordinate the submission of financial progress reports from the districts, local municipalities, and the Metro to relevant stakeholders; Monitor compliance, evaluate and report on processes in municipalities; Monitor and support audit processes; Provide input in the development of policies, strategies, procedures, and processes.

ENQUIRIES

: Ms N Majola at 060 885 5268

POST 02/247

ASSISTANT DIRECTOR: MUNICIPAL FINANCE SUPPORT REF NO: 11/2026 (MF)

Chief Directorate: Municipal Finance

Direktorate: Municipal Finance Support

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (Level 10)

: Pietermaritzburg

: The ideal candidate must be in possession of a Bachelor's degree/(NQF level 7) qualification in Financial Management/ Financial Accounting coupled with three years' experience in a financial environment and a valid driver's licence (Code B). Essential Knowledge, Skills and Competencies Required: The successful candidate must have Knowledge of the: Constitution; Public Service Act; Public Service Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance and Management System; Knowledge of Basic Conditions of Employment Act; KZN Pounds Act; Public Participation; Project management principles; Local Government legislation; Municipal Practices and procedures; Monitoring, reporting and evaluation and KZN Cemeteries Act; Language skills; Listening skills; Presentation skills; Interpersonal relations; Strategic Planning skills; Organisational skills; Management skills; Financial management skills; Project management skills; Decision making skills; Good communication skills (verbal & written); Ability to communicate with Private sector Organizations, Departmental staff, Service providers, Non-governmental Organisations, Local Councillors, Political Office Bearers, Ministers, Mayors, Provincial and National Departments, the General Public; and Computer literacy in MS Office.

DUTIES

: The successful candidate will be required to support municipalities on financial matters in-line with legislative prescripts (MFMA, Treasury Regulations) with the following responsibilities: - provide support on financial matters to municipalities, Co-ordinate, develop and implement municipal financial support programmes; Co-ordinate Auditor-General and Treasury Internal Audit

	processes and ensure annual reporting requirement are met on financial matters at municipalities; Provide input in the development of policies, strategies, procedures, and processes.
<u>ENQUIRIES</u>	: MS N Majola at 060 885 5268
<u>POST 02/248</u>	: <u>ASSISTANT DIRECTOR: DISASTER MANAGEMENT IMPLEMENTATION</u> <u>REF NO: 18/2026 (DM)</u> Chief Directorate: Disaster Management Directorate: Disaster Management Operations
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum (Level 09) : Pietermaritzburg : The ideal candidate must be in possession of a bachelor's degree /Diploma coupled with at least three years' experience and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have knowledge of the: Structure & functioning of Government; Knowledge of relevant legislation & policies; Knowledge of Project Management; Knowledge of monitoring and evaluation; Knowledge of interpretation of relevant legislation and knowledge of related legislation; Team development skills; Decision making skills; Problem solving skills; Public participation skills; Organising and co-ordination skills; Strategic and analytical thinking skills; Computer literacy skills; Good communication skills (verbal & written) with other Government Departments, Municipalities, Traditional Institutions, NGO's, Private Sector Organisations and Computer literacy in MS Office.
<u>DUTIES</u>	: The successful candidate will be required to facilitate the development of municipal disaster management policy frameworks, plans interventions and responses at departmental regional levels with the following key responsibilities: - Facilitate the development of municipal disaster management policy frameworks; Facilitate the development of municipal disaster management capacity; Support municipal community awareness and volunteer campaigns; Support municipal disaster management monitoring and evaluation; Support municipal disaster management preparedness and responses and Management of resources.
<u>ENQUIRIES</u>	: Mr Mzwandile Hadebe at 082 848 2859
<u>POST 02/249</u>	: <u>ASSISTANT DIRECTOR: TRADITIONAL GOVERNANCE</u> <u>REF NO: 24/2026 (TGCM) (X2 POSTS)</u> Chief Directorate: Traditional Governance and Conflict Management Directorate: Traditional Governance and Anthropology
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum (Level 09) : Pietermaritzburg : The ideal candidate must be in possession of a National Diploma (NQF level 6 qualification) in Public Administration/ Management coupled with three years' administrative experience and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Understanding of relevant legislation; Understanding of Traditional Leadership and institutional matters; Sound working knowledge of the PFMA. Ability to analyse policies and apply correctly; Comprehensive report writing skills; Presentation skills; Financial management skills; Project management and control; Good communication skills (verbal & written) and Computer literacy in MS Office.
<u>DUTIES</u>	: The successful candidate will be required to provide support in ensuring Traditional Institutional Governance Compliance with the following key responsibilities: Provide assistance in the establishment and maintenance of strategies of Traditional Institutions; Provide support in the establishment and recognition of traditional institutions; Facilitate Traditional Institutional compliance; Provide support in the implementation of the code of conduct of Traditional Institutions; Provide advice and guidance and input on policy; and Supervise staff.
<u>ENQUIRIES</u>	: Ms B Ndlovu Tel No: (033) 897 5624

<u>POST 02/250</u>	<u>FORENSIC AUDITOR: MUNICIPAL INVESTIGATIONS REF NO: 13 /2026 (MAG) (X2 POSTS)</u>
	Chief Directorate: Municipal Administration & Governance Directorate: Municipal Investigations
<u>SALARY CENTRE REQUIREMENTS</u>	
	R397 116 per annum (Level 08)
	Pietermaritzburg
	The ideal candidate must be in possession of a recognized NQF level 6 qualification/ National Diploma in Accounting, Internal Auditing, Law, Policing or Forensic Investigation coupled with a minimum of 1-2 years of experience in a Forensic Investigations or Auditing Risk or Commercial Crime environment and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of:- the Constitution; Public Financial Management Act, 1999; Local Government: Municipal Financial; Management Act, 2003; Local Government: Municipal Finance; Management Relations, 2003; Local Government: Municipal Systems Act, 2000; Local Government: Municipal Structures Act; 1998; Preferential Procurement Policy Framework Act, 2000; Public Audit Act, 2004; Prevention and Combating of Corrupt Activities Act, 2004; Criminal Procedure Act, 51 of 1977; Public Service Act and Regulations; The Financial Intelligence Centre Act No 38 of 2001; Prevention of Organised Crime Act No 121 of 1998; Time management skills; Office administration skills; Good report writing skills; Decision making skills; Change Management and Problem solving skills; Analytical and Numeracy skills; Verbal communication and presentation skills; Research and analysis skills; Good interpersonal relations; Project planning and management; Policy development; People management; Statistical and quantitative analysis; Excellent verbal and written communication abilities (Internal: Supervisor; Management Senior Management; Head of Department; MEC; Legal Services and Departmental Staff; External: Auditor General; Audit Committees; Legislature; SCOPA; Accounting Officer; Institutional Managers; Consulting Firms; Staff of Clients i.e. Municipalities; Municipal Entities; SAPS; NPA; HAWKS; Special Investigation Unit (SIU); Asset Forfeiture Unit; State Attorneys; Computer Skills (Microsoft: Word, Excel; PowerPoint, Internet and Intranet).
<u>DUTIES</u>	The successful candidate will be required to conduct forensic investigations within the municipalities with the following key responsibilities: Conduct initial planning of investigations; Coordinate activities on all investigations undertaken by the Unit; Coordinate the response and management of complaints / allegations received by the Unit; Coordinate the provision of monitoring and support on the implementation of the Local Government Anti-Corruption Strategy by all municipalities.
<u>ENQUIRIES</u>	Mr LMS Bebula Tel No: (033) 260 8243
<u>POST 02/251</u>	<u>PROJECT OFFICER: PROJECTS IMPLEMENTATION SUPPORT REF NO: 19/2026 (LED)</u>
	Chief Directorate: Municipal Local Economic Development Support Directorate: Project Implementation and Institutional Support
<u>SALARY CENTRE REQUIREMENTS</u>	
	R397 116 per annum (Level 08)
	Pietermaritzburg
	The ideal candidate must be in possession of a Bachelor's degree /NQF level 7 in Project Management/ Local Economic Development/ Built environment or related qualification coupled with a minimum of 3 years relevant experience in a Project Management environment and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have knowledge of:- Public Finance Management Act; Public Service Act; Public Service Regulations; Treasury Regulations; Project Management; Report Writing; Development of business plans; The candidate must have:- Planning and organising skills; Conflict resolution skills; Time management skills; Decision making skills; Problem solving skills; Project management skills; Good communication skills (Verbal and written); Ability to communicate with Departmental management and staff; Verbal Communication with Councillors/ municipalities, private sector companies, the public and other Departments; Written communication to management/ MEC; written letters/ documents to private sector companies and other departments; and Computer literacy.

<u>DUTIES</u>	:	The successful candidate will be required to support Local Economic Development initiatives (projects) within the Department and municipalities with the following key responsibilities: - Package Local Economic Development (LED) projects for the Department; Provide project management functions during the implementation of LED projects; Monitor and evaluate the LED projects initiated by the Department and municipalities; Provide administrative support during projects.
<u>ENQUIRIES</u>	:	Ms ZS Mbambo Tel No: (033) 897 5891
<u>POST 02/252</u>	:	<u>SCM PRACTITIONER: ASSET MANAGEMENT REF NO: 03/2026 (SCM)</u> Chief Directorate: Financial Management Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Pietermaritzburg
	:	The ideal candidate must be in possession of a Senior Certificate coupled with 3 years' experience in an Asset Management environment and a valid code 8 driver's licence (must be prepared to drive official vehicles). Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of the Hardcat system; Knowledge of asset management processes; Proven ability to deal with asset register challenges; Sound knowledge of PFMA and Treasury Regulations, SCM and other prescripts; Good planning, decision making and problem-solving skills; Ability to develop and lead component data centre; Good communication skills (verbal and written) and Computer literacy.
<u>DUTIES</u>	:	The successful candidate will be required to provide asset management services with the following responsibilities:- Maintain asset registers with acquisitions, movements, transfers, disposals etc; Maintain asset leases (financial); Oversee data centre in respect of the asset register (capture and quality control); Undertake financial reconciliations (including adjusting entries) of the asset register (CAPEX & CUREX) with the general ledger and financial statements; Ensure the co-ordination of loss control and Supervision of staff.
<u>ENQUIRIES</u>	:	Mr VH Parbhoodeen Tel No: (033) 260 8023
<u>POST 02/253</u>	:	<u>SCM PRACTITIONER: ASSET LOGISTICS REF NO: 04/2026 (SCM)</u> Chief Directorate: Financial Management Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Pietermaritzburg
	:	The ideal candidate must be in possession of a Senior Certificate coupled with 3 years' experience in an Asset Logistics environment. essential knowledge, skills and competencies required: The successful candidate must have:- Sound knowledge of Supply Chain Management; Sound knowledge of the PFMA, Treasury Regulations, SCM and other prescripts; Sound knowledge of logistics; HR Management; MS Word; Knowledge of BAS; Excel; Knowledge of the Hardcat System; Good planning; Numeric and mathematical skills; Sound understanding of logistics and a basic understanding of accounting; Attention to detail; Ability to train, motivate and supervise; Good inter-personal relations; Ability to analyse reports/reconciliation; Good communication skills (verbal and written with other Government organisations, the private sector and NGO's and Computer literacy).
<u>DUTIES</u>	:	The successful candidate will be required to provide asset logistic services with the following responsibilities: Ensure the provision of asset verification services; Oversee the maintenance of custodian listing of assets; Administer inventory and stores management; Administer transit management; Ensure the provision of Disposal Management services and exercise control of Human Resources.
<u>ENQUIRIES</u>	:	Mr. VH Parbhoodeen Tel No: (033) 260 8023
<u>POST 02/254</u>	:	<u>SCM PRACTITIONER: DEMAND MANAGEMENT REF NO: 05/2026 (SCM)</u> Chief Directorate: Financial Management Directorate: Supply Chain Management
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07) Pietermaritzburg

<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Senior Certificate coupled with 3 years' experience in a SCM/ Demand Management environment and a valid Driver's Licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge of procurement systems and demand management; Sound knowledge of the PFMA and Treasury Regulations, SCM and other prescripts; Functional knowledge of preferential procurement and demand management; Sound knowledge of Broad Based Black Economic Empowerment legislation and policies; Sound knowledge of markets/ suppliers/commodities; Good planning; Numeric and mathematical skills; Attention to detail; Ability to train, motivate and supervise; Good inter-personal relations; Good communication skills (verbal and written) with other government organisations, the Private Sector and educational institutions; and Computer literacy.
<u>DUTIES</u>	:	The successful candidate will be required to provide and administer demand management services with the following responsibilities:- Facilitate procurement planning processes including monitoring and reporting; Provide advice/guidance to Business Units pertaining to SCM Prescripts, policies and the acquisition of Emergency/Urgent Supply Services; Undertake market research including establishment and maintenance of suppliers' list; Establish, monitor and report on Preferential Procurement Objectives and exercise control of staff.
<u>ENQUIRIES</u>	:	Mr. VH Parbhoodeen Tel No: (033) 260 8023
<u>POST 02/255</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 20/2026 (LED)</u> Chief Directorate: Municipal Local Economic Development Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Pietermaritzburg
	:	The ideal candidate must be in possession of a Senior Certificate and a National Diploma in Office Administration coupled with 3-5 years' experience in an Office Administration environment and a valid code B driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge of clerical/administration duties and practices; Ability to capture data and collecting statistics; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of working procedures in terms of the work; Planning and organisation; Filing processes; Language skills; Organisational skills including ability to prioritize work and handle multiple tasks simultaneously; Reasoning and problem solving skills; Analytical skills; and Good report writing skills; Good communication skills (verbal and written) communication with Government organisations, Private Sector and Educational Institutions and excellent computer knowledge. (Microsoft Office Package)
<u>DUTIES</u>	:	The successful candidate will be required to render administrative support and research functions to LED Institutional Development activities with the following responsibilities: Render general administration support services; Provide supply chain administrative support services within the component; Provide personnel administration support services within the component; Provide financial administration support services in the component; Render admin support for the coordination and integration of activities in the directorate.
<u>ENQUIRIES</u>	:	Mr K Walaza Tel No: (033) 897 5698
<u>POST 02/256</u>	:	<u>ADMINISTRATIVE OFFICER: PROVINCIAL HOUSE REF NO: 25/2026 (TRA)</u> Chief Directorate: Traditional Resource Administration Directorate: Traditional Institutional Support
<u>SALARY REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	The ideal candidate must be in possession of a NQF level 6 qualification in an Administration environment coupled with 3 years' experience in an administrative environment and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of interpretation of relevant legislation; Functionality of Provincial/ Local Houses; Traditional sphere of governance; Departmental Policies and guidelines; Public Service Legislation; The candidate must have: Planning skills; Problem solving skills; Decision making skills; Project planning; Financial management; Minutes taking and Communication skills (written and verbal).

<u>DUTIES</u>	:	The successful candidate will be required to provide operational support to the Office of the Chairperson of the Provincial House with the following responsibilities: Provide secretariat services at meetings; Provide administrative support to the office of the Provincial House Chairperson; Facilitate quality assurance and compliance to be relevant all the time; Provide supply chain management, Human Resource management and policy administrative services within the Office of the Chairperson.
<u>ENQUIRIES</u>	:	Ms Z Maphanga at 060 882 0969
<u>POST 02/257</u>	:	<u>ADMINISTRATION CLERK REF NO: 21/2026 (LED)</u> Chief Directorate: Municipal Local Economic Development Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Pietermaritzburg
	:	The ideal candidate must be in possession of a Senior Certificate/ Grade 12 or equivalent. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collect and collate statistics; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of working procedures in terms of the working environment; Good interpersonal relations skills; Planning and organisation skills; Good communication skills (verbal and written); and Computer literacy.
<u>DUTIES</u>	:	The successful candidate will be required to render administrative support services with the following responsibilities: Render general clerical support services; Provide Supply Chain clerical support services within the component; Provide personnel administration support services in the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr. K Walaza Tel No: (033) 897 5698
<u>POST 02/258</u>	:	<u>FOOD SERVICES AID REF NO: 07/2026 (CS) (X2 POSTS)</u> Chief Directorate: Corporate Services Directorate: Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum (Level 02) Pietermaritzburg
	:	The ideal candidate must be in possession of ABET as the minimum education and training requirement. Essential Knowledge, Skills and Competencies Required: The successful candidate must have good communication skills (verbal & written).
<u>DUTIES</u>	:	The successful candidate will be required to provide efficient and effective Food Services to the Department with the following key responsibilities: Provide refreshments and water to Boardrooms; Provide water to staff members; Keep kitchens in a clean and hygienic state and keep stock of kitchen utensils and equipment.
<u>ENQUIRIES</u>	:	Ms I Ndebele Tel No: (033) 260 8030
DEPARTMENT OF HEALTH		
<u>POST 02/259</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 01/2026</u> Department: Nephrology
<u>SALARY</u>	:	Grade 1: R2 084 754 – R2 212 680 per annum. Other Benefits: All-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhosipitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Additional sub-specialty qualification in nephrology. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. A minimum of 5 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Valid driver's license Knowledge, Skills, Attributes and

Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.

DUTIES

: Participate in the coordination of internal medicine unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umgungundlovu) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after hour courage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES
APPLICATIONS

: Dr. RS Moeketsi Tel No: (035) 901 7260

: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduwe Road, Empangeni, 3880. Applicants are encouraged to apply for the posts through the online e-Recruitment system at www.kznonline.gov.za/jobs or submit their Z83 and CV directly to the following email address NgwelezaneHospital.HRJobApplication@kznhealth.gov.za

FOR ATTENTION
NOTE

: Mr MP Zungu

: 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.) Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Interested applicants can visit the following website at www.kznonline.gov.za/jobs for full posts details. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA,

verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due to departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

<u>CLOSING DATE</u>	:	06 February 2026
<u>POST 02/260</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 02/2026</u> Department: ENT
<u>SALARY</u>	:	Grade 1: R2 084 754 – R2 212 680 per annum. Other benefits: all-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Additional sub-specialty qualification in nephrology. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. A minimum of 5 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Valid driver's license. Knowledge, Skills, Attributes and Abilities: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.
<u>DUTIES</u>	:	Participate in the coordination of ENT unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after hour courage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public

ENQUIRIES
APPLICATIONS

service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

FOR ATTENTION
NOTE

: Dr. RS Moeketsi Tel No: (035) 901 7260
Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880. Applicants are encouraged to apply for the posts through the online e-Recruitment system at www.kznonline.gov.za/jobs or submit their Z83 and CV directly to the following email address NgwelezaneHospital.HRJobApplication@kznhealth.gov.za

: Mr MP Zungu
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.) Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Interested applicants can visit the following website at www.kznonline.gov.za/jobs for full posts details. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due to departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 06 February 2026

POST 02/261

: **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 03/2026**

SALARY

: 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

Other Benefits: all-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE
REQUIREMENTS

: Ngwelezana Tertiary Hospital
Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05) years relevant

experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.

DUTIES : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Psychiatry unit and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES : Dr. RS Moeketsi Tel No: (035) 901 7260
APPLICATIONS : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880. Applicants are encouraged to apply for the posts through the online e-Recruitment system at www.kznonline.gov.za/jobs or submit their Z83 and CV directly to the following email address NgwelezaneHospital.HRJobApplication@kznhealth.gov.za

FOR ATTENTION : Mr MP Zungu
NOTE : 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.) Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Interested applicants can visit the following website at www.kznonline.gov.za/jobs for full posts details. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. All

shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due to departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

<u>CLOSING DATE</u>	:	06 February 2026
<u>POST 02/262</u>	:	<u>MEDICAL SPECIALIST ORTHOPAEDIC REF NO: LRH 01/2026 (X1 POST)</u> Department: Orthopaedics
<u>SALARY</u>	:	Grade 1: R1 341 855 - R1 422 810 per annum, all-inclusive package Grade 2: R1 531 032 – R1 623 609 per annum, all-inclusive package Grade 3: R1 773 222 – R2 2126 80 per annum, all-inclusive package (Consist of 70% basic salary and 30% flexible Portion that may be structured in terms of applicable rules). Other Benefits 13TH Cheque, (Medical Aid Optional) Plus 18% Inhospitable Area All.
<u>CENTRE REQUIREMENTS</u>	:	Ladysmith Regional Hospital Experience: Medical Specialist Grade 1 : Requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Medical Specialist Grade 2 : Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Orthopaedics. Medical Specialist Grade 3 : Requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Orthopaedics Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA, Plus. Appropriate qualification that allow registration with the Health Professional Council of South Africa (HPCSA) as Medical specialist Orthopaedic Surgeon. Current Registration with the Health Professions Council of South Africa as a "Specialist Orthopaedic Surgeon". Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Additional experience in providing a specialist service as a senior Orthopaedic Surgeon in the sub-specialty areas of Orthopaedic will be considered an advantage. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Ortho, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
<u>DUTIES</u>	:	Provide a specialist orthopaedic Surgeon service. Provide perioperative Orthopaedic care for a variety of specialised within Ladysmith Regional Hospital. Provide a consultative service and expert opinion on surgical related matters at Ladysmith Regional Hospital within the staffing norms. Assist with preoperative assessment of patients in the wards. Maintain clinical, professional and ethical standards related to these services. Comply with the guidelines, protocols and clinical audits, in the department as to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Surgical Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post- graduate teaching programmes. Participate in both academic and clinical administrative activities.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Dr M.E Pule (Senior Manager Medical Services) Tel No: (036) 637 2111 All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za / nkosinathi.siyaya@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
<u>FOR ATTENTION</u>	:	Mr S.L.Dlozi

NOTE : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. 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. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 06 February 2026.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Applications are invited from interested registered professionals in the built environment for appointment to vacant professional posts within the department

APPLICATIONS : applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online. Applicants may also visit any one of our Designated Online Application Centre's (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 Centers (DOACS) at www.kznonline.gov.za/kznjobs." OR Direct your application quoting the reference number of the post you are applying for.

Head Office Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Director: Human Resource Management Department of Public Works & Infrastructure, Private Bag X9142, Pietermaritzburg, 3200, for attention Mrs. ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg.

Southern Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director: Department of Public Works & Infrastructure, Private Bag X9041, Pietermaritzburg, 3200, for attention Ms. P Singh. Alternatively, applications can be delivered to 10-18 Prince Alfred Street (Ext), Pietermaritzburg.

Ethekwini Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works & Infrastructure, Private Bag X54336, Durban, 4000, for attention Ms NT Phewa or alternatively hand delivered to 455A Jan Smuts Highway, Mayville, Durban.

North Coast Region Posts Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works & Infrastructure, Private Bag X42, Ulundi, 3838, for attention Mr S Zulu, Alternatively, Applications can be delivered to King Dinuzulu Highway, LA Administrative Building, Ulundi

Midlands Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works & Infrastructure, and Private Bag X9963, Ladysmith, 3370, for attention Ms N Mabizela, Alternatively, Applications can be delivered to 40 Shepstone Road, Umkhamba Gardens Ladysmith 3370

CLOSING DATE

NOTE

: 06 February 2026

: Directions To Candidates: NB: Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013. Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and PERSAL service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant being disqualified.

OTHER POSTS

POST 02/263

: **ENGINEER (PRODUCTION) GRADE A (CIVIL/STRUCTURAL) REF NO: ENG/CS/HO/2026 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R879 342 per annum, (all-inclusive salary package)
: Head Office (Pietermaritzburg)
: An appropriate Bachelor's Degree, 3 years post-qualification engineering experience, compulsory registration with ECSA as a Professional Engineer and a valid driver's licence.

<u>DUTIES</u>	:	Commensurate with duties applicable to the abovementioned occupation as prescribed in the OSD.
<u>ENQUIRIES</u>	:	Mr TL Mchunu: Acting DDG: IMTS Tel No: (033) 260 3714
<u>NOTE</u>	:	NB: Preference may be given to candidates from the structural discipline.
<u>POST 02/264</u>	:	<u>ENGINEER (PRODUCTION) GRADE A (ELECTRICAL) REF NO: ENG/CS/HO/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R879 342 per annum, (all-inclusive salary package) Head Office (Pietermaritzburg)
	:	An appropriate Bachelor's Degree, 3 years post-qualification engineering experience, compulsory registration with ECSA as a Professional Engineer and a valid driver's licence.
<u>DUTIES</u>	:	Commensurate with duties applicable to the abovementioned occupation as prescribed in the OSD.
<u>ENQUIRIES</u>	:	Mr TL Mchunu: Acting DDG: IMTS Tel No: (033) 260 3714
<u>POST 02/265</u>	:	<u>CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: PCPM/NCR/2026 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R879 342 per annum, (all-inclusive salary package) North Coast Region (Ulundti)
	:	An appropriate NQF7 qualification in the built environment. A minimum of 3 years relevant project management experience in the built environment. Relevant experience will be determined based on the qualification of the applicant as per the OSD. A valid driver's licence and compulsory registration with the SACPCMP as a Professional Construction Project Manager.
<u>DUTIES</u>	:	Commensurate with duties applicable to the abovementioned occupation as prescribed in the OSD.
<u>ENQUIRIES</u>	:	Mr ZE Mahaye Tel No: (035) 874 2394
<u>POST 02/266</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT (SUPPLY CHAIN MANAGEMENT) REF NO: HO/AD/DM/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Head Office: Pietermaritzburg
	:	An appropriate and recognized NQF level 7 qualification . A minimum of 3 years supply chain management experience at a supervisory level. Computer Literacy. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain the supplier database. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.
<u>ENQUIRIES</u>	:	Ms N Zulu Tel No: (033) 355 5563
<u>POST 02/267</u>	:	<u>ARTISAN: FOREMAN (CARPENTRY & JOINERY) REF NO: ARTF/UMZ/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 047 per annum, (OSD) Umzinyathi District Office (Dundee)
	:	An appropriate trade test certificate plus 5 years post qualification experience as an Artisan. A Valid driver's licence.
<u>DUTIES</u>	:	Commensurate with duties applicable to the abovementioned occupation as prescribed in the OSD.
<u>ENQUIRIES</u>	:	Mr. CD Mqadi Tel No: (034) 299 8360
<u>POST 02/268</u>	:	<u>ARTISAN: PLUMBER (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD) Harry Gwala District Office (IXOPO) Ref No: ART/HG/SR/2026 Umzinyathi District Office (Dundee) Ref No: ART/UMZ/2026 Zululand Sub-District (Vryheid) Ref No: ART/ZSD/2026 Ilembe District Office (Stanger) Ref No: ART/ILEMB/2026

<u>REQUIREMENTS</u>	:	An appropriate trade test certificate. A Valid driver's licence (Code B-Manual transmission).
<u>DUTIES</u>	:	Prepare and produce design. Produce objects according to client specification. Render maintenance services. Perform administrative and related functions. Maintain expertise. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Mr TW Nkomo: Harry Gwala District Office Tel No: (039) 834 0700 Mr. CD Mqadi: Umzinyathi District Office Tel No: (034) 299 8360 Mr TG Gwala: Zululand Sub-District Tel No: (035) 874 3349 Ms PT Khanyile: Ilembe District Office at (083) 341 7343
<u>POST 02/269</u>	:	<u>ARTISAN: CARPENTER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD) Harry Gwala District Office, Ixopo Ref No: ART/CARP/HG/SR/2026 uMkhanyakude District; Umkuze Ref No: UMK/AC/01/2026 Ilembe District Office (Stanger) Ref No: ART/ CARP/ILEMB/2026
<u>REQUIREMENTS</u>	:	An appropriate trade test. A valid Drivers Licence (Minimum Code B – Manual transmission). Computer Literacy.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Carry out Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions; Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and mentor staff. Maintain expertise and ensure Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr TW Nkomo: Harry Gwala District Office Tel No: (039) 834 0700 Ms PP Mbuyisa: uMkhanyakude District Tel No: (035) 573 7000 Ms PT Khanyile: Ilembe District Office at (083) 341 7343

DEPARTMENT OF TREASURY

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

<u>APPLICATIONS</u>	:	KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).
<u>FOR ATTENTION</u>	:	Ms N Cele
<u>CLOSING DATE</u>	:	06 February 2026
<u>NOTE</u>	:	The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies . The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates.

OTHER POST

<u>POST 02/270</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: KZNPT 26/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, all-inclusive package, (A remuneration package) KZN Provincial Treasury, Pietermaritzburg A NQF Level 6 qualification or higher in Human Resource Management, Public Management/Administration, Labour/Employee Relations and/or Labour Law. A minimum of 3 years' Junior Management experience in a Labour Relations environment. A valid driver's license. People with disabilities who are without a valid driver's license will be assisted by the department to meet work related travel commitments. Skills, Knowledge And Competencies: Public Service Act and Regulations. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Criminal Law (Sexual Offences and related matters) Amendment Act, 2007. PSCBC Collective Agreements/ Resolutions. GPSSBC Collective Agreements/ Resolutions. White Paper of Transforming Public Services. Batho Pele principles. Guide on Human Resource Transformation on Restructuring. PERSAL system. Public Finance Management Act. Employee Performance and Management system. Promotion of access to information act. Service delivery framework. Human right act. Bill of rights. Promotion of administrative justice act. Skills development act. Human resource development strategy of south Africa. National development act. Treasury regulation. Criminal procedure act. KwaZulu -Natal citizen's charter. Intergovernmental matters. Protocol manual of south Africa. Promotion of equality and prevention of unfair discrimination act. and any other relevant acts/ legislative mandates. Computer literacy. Conflict management. Negotiation. Research. Report writing. Communication. Inter-personal relations. Problem solving. Presentation. Planning and organising. Policy analysis and development. Strategic planning. Management. Language skill. Listening skill. Analytical skill. Leadership skill. Financial management skill. Organisational skill. Time management skill. Change management skill. Self-discipline and able to work under pressure. Project management skill. People management skill. Decision making skill. Risk management skill.
<u>DUTIES</u>	:	Ensure the administration of collective bargaining, disciplines, grievances and disputes. Ensure the facilitation of Labour Relations awareness programmes within the Department. Develop, implement, and maintain Labour Relations policies, procedure manuals, strike management plan and labour relations strategies. Provide transversal advice and guidance on labour relations issues. Manage resources of the sub-directorate.
<u>ENQUIRIES NOTE</u>	:	Ms. K Chetty Tel No: (033) 897 4399 Preferences: Females and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENTAL OF HEALTH**

CLOSING DATE
NOTE

: 06 February 2026

: NB: Ensure that you read the conditions and requirements of the posts before applying. By applying it is taken that you agree to the conditions and requirements of the posts. Applicants are hereby invited from suitably qualified candidates for the advertised posts in the Limpopo Department of Health. Applications should include a fully completed new Z83 form obtainable from any government institution or at www.dpsa.gov.za and must be accompanied by copies of required qualifications, Proof of registration with the relevant council, identity document and comprehensive CV. Applications should complete separate applications where more than one centre is applied for. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "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 it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail). "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of 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 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 questions related to conditions that prevent re-appointment under Part F must be answered. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications and copy of ID must be submitted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct] Assessment as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The facilities advertised are based on specific operational and service needs. As such employee-initiated transfers will not be entertained. Women and People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only. Applicants responding to this circular should quote the circular number [Circular_06_of_2026] or reference number on the application link [LDH] as reference number on the Z83 application form. The Department reserves the right not to fill any advertised posts. The employment decision shall among other determinations be informed by the Employment Equity Plan of the department. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. Successful candidates for permanent posts will be subjected to a mandatory 12 months' probation period, and the department reserves the right to confirm or not confirm the permanency of the post on expiry of probation. NB 1: Note: The circular of advertised vacant posts will be posted on the following website: www.ldoh.gov.za; www.dpsa.gov.za and www.limpopo.gov.za. NB 2: Applicants should apply using the links provided for each post/centre.

MANAGEMENT ECHELON

<u>POST 02/271</u>	<u>CHIEF EXECUTIVE OFFICER (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R1 266 714 per annum (Level 13), (all-inclusive remuneration package) Nkhensani Hospital
	Qualifications and Competencies: An undergraduate qualification (NQF Level 7) as recognised by SAQA. A degree in a health field and current registration as such with the relevant health professional body (HPCSA/SANC/Pharmacy Council). Five (5) years management experience in the health sector at least at middle/senior managerial level. A post graduate degree in management or an administrative management will be an added advantage. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. SMS Pre Entry [Nyukela] Certificate upon appointment for level 13 posts. A valid driver's license, except for people with disabilities. Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Core competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment. Process Competencies: Service delivery innovation, Knowledge Management Problem solving and analysis, Communication, Client orientation and customer focus.
<u>DUTIES</u>	Job Purpose: Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees, ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care. Establish community networks and report to the Hospital Board, responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.
<u>ENQUIRIES</u>	General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.
<u>APPLICATIONS</u>	Application Link- CLICK HERE TO APPLY

OTHER POSTS

<u>POST 02/272</u>	<u>HEAD OF CLINICAL DEPARTMENT GRADE 1 (X2 POSTS)</u>
	Disciplines: Family Medicine and Paediatrics and Child Health
<u>SALARY</u>	R2 600 811 per annum plus 18% of basic salary PSCBC rural allowance at Mankweng Hospital. Commuted Overtime in accordance with the provincial policy and service delivery needs The Head of Clinical Department posts are

CENTRE REQUIREMENTS

joint appointment with the Limpopo Department of Health and the University of Limpopo. Successful candidates are expected to improve service delivery and academic component of their respective discipline.

DUTIES

: Mankweng and Pietersburg Hospitals (Limpopo Academic Complex)

: A Qualifications: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical / Dental Practitioner and Specialist in Independent Practice in the relevant Specialist discipline. Current registration with the HPCSA as a Medical / Dental Practitioner and Specialist: Independent Practice in the relevant discipline. A minimum of 3 years' experience as a Medical Specialist in the relevant discipline. The following shall be added advantages: Supervision of Registrar/s for MMed dissertation (attach cover page of dissertation/s and abstract as proof). Peer reviewed publication/s (Indicate the published articles on the CV). PHD qualification or candidacy (attach proof of qualification or registration). A valid driver's licence. Knowledge And Skills: Proven track record in your discipline of clinical expertise, leadership, clinical governance, research and teaching and training at undergraduate and postgraduate level. Strategic capabilities and leadership skills. Excellent team player, managerial, interpersonal, administrative, communication, analytical and problem-solving skills. Knowledge of the health systems and the public service. Vision and plan for the development of services in your discipline in Limpopo Province. Ability to collaborate with other institutions of Higher Learning both nationally and internationally.

: Lead the clinical department and academic discipline in Limpopo Province and the University of Limpopo. This includes the tertiary and regional hospitals as well as support for primary health care services in your field. Plan and implement service delivery in your field to ensure an effective service with appropriate policies and guidelines. Monitor and improve the performance in the service, with the optimal use of human and fiscal resources. Advise senior management in the province of progress with services and resource requirements. Initiate, supervise and develop relevant research in your discipline. Develop and maintain a strong undergraduate and postgraduate teaching and training programme as well as an ongoing programme of in-service training for doctors in the province. Build the Department, ensuring innovation, and a motivated competent team.

ENQUIRIES

: General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.

APPLICATIONS

: Application Link-[CLICK HERE TO APPLY](#)

POST 02/273

: **HEAD OF CLINICAL UNIT: GRADE 1 (X5 POSTS)**

Five (05) Posts from any of the mentioned Disciplines below:

SALARY

: R2 084 754 per annum

Rural allowance of 18% of basic salary PSBC will apply to Mankweng, Letaba, Tshilidzini, Mokopane and Thabamopo hospitals

22% of basic salary ISRDS will apply to St Rita's / Philadelphia hospitals

No rural allowance for Pietersburg hospital. Commuted Overtime in accordance with the provincial policy and service delivery requirements

CENTRE

: Centres And Disciplines:

Pietersburg, Mankweng and Thabamopo Academic Complex:

Radiation Oncology:
General Psychiatry and Mental health
Anaesthesiology
Interventional Radiology
Orthopaedic Surgery
Urology
Ophthalmology and Emergency Medicine

Letaba Hospital:

Internal Medicine
Anaesthesiology
Orthopaedic Surgery
Diagnostic Radiology
Obstetrics and Gynaecology

Tshilidzini Hospital:

Obstetrics and Gynaecology
Internal Medicine
Anaesthesiology

Orthopaedic Surgery
Diagnostic Radiology. St Rita's / Philadelphia Hospital:

Obstetrics and Gynaecology

Internal Medicine

Anaesthesiology

General Surgery

Orthopaedic Surgery

Diagnostic Radiology. Mokopane Hospital:

General Surgery

Internal Medicine

Anaesthesiology

REQUIREMENTS

: Qualifications: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Independent Practice or Public Service in the relevant medical specialty / sub-specialty. Current registration with the HPCSA as a Medical Practitioner Independent practice / public service in a relevant specialty. Grade1: A minimum of 3 years as a Medical Specialist or Medical Sub-specialist. The following shall be added advantages: Supervision of Registrar/s for MMed dissertation (attach cover page of dissertation/s as proof). Peer reviewed publication/s. PHD qualification or candidacy (attach proof of qualification or registration). HCU: Interventional Radiology - Hands on experience on diagnostic and Therapeutic, Testimonia letter of procedures done independently, Qualification in interventional Radiology (certificates or Diploma) will be added as an advantage. A valid driver's licence. Knowledge and skills: Sound knowledge, skill and experience in the relevant discipline. Evidence of leadership, innovation and managerial ability. Evidence of ability to effectively train and teach at undergraduate and postgraduate level and experience in research and supervision. Vision for the development of services in your discipline and appropriate knowledge of the health system.

DUTIES

: Plan and render comprehensive effective health service for patients in the province, appropriate to the discipline and level of care including outreach and support services to other levels of care in the catchment area. Lead clinical governance and quality improvement in your area of responsibility, including developing relevant guidelines and protocols and ensuring clinical and mortality audits. Coordinate clinical responsibilities with and supervise specialists, registrars, medical officers, interns and other health care workers in your discipline. Lead academic activities in both undergraduate and postgraduate levels. Provide continuing medical education programmes for doctors in the relevant discipline. Assist with the strategic and operational planning of services in the catchment area of the hospital.

ENQUIRIES

: General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.

APPLICATIONS

: Application Link-[CLICK HERE TO APPLY](#)

NOTE

: Diagnostic Radiology HCU appointed at Pietersburg or Mankweng hospitals may be stationed at either hospital, and may be required to cover both hospitals including during commuted overtime. HCU appointed at regional hospitals may be appointed at Pietersburg or Mankweng Hospitals but stationed at a regional hospital. HCU for Psychiatry and Mental Health will be appointed at the Limpopo Academic Complex but required to support the discipline in the province and stationed in discussion with the Head of Clinical & Academic department. HCU for Family Medicine may be placed at a District Hospital within a district. These posts are joint appointments with the University of Limpopo, either as a senior lecturer or as an associate professor / professor if the requirements of the University of Limpopo are met.

POST 02/274

: **SENIOR CLINICAL MANAGER: MEDICAL (GRADE 1) (X1 POST)**

SALARY

: R1 647 630 per annum, (all-inclusive remuneration package), plus 18% of basic salary PSCBC rural allowance.

CENTRE

: Letaba Hospital

REQUIREMENTS

: Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Experience as head of clinical services will

be an added advantage. All applicants must be South African citizens or permanent residents. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Valid driver's license with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of current Health and Public Services Legislation, Regulations and Policies. Sound clinical knowledge. Sound Medical Ethics with emphasis on budget control. Solid background of Epidemiology or demonstrative ability to use health information for planning. Sound knowledge of Human Resource Management and Quality Assurance Programmes.

DUTIES : Lead and manage the Medical and Health Care Services, ensuring the continuum of care in the Geographical service area of the hospital as well as appropriate referral. Ensure clinical governance, clinical guidelines and adherence to clinical protocols. Coordinate clinical responsibilities of Medical Practitioners and Allied Health personnel including the management and implementation of outreach and in-reach to the geographical service area. Ensure in-service training and supervision to all health care providers. Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed. Allocate and manage resources, both human and financial. Monitor key performance indicators and plan quality improvement strategies to address the gaps.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr M Malale at Tel No: (015) 293 6345/6554/6017 during office hours.

APPLICATIONS : Application Link-[CLICK HERE TO APPLY](#)

POST 02/275 : **EMS DISTRICT MANAGER: GRADE 2-3 (SHIFTS) (X1 POST)**

SALARY : Grade 2: R661 263 per annum, (inclusive remuneration package)
Grade 3: R1 016 055 per annum, (inclusive remuneration package)

CENTRE REQUIREMENTS : Waterberg District
qualifications and Competencies: Grade 12 Certificate. Successful completion of the following courses or obtaining one of the following qualifications that allows registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT), Paramedic or Emergency Care Practitioner (ECP). Emergency Care Technician (ECT) or Critical Care Assistance (CCA), Programme or Recognized National Diploma in EMC or recognized B Tech Degree in EMC or Bachelor of Health Science in Emergency Medical Care. **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 Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). Three (03) years' experience after registration with the HPCSA as an ILS, ECT, Paramedic or ECP. Copies of qualifications and current registration with the HPCSA to be attached. Inherent requirements of the job: Willingness to do after-hour work and be on call including shift work. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Inherent requirement: A valid driver's license with PDP [C1/ Code 10]. Knowledge and Skills: Knowledge of ILS/ECT protocols. Understanding of EMS and its line of business. Proven managerial and interpersonal skills. Good verbal and written communication skills. Knowledge of Public Finance Management Act.

DUTIES : Management of EMS vehicles, equipments and staff at station level. Treat patients in accordance with relevant protocols. Maintain best clinical practices in accordance with quality standards. Abide by standing operational procedures.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.

APPLICATIONS : Application Link-[CLICK HERE TO APPLY](#)

POST 02/276 : **ASSISTANT DIRECTOR: RISK MANAGEMENT (X3 POSTS)**

SALARY : R468 459 per annum (Level 09)
CENTRES : Head Office
REQUIREMENTS : Qualifications and Competencies: Grade 12 certificate plus National diploma / Bachelor's degree (NQF level 6 or 7 as recognized by SAQA) in Risk management, Forensic investigation, Public Admin, Accounting, or auditing qualification. A postgraduate degree or professional certification, such as

SAICA, FRM or CRM, will be an added advantage. A minimum of three (3) years relevant experience in Risk Management and Integrity & Ethics. A valid driver's license, except for people with disabilities. A) Knowledge and skills: A thorough understanding of the relevant legislation and policies such as PFMA, Procurement policies, Public service and Risk Management approach; Understanding of Public service financial and budgeting procedures; Investigation skills and internal control strategies and compliance inspections; Ability to maintain confidentiality and handle sensitive information; Report writing skills; Good interpersonal relations; Good communication skills; Good planning skills; A questioning attitude; Experience of trial process both departmentally and criminally; Computer literacy, with emphasis on Ms Word, Ms PowerPoint and Excel; An independent thinker and worker; Good presentation skills.

<u>DUTIES</u>	:	Risk Management: implement risk and BCM management policies, strategies, and frameworks to minimize potential threats to the organization. Ethics Management: Conduct regular ethics assessments on staff. Manage and ensure compliance on e-disclosures within the allocated area of responsibility. Integrity Management: Conduct investigation on cases of fraud & corruption within the allocated area of responsibility. Risk Assessment: Conduct regular risk assessments and audits to identify potential risks and vulnerabilities. Awareness campaigns: Conduct regular Risk, BCM, Ethics and Integrity Management awareness campaigns. Compliance: Ensure compliance with regulatory requirements and industry standards, such as COSO Framework and King Report on Corporate Governance. Leadership: Lead and mentor team members, fostering a culture of risk awareness and providing guidance and support. Communication: Prepare and present reports to management and stakeholders, providing data-driven insights and recommendations.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.
<u>APPLICATIONS</u>	:	Application Link- CLICK HERE TO APPLY
<u>POST 02/277</u>	:	<u>ADMINISTRATION OFFICER: RISK MANAGEMENT SUPPORT (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Grade 12 certificate plus National diploma / Bachelor's degree (NQF level 6 or 7 as recognized by SAQA) in Risk management, Government/Public Admin, Accounting, or Auditing qualification. Experience in risk management will be added as advantage. Knowledge and skills: A thorough understanding of the relevant legislation and policies such as PFMA, Procurement policies, Public service and Risk Management approach; Excellent organizational and time management skills. Strong attention to detail and accuracy. Proficient in Microsoft Office and other administrative software. Ability to maintain confidentiality and handle sensitive information.
<u>DUTIES</u>	:	Risk Management Support: Assist in maintaining risk management systems, including data entry, record-keeping, and reporting. Risk Assessments: Coordinate risk assessments, including scheduling, data collection, and documentation. Administrative Tasks: Perform administrative tasks, such as filing, scanning, and maintaining accurate records. Communication: Prepare and distribute risk-related documents, reports, and correspondence.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.
<u>APPLICATIONS</u>	:	Application Link- CLICK HERE TO APPLY

ANNEXURE Y

PROVINCIAL ADMINISTRATION: MPUMALANGA DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	06 February 2026
<u>NOTE</u>	:	<p>N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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 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 council 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 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). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.</p>

OTHER POSTS

<u>POST 02/278</u>	:	<u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: OBSTETRICS & GYNAECOLOGY REF NO: MPDOH/JAN/26/910</u>
<u>SALARY</u>	:	R2 084 754 - R2 212 680 per annum
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology (2026). A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: It will be expected of the successful Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Valid driver's licence. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, the Ideal Hospital framework, the Regulated Norms and Standards, EDL, Standard Treatment Guidelines and evidence-based clinical care. Clinical service delivery in accordance with the Level 2 & 3 package of care for Obstetrics and Gynaecology, and experience in driving continuous quality improvement,

	clinical risk identification and mitigation, and managing medico-legal matters. Proven experience with supervising staff, training junior doctors, and managing financial and other resources, with the ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity. Track record in training of both under-graduate and post-graduate healthcare personnel. Computer literate in MS package.
<u>DUTIES</u>	Fulfil the role and duties of Head of the Obstetrics Department in rendering an efficient and cost-effective specialized Obstetric service to patients managed by the Witbank Tertiary Hospital, including the delivery of outreach and support services. Ensure clinical governance and quality management for the Obstetrics Service at Witbank Tertiary Hospital and respond to medical and legal incidents as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment) and manage human, financial and capital resources in the Obstetric Department. Deliver effective and efficient management of the Obstetrics Department, and provide strategic leadership, planning and decision-making as a member of the Hospital Executive Management. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers and Interns.
<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 02/279</u>	<u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: PAEDIATRIC CARDIOLOGY</u> <u>REF NO: MPDOH/JAN/26/911</u>
<u>SALARY</u>	R2 084 754 - R2 212 680 per annum
<u>CENTRE</u>	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Cardiology (2026). A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Paediatric Cardiology. It will be expected of the successful Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Valid driver's licence. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, the Ideal Hospital framework, the Regulated Norms and Standards, EDL, Standard Treatment Guidelines and evidence-based clinical care. Clinical service delivery in accordance with the Level 2 & 3 package of care for Paediatric Cardiology, and experience in driving continuous quality improvement, clinical risk identification and mitigation, and managing medico-legal matters. Proven experience with supervising staff, training junior doctors, and managing financial and other resources, with the ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity. Track record in training of both under-graduate and post-graduate healthcare personnel. Computer literate in MS package.
<u>DUTIES</u>	Fulfil the role and duties of Head of the Paediatric Cardiology Department in rendering an efficient and cost-effective specialized Obstetric service to patients managed by the Witbank Tertiary Hospital, including the delivery of outreach and support services. Ensure clinical governance and quality management for the Obstetrics Service at Witbank Tertiary Hospital and respond to medical and legal incidents as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment) and manage human, financial and capital resources in the Obstetric Department. Deliver effective and efficient management of the Paediatric Cardiology Department, and provide strategic leadership, planning and decision-making as a member of the Hospital Executive Management. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers and Interns.
<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 02/280</u>	:	<u>MEDICAL SPECIALIST GRADE 1: UROLOGY REF NO: MPDOH/JAN/26/912</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 341 855 - R1 422 810 per annum</p> <p>Rob Ferreira Hospital (Ehlanzeni District)</p> <p>Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology (2026). 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 (Urology) 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 (Urology) 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 (Urology) 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 relationships. Supervising the management of and managing Urology 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).</p>
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	<p>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.</p>
<u>POST 02/281</u>	:	<u>MEDICAL SPECIALIST GRADE 1: PAEDIATRIC REF NO: MPDOH/JAN/26/913</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 341 855 - R1 422 810 per annum</p> <p>Themba Hospital (Ehlanzeni District)</p> <p>Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric (2026). 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 (Paediatric) for foreign qualified employees. Knowledge, skills, Training and Competences</p>

	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 Paediatric 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 02/282</u>	<u>MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/JAN/26/914</u>
<u>SALARY</u>	R1 322 352 - R1 422 810 per annum
<u>CENTRE</u>	King Nyabela Hospital (Nkangala District)
<u>REQUIREMENTS</u>	Senior Certificate / Grade 12 plus basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current registration with South African Pharmacy Council (SAPC) (2026). Minimum of eleven (11) years appropriate experience after registration as a Pharmacist with the SAPC (Internship and Community Service excluded). Knowledge of Provincial and National Health policies, procedures and delegation pertaining to pharmacist, including essential drug list standard treatment guidelines and districts health system plan. Innovative, analytical thinking coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the programme through interactive approach. Appropriately theoretical and clinical knowledge. Sound organization, planning and decision making abilities. 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. Valid driver's licence.
<u>DUTIES</u>	Ensure proper selection and procurement of drugs and surgical items. Ensure rational use of drugs. Develop a hospital medicine formula. Supervision of pharmacy interns and pharmacy support personnel. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Administrative duties and record keeping, including stock control and assisting with budget. Attendance and feedback of allocated meetings. Develop and manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Programme Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of

<u>ENQUIRIES</u>	Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock Visibility systems. Manage human and financial resources.
<u>POST 02/283</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>SALARY CENTRE REQUIREMENTS</u>	<u>CHIEF CIVIL / STRUCTURAL ENGINEER GRADE A REF NO: MPDOH/JAN/26/916 (X2 POSTS)</u> R1 266 450 - R1 446 921 per annum Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer or relevant qualification as recognized by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory Six (6) years' experience as a registered professional with Engineering Council of South Africa (ECSA) as a Professional Engineering. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<u>DUTIES</u>	Functional and Technical norms and standards from an engineering perspective. Innovative service delivery mechanisms and feasibility studies. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.
<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 02/284</u>	<u>CHIEF ELECTRICAL ENGINEER GRADE A: IMPLEMENTATION REF NO: MPDOH/JAN/26/917</u> R1 266 450 - R1 446 921 per annum Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer or relevant qualification as recognized by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory Six (6) years' experience as a registered professional. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering. A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
<u>DUTIES</u>	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project

<p>Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Effective and efficient resources management. Effective and efficient financial management.</p>	
<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 02/285</u>	: <u>MANAGER NURSING (PN-A9): YOUTH AND CHILD HEALTH REF NO: MPDOH/JAN/26/918</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 155 099 – R1 320 732 per annum Ehlanzeni District Office, Mbombela (Nelspruit)
	: Senior Certificate / Grade 12 plus Diploma / Degree in General Nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2026). A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level of Child Health Care. Post basic qualifications in Child Nursing Science. Diploma/Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work. Be able to work under pressure. Valid driver's licence. Coordinate Child Health programme in the province and liaise with National Sub-Directorate, Districts and other sectors on issues related to Child Health. Develop strategic plans, policies and protocols on implementation of Child Health programme. Support districts with the implementation of national and provincial policies. Render technical support, advice, and capacity building of personnel. Manage the rendering of Adolescent, Youth and Integrated School Health Programme in the province. Support the implementation of norms and standard for Child health programme. Manage the programme's finances and budget, Conduct research on Child Health related issues. Monitor and evaluate the impact of the programme.
<u>DUTIES</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>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 02/286</u>	: <u>CHIEF QUANTITY SURVEYOR GRADE A REF NO: MPDOH/JAN/26/919 SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 099 488-R1 250 907 per annum Provincial Office, Mbombela (Nelspruit)
	: Senior Certificate / Grade 12 plus (NQF Level 7) in Quantity Surveying or relevant qualification as recognized by SAQA. Six (6) years' experience post qualification plus Compulsory Six (6) years' experience as a registered professional. Current registration with the South African Council for the Quantity Surveying Profession (SACQSP) as Quantity Surveyor (2026). A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All

	different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
<u>DUTIES</u>	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Project Commissioning. Infrastructure Programme and Project Evaluation. Effective and efficient resources management. Effective and efficient financial management.
<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 02/287</u>	<u>MEDICAL OFFICER GRADE 1-3 REF NO: MPDOH/JAN/26/921 (X2 POSTS)</u>
<u>SALARY</u>	Grade 1: R1 00 349 - R1 078 116 per annum Grade 2: R1 142 553 - R1 247 202 per annum Grade 3: R1 322 352 - R1 647 630 per annum
<u>CENTRE REQUIREMENTS</u>	Amajuba Memorial Hospital and Embhuleni Hospital (Gert Sibande District) 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 (2026) (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, 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. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. 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. 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 02/288</u>	:	<u>MEDICAL OFFICER GRADE 1-3: TRAUMA & EMERGENCY REF NO: MPDOH/JAN/26/922</u>
<u>SALARY</u>	:	Grade 1: R1 00 349 - R1 078 116 per annum Grade 2: R1 142 553 - R1 247 202 per annum Grade 3: R1 322 352 - R1 647 630 per annum
<u>CENTRE REQUIREMENTS</u>	:	Bethal Hospital (Gert Sibande District) 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 (2026) (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, 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 02/289</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/26/926 (X4 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Ehlanzeni District:

	<p>Rob Ferreira Hospital Gert Sibande District: Embhuleni Hospital Evander Hospital Ermelo Hospital</p>
<u>REQUIREMENTS</u>	: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (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 02/290</u>	: <u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/26/931 (X5 POSTS)</u>
<u>SALARY</u>	: R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	: King Nyabela Hospital (Nkangala District)
<u>REQUIREMENTS</u>	: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (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 02/291</u>	<p><u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM</u> <u>REF NO: MPDOH/JAN/26/932</u></p> <p>Re-advertised</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R896 436 per annum (Level 11), (all-inclusive package)</p> <p>Provincial Office, Mbombela (Nelspruit)</p> <p>Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Human Resource Management / Public Administration/Management or any relevant qualification as recognized by SAQA. At least a minimum three (3) years' experience in the management of Performance Management at the level of Assistant Director (Level 9/10). A proven track record in understanding the intricacies of Performance Management. Affirmative action candidates will be prioritized for this post. Skills and Knowledge: Knowledge of relevant legislation (e.g. Public Service Act & Regulations, Public Finance Management Act, Constitutional provisions, provincial PMDS policy, etc.). Knowledge of the Public Service Performance Management System. Knowledge of the SMS Handbook. Good working knowledge of PERSAL and all functions relating to PMDS. Valid code B Drivers Licence and ability to travel provide support and training to facilities. Competent in Microsoft Excel, Word and PowerPoint. Must have analytical and problem-solving skills. Good, organising, people management, presentation and communication skills. Ability to deal with confidential matters. Ability to plan and implement a project according to project management principles.</p>
<u>DUTIES</u>	The successful candidate will be responsible for the following functions: Manage the implementation of the performance management system for SMS and Non-SMS Members in the Department. Develop monitoring mechanisms to ensure compliance on the performance management and development system and generate reports. Conduct training sessions on PMDS. Provide PMDS Policy support to all employees. Manage the Implementation of payment of all relevant awards including, notch Progression for Non-OSD and OSD employees. Maintain the PMDS data base systems and PERSAL reporting function on PMDS. Manage, Coordinate and facilitate the moderation processes for SMS and Non-SMS members at all levels. Develop and implement sectional implementation plan. Compile budget estimates and manage expenditure. Manage dispute emanating from the implementation of Performance Management System.
<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 02/292</u>	<p><u>ELECTRICAL ENGINEER (PRODUCTION) GRADE A, B AND C</u> <u>REF NO: MPDOH/JAN/26/935 (X3 POSTS)</u></p>
<u>SALARY</u>	Grade A: R879 342 - R938 061 per annum Grade B: R990 669 - R1 067 235 per annum

<u>CENTRE REQUIREMENTS</u>	Grade C: R1 127 100 - R1 323 267 per annum Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. Three (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer as Electrical Engineer (2024). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial/ Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<u>DUTIES</u>	Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation [construction] and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<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 02/293</u>	<u>MECHANICAL ENGINEER (PRODUCTION) GRADE A: REF NO: MPDOH/JAN/26/938 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R879 342 - R938 061 per annum Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. Three (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer as Mechanical Engineer (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial/ Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<u>DUTIES</u>	Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation [construction] and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<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 02/294</u>	<u>CIVIL / STRUCTURAL ENGINEER (PRODUCTION) GRADE A REF NO: MPDOH/JAN/26/941 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	R879 342 - R938 061 per annum Provincial Office, Mbombela (Nelspruit)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. Three (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer as Mechanical Engineer (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<u>DUTIES</u>	:	Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation [construction] and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<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 02/295</u>	:	<u>CANDIDATE CIVIL / STRUCTURAL ENGINEER REF NO: MPDOH/JAN/26/943 (X2 POSTS)</u> (Five Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R761 157 - R807 864 per annum Provincial Office, Mbombela (Nelspruit)
<u>DUTIES</u>	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering or equivalent as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Candidate Civil / Structural Engineer. A valid driver's licence. Computer literacy. Knowledge: PFMA/ Treasury Regulations/Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<u>ENQUIRIES</u>	:	Assist with monitoring of wastewater treatment plan, Civil related matters. Assist in monitoring of civil engineering projects. Maintenance of health facilities. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.
<u>POST 02/296</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>SALARY CENTRE REQUIREMENTS</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PSYCHIATRIC REF NO: MPDOH/JAN/26/944</u> R693 096 – R789 861 per annum Mmamethake Hospital (Nkangala 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 (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Psychiatric 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 Psychiatric 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 Psychiatric. 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 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. Support Nursing Services Management by working weekend and night duty when required.
<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 02/297</u>	: <u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/JAN/26/946 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R693 096 – R789 861 per annum Bethal Town Clinic and Swallowsnest Clinic (Gert Sibande District) Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2026) 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

<p>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.</p>	
<u>DUTIES</u>	: <p>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.</p>
<u>ENQUIRIES</u>	: <p>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.</p>
<u>POST 02/298</u>	: <p><u>OPERATIONAL MANAGER NURSING (PN-B3): NEONATAL ICU REF NO: MPDOH/JAN/26/947</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R693 096 – R789 861 per annum King Nyabela Hospital (Nkangala 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 (2026). A post basic nursing qualification, with a duration of at least one (01) year accredited with the SANC in terms Government 47 Notice R212 in Advanced Midwifery & Neonatal Nursing / 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 Advanced Midwifery & Neonatal Nursing / Intensive Care Nursing Science. At least three (03) years of the period referred to above must be an appropriate/recognizable experience at Management Level. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice.</p>
<u>DUTIES</u>	: <p>Provide effective management and professional leadership in the specialized units of Neonatal 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. 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.</p>
<u>ENQUIRIES</u>	: <p>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.</p>

<u>POST 02/299</u>	<u>OPERATIONAL MANAGER NURSING (PN-B3): LABOUR WARD REF NO: MPDOH/JAN/26/948</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R693 096 – R789 861 per annum</p> <p>: King Nyabela Hospital (Nkangala District)</p> <p>: 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 (2026). A post basic nursing qualification, with a duration of at least one (01) year accredited with the SANC in terms Government 47 Notice R212 in Advanced Midwifery 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 Advanced Midwifery Nursing Science. At least three (03) years of the period referred to above must be an appropriate/recognizable experience at Management Level.</p> <p>Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice.</p>
<u>DUTIES</u>	<p>: Provide effective management and professional leadership in the specialized units of Labour Ward. 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. 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.</p>
<u>ENQUIRIES</u>	<p>: 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.</p>
<u>POST 02/300</u>	<u>ASSISTANT MANAGER NURSING (PN-B4): TB MANAGEMENT REF NO: MPDOH/JAN/26/949</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R693 096 – R789 861 per annum</p> <p>: Nkangala District Office, Emalahleni</p> <p>: Senior Certificate / Grade 12 plus 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 (2026). A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 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 3 years of the period referred to above must be appropriate / recognisable experience at management level. Proven 3 years' experience in TB and DR-TB Programme management will be an added advantage. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts.</p>

	Professional competence and knowledge of the TB data collecting tools, EDRWeb and Tier.Net (TB module in Tier). Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Valid driver's Licence and willingness to travel and work overtime, when required.
<u>DUTIES</u>	Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in the district. Provide leadership in the implementation of the National Strategy to find the missing TB patients throughout the district. Collaborate with Sub districts teams in planning TB and DR-TB activities, provide technical support, monitoring as well as report analysis and provide feedback. Coordinate, monitor and evaluate Laboratory, Pharmaceutical and other service providers in TB and DR-TB management. Plan, coordinate and support DS-TB, DR-TB, TB/HIV capacity building, TB Infection Prevention and Control and Quality improvement activities. Monitoring and evaluation of programme performance indicators through data management and oversight of the electronic reporting systems i.e. TB module in Tier.net, the Electronic DR-TB Register (EDR web) and DHIS.
<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 02/301</u>	<u>OPERATIONAL MANAGER NURSING (PN-B3): ADVANCED MIDWIFERY & NEONATOLOGY REF NO: MPDOH/JAN/26/950</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R693 096 – R789 861 per annum Witbank Hospital (Nkangala 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 (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery & Neonatology 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 Advanced Midwifery & Neonatology 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 Maternity. 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 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. Support Nursing Services Management by working weekend and night duty 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 02/302 : **ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/JAN/26/951**

SALARY CENTRE REQUIREMENTS : R693 096 - R813 732 per annum
Mmamethake Hospital (Nkangala District)
: 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 (2026). A minimum of eight (8) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years referred to above must be appropriate / recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive work relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participating in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

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 02/303 : **MORTUARY MANAGER: FORENSIC PATHOLOGY SERVICES REF NO: MPDOH/JAN/26/952**

SALARY CENTRE REQUIREMENTS : R582 444 per annum (Level 10), (plus service benefits)
KwaMhlanga Mortuary (Nkangala District)
: Senior Certificate / Grade 12 plus Diploma/ Degree (NQF 6/7) in Public Administration / Management as recognised by SAQA. A minimum of three (3) years relevant management experience at supervisory / managerial at (Level 7/8) in the Forensic Pathology Services environment. A valid driver's licence. Computer Literacy with the ability to use the MS Office Package. An in-depth knowledge of the relevant legislation, regulations, and policies governing medico-legal procedures and investigations. Knowledge of the Public Service Act. Regulation and the related HR policies and practices. An understanding of Forensic Pathology Services, including the operations, procedures, and

<p>documentation in medico-legal laboratories. Knowledge and interest in transforming the service, which can lead to improvements in existing methods, techniques, and procedures. Ability to work independently. Planning, organising, and leadership skills. Preparedness and the ability to work under real pressure to meet deadlines. Strong interpersonal, written & verbal communication skills. Valid driver's license.</p>	
<u>DUTIES</u>	: Render support to the District Coordinator. Execute the management function of the Medico-Legal laboratory to achieve its objective. Manage all the key resources effectively. Effective management of waste disposal. Implement health and safety measures according to the OSHA and related regulations. Ensure continued support for the Forensic Pathology or Medical Officer. Attend court when necessary. Compile and implement effective and efficient disaster plans. Compile monthly report, statistics, and other relevant data as per prescriptions.
<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 02/304</u>	: <u>CHIEF PHYSIOTHERAPIST GRADE 1 REF NO: MPDOH/JAN/26/953</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R575 250 – R638 856 per annum : King Nyabela Hospital (Nkangala District) : 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 Physiotherapy (2026) (Independent Practice). A minimum of three (3) years' appropriate experience after registration with the HPCSA as an independent practice. Extensive experience in the assessment and treatment of critical patients (Neurosurgery, Orthopaedic, ICU etc). Extensive management, administrative and supervisory experience. Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good problem solving, conflict resolution, interpersonal, organizational and communication skills. Willingness to work under pressure. Computer literacy.
<u>DUTIES</u>	: Manage a clinical load and develop Physiotherapy services in all the sections of the institution. Assist in the management, policy formation, and operational planning process of the unit. Supervise, evaluate and develop personnel in team including mentoring physiotherapist at a more junior level. Undertake quarterly evaluations and training of allocated operational staff and students. Participate in outreach programmes.
<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 02/305</u>	: <u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: MPDOH/JAN/26/954</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R551 493 – R631 056 per annum : Provincial Office, Mbombela (Nelspruit) : Senior Certificate / Grade 12 plus Diploma / Degree in Electrical / Electronic / Mechanical / Clinical Engineering as recognized by (SAQA). Registered as an Engineering Technician with Engineering Council of South Africa (ECSA). A minimum of six (6) years' experience post qualification as Electrical / Electronic / Mechanical / Clinical Engineering Technician. Valid driver's licence. Must be computer literate (MS Word, MS Excel, MS Power point). Good verbal and written communication skills, and interpersonal sound skills. Ability to work under pressure.
<u>DUTIES</u>	: Responsibilities include but not limited to: Ensuring that Dental equipment installed and used meet all applicable safety standards. Develop, monitor and implement maintenance plans for dental equipment in various health institutions and ensure that the equipment is well maintained and functions properly. Ensure that applicable Quality assurance programme and Quality Control (QC) tests are performed at the prescribed frequencies for Dental X-Rays. Strong understanding of electronics, mechanics, and pneumatics as

<u>ENQUIRIES</u>	work includes the diagnosing mechanical, electrical, or hydraulic faults and fixing them. Perform all delegated departmental tasks with limited supervision. 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 02/306</u>	<u>OPERATIONAL MANAGER (PN-A5): GENERAL WARD REF NO: MPDOH/JAN/26/956 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R549 192-R629 121 per annum Carolina Hospital and Standerton Hospital (Gert Sibande District) 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. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act etc.
<u>DUTIES</u>	Coordination of optimal, holistic nursing care with set standards and within a Professional / legal framework. Manage effectively the supervision and utilization of resources. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing 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 02/307</u>	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): TB REF NO: MPDOH/JAN/26/959 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	R549 192 - R629 121 per annum, (plus service benefits)
<u>REQUIREMENTS</u>	Nkangala District: Emalahleni Sub-District Victor Sub-district Thembisile Sub-district 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 (2026). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDR web and Tier.Net (TB module in Tier). Excellent written and verbal communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Willingness to travel and work overtime, when required. Valid driver's licence.
<u>DUTIES</u>	Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support to all facilities to implement TB Control Guidelines correctly. Monitoring and

evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collect and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.

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 02/308 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): HAS REF NO: MPDOH/JAN/26/961 (X2 POSTS)**

SALARY CENTRE : R549 192 - R629 121 per annum, (plus service benefits)

Nkangala District:

Emalahleni Sub-District

Thembisile Sub-district

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 (2026). 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.

DUTIES : 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.

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 02/309 : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/JAN/26/969 (X8 POSTS)**

SALARY CENTRE : R476 367 – R559 548 per annum

Gert Sibande District:

Embalenile Ext. 14 CHC (X1 Post)

	<p>Emzinoni Clinic (X1 Post) Ermelo Town Clinic (X1 Post) Mkhondo Mobile Clinic (X1 Post) Mooiplaas Clinic (X1 Post) MS Msimango Clinic (X1 Post) Nthoroane Clinic (X1 Post) Paulina Morapedi CHC (X1 Post)</p>
<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 (2026), 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 stakeholders. 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 02/310</u>	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): MATERNITY REF NO: MPDOH/JAN/26/971 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	R476 367 – R559 548 per annum Gert Sibande District: Bethal Hospital Standerton Hospital
<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 (2026). A post basic nursing qualification with of at least 1 year, 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.

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 02/311 : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/JAN/26/972**

SALARY CENTRE REQUIREMENTS : R476 367 – R559 548 per annum
: Witbank Hospital (Nkangala District)
: 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 (2026), 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.

DUTIES : 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, labor 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.

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 02/312 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA & EMERGENCY REF NO: MPDOH/JAN/26/976 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R476 367 – R559 548 per annum
: King Nyabela Hospital (Nkangala District)
: 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 (2026), 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 Trauma & Emergency Nursing 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 Trauma & Emergency 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 02/313</u>	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ONCOLOGY REF NO: MPDOH/JAN/26/977</u>
<u>SALARY</u>	R476 367 – R559 548 per annum
<u>CENTRE</u>	Rob Ferreira Hospital (Ehlanzeni District)
<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 (2026), 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 Oncology Nursing 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 Oncology 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 02/314</u>	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/JAN/26/979 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R476 367 – R559 548 per annum</p> <p>: King Nyabela Hospital (Nkangala District)</p> <p>: 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 (2026), 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 Paediatric Nursing 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.</p>
<u>DUTIES</u>	<p>: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Paediatric 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.</p>
<u>ENQUIRIES</u>	<p>: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphangwa 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.</p>
<u>POST 02/315</u>	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY / NEONATAL REF NO: MPDOH/JAN/26/981 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R476 367 – R559 548 per annum</p> <p>: King Nyabela Hospital (Nkangala District)</p> <p>: 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 (2026), 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 Advanced Midwifery / Neonatal Nursing 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.</p>
<u>DUTIES</u>	<p>: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Advanced Midwifery / Neonatal 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 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</p>

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.

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 02/316 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): CRITICAL CARE REF NO: MPDOH/JAN/26/983 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R476 367 – R559 548 per annum
: King Nyabela Hospital (Nkangala District)
: 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 (2026), 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 Critical Care Nursing 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.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Critical 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 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.

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 02/317 : **LECTURER GRADE 1 (PN-D1): PIET RETIEF HOSPITAL SUB-CAMPUS REF NO: MPDOH/JAN/26/984**

SALARY CENTRE REQUIREMENTS : R476 367 - R559 548 per annum
: Mpumalanga College of Nursing, Kabokweni
: 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 (2026). 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

<u>DUTIES</u>	time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. 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 02/318</u>	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OCCUPATIONAL HEALTH</u> <u>REF NO: MPDOH/JAN/26/986 (X2 POSTS)</u>
<u>SALARY</u>	R476 367 – R559 548 per annum
<u>CENTRE</u>	Nkangala District: Witbank Hospital
<u>REQUIREMENTS</u>	Gert Sibande District: Piet Retief Hospital 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 (2026). 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, 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 02/319</u>	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY</u> <u>REF NO: MPDOH/JAN/26/987</u>
<u>SALARY</u>	R476 367 – R559 548 per annum

<u>CENTRE REQUIREMENTS</u>	: <p>Piet Retief Hospital (Gert Sibande 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 (2026). 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.</p>
<u>DUTIES</u>	: <p>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.</p>
<u>ENQUIRIES</u>	: <p>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.</p>
<u>POST 02/320</u>	: <p><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): CHILD HEALTH REF NO: MPDOH/JAN/26/988</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R476 367 – R559 548 per annum Evander Hospital (Gert Sibande 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 (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Child 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.</p>
<u>DUTIES</u>	: <p>Perform clinical nursing practice in accordance with the scope of practice of Child 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, 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.</p>

<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 02/321</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/JAN/26/989</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R476 367 – R559 548 per annum
	:	Carolina Hospital (Gert Sibande 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 (2026). 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 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 02/322</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF. NO: MPDOH/JAN/26/990</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus service benefits)
	:	Mmamethake Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of three (3) years' experience at a supervisory / management (Level 7/8) within Financial Management / Accounting Environment. Valid driver's licence. Inherent requirements of the job: Computer literacy including: MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy, knowledge of BAS and Logis and / or PERSAL financial systems. Main role: To assist with the coordination of all Finance Management functions for Sub-Directorate – Mmamethake Hospital, Technical Support Services including financial and supply chain, and Infrastructure Management. Knowledge, Skills, Training, and Competencies required: Experience in determining policies, systems and standard operating procedures for finance. Have the ability to chase detail, check and verify for correctness and compliance. An eye for detail and ability to understand how to extract and interpret from related information systems and linkages. Excellent communication and writing skills, compilation of reports, presentation, facilitation, co-ordination, and analytical skills. Ability to understand how to prepare reports, submissions, and presentations. The ideal candidate must

	have: ability to guide, and operate within all applicable legislation, policies, frameworks, and instruction notes.			
<u>DUTIES</u>	: The successful candidate will report to the Chief Executive Officer. Provide Financial Management, Supply Chain Management (procurement), and Infrastructure management of the Hospital. Be responsible for the maintenance of suppliers' database. Authorize purchase orders and / or procurement advice. Manage the collection, receipts, safeguarding and banking of revenue. Be responsible for asset and fleet management. Be responsible for approval and generation of payments. Be responsible for stores and inventory management. Supervise the safe keeping and filling of payments vouchers. Administer salary matters. Be responsible for development and maintenance of internal control systems. Render guidance in the compilation of the institutional budget. Be responsible for monthly and quarterly financial reports. Monitor expenditure trends and guard against unauthorized, wasteful and fruitless expenditure. Provide capacity building, training and development to cost Centre managers and other line managers. Monitor, control and evaluate performance of subordinates. Be responsible for the compilation of the sub-directorate strategic and business plans and quarterly performance reports thereof.			
<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 02/323</u>	: <u>ASSISTANT DIRECTOR: OFFICE OF THE DDG: CLINICAL HEALTH SERVICES REF NO: MPDOH/JAN/26/991</u>			
<u>SALARY CENTRE REQUIREMENTS</u>	: <table border="0"> <tr> <td>: R468 459 per annum. (Level 09), (plus service benefits)</td> </tr> <tr> <td>: Provincial Office, Mbombela</td> </tr> <tr> <td>: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Management as recognized by SAQA. A minimum of three (3) years' relevant experience as Secretary in the Office of the Senior Manager at Level 7/8. Experience of working within the Clinical Health Branch will be an added advantage. Excellent MS Office skills. Good verbal and written communication skills. Logical and innovative thinking abilities. Must be able to pay attention to details. Must be prepared to work under pressure and for long hours. Sound understanding of and the ability to grasp the public service policies and regulation including the Public Service Act, PFM, and Treasury Regulations administration related policies and initiative. Knowledge of executive office management policies will be an added advantage. Good report writing skills. Proven ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical, and creative thinking. Knowledge of budget planning and control. Computer literacy. Valid driver's licence.</td> </tr> </table>	: R468 459 per annum. (Level 09), (plus service benefits)	: Provincial Office, Mbombela	: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Management as recognized by SAQA. A minimum of three (3) years' relevant experience as Secretary in the Office of the Senior Manager at Level 7/8. Experience of working within the Clinical Health Branch will be an added advantage. Excellent MS Office skills. Good verbal and written communication skills. Logical and innovative thinking abilities. Must be able to pay attention to details. Must be prepared to work under pressure and for long hours. Sound understanding of and the ability to grasp the public service policies and regulation including the Public Service Act, PFM, and Treasury Regulations administration related policies and initiative. Knowledge of executive office management policies will be an added advantage. Good report writing skills. Proven ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical, and creative thinking. Knowledge of budget planning and control. Computer literacy. Valid driver's licence.
: R468 459 per annum. (Level 09), (plus service benefits)				
: Provincial Office, Mbombela				
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<u>DUTIES</u>	: Responsible for the co-ordination of administrative function in the Office of the Deputy Director General: Clinical Health Services (DDG- CHS). Co-ordinate meetings with stakeholders or institutions. Maintain an orderly and efficient system of reception, administration, office information system and archives in the Office of the. Receive, acknowledge, and channel correspondence relating to the Office of the DDG and to the relevant components for further attention. Make follow ups where necessary. Facilitate the gathering of information and prepare and submit reports as required. Maintain office expenditure records. Maintain a database of important contact numbers.			
<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 02/324</u>	: <u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM REF NO: MPDOH/JAN/25/992</u> (Re-advertisement)			
<u>SALARY CENTRE REQUIREMENTS</u>	: <table border="0"> <tr> <td>: R468 459 per annum (Level 09), (plus service benefits)</td> </tr> <tr> <td>: Provincial Office, Mbombela (Nelspruit)</td> </tr> <tr> <td>: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Affairs / Management or any</td> </tr> </table>	: R468 459 per annum (Level 09), (plus service benefits)	: Provincial Office, Mbombela (Nelspruit)	: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Affairs / Management or any
: R468 459 per annum (Level 09), (plus service benefits)				
: Provincial Office, Mbombela (Nelspruit)				
: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Affairs / Management or any				

relevant qualification as recognized by SAQA. At least a minimum of three (3) years' experience in the administration of Performance Management at a supervisory / management (Level 7/8). A proven track record in understanding the intricacies of Performance Management. Skills and Knowledge: Knowledge of relevant legislation (e.g. Public Service Act & Regulations, Public Finance Management Act, Constitutional provisions, provincial PMDS policy provisions, etc.). Knowledge of the Public Service Performance Management System. Good working knowledge of PERSAL and all functions relating to PMDS. Valid code B Drivers Licence and ability to travel provide support and training to facilities. Microsoft Excel, Word and PowerPoint. Must have analytical skills. Good, organising, people management, presentation and communication skills. Ability to deal with confidential matters. Ability to plan and implement a project according to project management principles.

DUTIES : The successful candidate will be responsible for the following functions: Coordinate the implementation of the performance management system for SMS and Non-SMS members in the Department. Implement monitoring mechanisms to ensure compliance on the performance management and development system and generate reports. Conduct training sessions on PMDS. Provide PMDS Policy support to all employees. Implement payment of all relevant awards including, notch Progression for Non-OSD and OSD Employees. Maintain the PMDS data base systems and PERSAL reporting function on PMDS. Coordinate and facilitate the moderation processes for SMS and Non-SMS members at all levels. Implement sectional implementation plan.

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 02/325 : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/JAN/26/994**

SALARY : R397 233 - R454 191 per annum

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : 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 (2026) (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 paediatric 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.

DUTIES : 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.

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 02/326 : **RADIOGRAPHER GRADE 1 REF NO: MPDOH/JAN/26/997 (X3 POSTS)**

SALARY : R397 233 - R454 191 per annum

CENTRE : King Nyabela Hospital (Nkangala District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2025). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphangwa 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 02/327</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1-3: RENAL UNIT REF NO: MPDOH/JAN/26/1000 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum Grade 2: R463 941 - R529 221 per annum Grade 3: R543 099 - R657 507 per annum
<u>CENTRE REQUIREMENTS</u>	:	Rob Ferreira Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technology. Current registration with the HPCSA as Clinical Technologist (2026). Basic life support (BLS). Grade 1: SA Qualified employees: None after registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in respect of the employees who performed Community Service as required in South Africa. Foreign Qualified employees-1 year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession in respect of employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: SA Qualified employees: Minimum of ten (10) years' experience after registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in respect of the employees who performed Community Service as required in South Africa. Foreign Qualified employees- Minimum of eleven (11) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession in respect of employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: SA Qualified employees: Minimum of twenty (20) experience after registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in respect of the employees who performed Community Service as required in South Africa. Foreign Qualified employees- Minimum of twenty one (21) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession in respect of employees of whom it is not required to perform

<p>Community Service as required in South Africa. Knowledge and insight related to dialysis machines and reverse osmosis/water purification system. Knowledge of infection prevention and control (IPC) protocols. Basic computer literacy. Knowledge of relevant legislation and policy related to nephrology. Ability to function independently as well as part of a multidisciplinary team. Effective 98 communication. Good organizational skill and ability to function under pressure. Must be prepared to work shifts, weekends and public holidays.</p>	
<u>DUTIES</u>	: Deliver safe, comprehensive and quality patient care, with specific reference to renal disease treatment and education according to the Scope of Practice and Renal Care policies and standard procedures. Clinical record keeping, procedures and protocols. Dialysis machine and water purification system operation. Identify, prevent and manage risks to ensure patient safety. Facilitate a positive patient experience by creating a conducive environment. Develop/modify an integrated, comprehensive patient-based care plan. Patient assessment and interpretation of blood results.
<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>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 02/328</u>	: <u>SENIOR STATE ACCOUNTANT: SUPPLY CHAIN & ASSETS MANAGEMENT REF NO: MPDOH/JAN/26/1001</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R397 116 per annum (Level 08), (plus service benefits)</p> <p>: King Nyabela Hospital (Nkangala District)</p> <p>: Senior Certificate / Grade 12 plus six (6) years relevant experience in Supply Chain & Assets Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain / Accounting / Financial Management plus three (3) years relevant experience in Supply Chain & Assets Management. Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance processes, medium term expenditure framework, budgeting, accounting practices. Knowledge of Transversal systems BAS, LOGIS, PEIS, and PERSAL. Knowledge of Revenue/Debt and basic bookkeeping functions. Computer literacy (Microsoft Excel, Word). Communications skills in both verbal and written language.</p>
<u>DUTIES</u>	: Financial Accounting \ Supply Chain \ internal control systems of the institutions to ensure compliance, credibility thereof. Ensure the utilisation of the Departmental compliance assessment tools. Evaluate all Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Revenue/Debt systems and procedures in the facility. Fleet management and procedures followed in the facility. Assets management in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Execute MTEF, In Year Monitoring, Financial Reporting (Operational \ Demand Plan costed) and Financial Planning in collaboration of Cost Centre Management. Management of employees in Financial Structure reporting to the post, complying to all prescripts in this regard. Monitor Compensation of Employees cost and salary transactions by working closely with Human resource Management. Report any discrepancies found and assist to implement corrective measures.
<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 02/329</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/JAN/26/1002</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R397 116 per annum (Level 08), (plus service benefits)</p> <p>King Nyabela Hospital (Nkangala District)</p> <p>Senior Certificate / Grade 12 plus six (6) years' experience in Auxiliary Services or Diploma / Degree (NQF Level 6/7) in Public Administration / Management plus three (3) years' experience in Auxiliary Services. 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).</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES</u>	:	<p>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.</p>
<u>POST 02/330</u>	:	<u>SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/JAN/25/1003</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R397 116 per annum (Level 08), (plus service benefits)</p> <p>Bushbuckridge Sub-district (Ehlanzeni District)</p> <p>Senior Certificate / Grade 12 plus six (6) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA plus three (3) years relevant experience in Supply Chain Management. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and 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 tight deadlines. Valid driver's licence will be an added advantage.</p>
<u>DUTIES</u>	:	<p>Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability</p>

	to work under pressure. Supervision of the subordinates. Attend and respond to audit queries.			
<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 02/331</u>	: <u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A REF NO: MPDOH/JAN/26/993</u>			
<u>SALARY CENTRE REQUIREMENTS</u>	: <table border="0"> <tr> <td>: R391 671 - R418 332 per annum</td> </tr> <tr> <td>: Provincial Office, Mbombela (Nelspruit)</td> </tr> <tr> <td>: Senior Certificate / Grade 12 plus National Diploma in Engineering or equivalent qualification as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Engineering Technician. Three (3) years' experience post qualification. A valid driver's licence. Computer literacy. Knowledge: Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations. Engineering Profession Act of 2000.</td> </tr> </table>	: R391 671 - R418 332 per annum	: Provincial Office, Mbombela (Nelspruit)	: Senior Certificate / Grade 12 plus National Diploma in Engineering or equivalent qualification as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Engineering Technician. Three (3) years' experience post qualification. A valid driver's licence. Computer literacy. Knowledge: Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations. Engineering Profession Act of 2000.
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: Provincial Office, Mbombela (Nelspruit)				
: Senior Certificate / Grade 12 plus National Diploma in Engineering or equivalent qualification as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Engineering Technician. Three (3) years' experience post qualification. A valid driver's licence. Computer literacy. Knowledge: Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations. Engineering Profession Act of 2000.				
<u>DUTIES</u>	: <table border="0"> <tr> <td>: Technical Services. Engineering services and management methods. Use of Utilities. Effective Engineering Services for Projects and Programmes. Administrative Functions. People Management. Research.</td> </tr> </table>	: Technical Services. Engineering services and management methods. Use of Utilities. Effective Engineering Services for Projects and Programmes. Administrative Functions. People Management. Research.		
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<u>POST 02/332</u>	: <u>PHYSIOTHERAPIST GRADE 1 REF NO: MPDOH/JAN/26/998</u>			
<u>SALARY CENTRE REQUIREMENTS</u>	: <table border="0"> <tr> <td>: R376 524 – R430 512 per annum</td> </tr> <tr> <td>: King Nyabela Hospital (Nkangala District)</td> </tr> <tr> <td>: 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 Physiotherapist (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as Physiotherapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as Physiotherapist (Independent Practice) for foreign qualified employees. Extensive experience in the assessment and treatment of critical patients. (Neurosurgery, Orthopaedic, ICU, etc.). Extensive management, administration and supervisory experience. Ability to function within a multi-disciplinary team setting to be flexible and to work independently. Good problem-solving, conflict resolution, interpersonal, organizational and communication skills. Willingness to work under pressure. Computer literacy.</td> </tr> </table>	: R376 524 – R430 512 per annum	: King Nyabela Hospital (Nkangala District)	: 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 Physiotherapist (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as Physiotherapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as Physiotherapist (Independent Practice) for foreign qualified employees. Extensive experience in the assessment and treatment of critical patients. (Neurosurgery, Orthopaedic, ICU, etc.). Extensive management, administration and supervisory experience. Ability to function within a multi-disciplinary team setting to be flexible and to work independently. Good problem-solving, conflict resolution, interpersonal, organizational and communication skills. Willingness to work under pressure. Computer literacy.
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: King Nyabela Hospital (Nkangala District)				
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<u>DUTIES</u>	: <table border="0"> <tr> <td>: Manage a clinical load and develop. Physiotherapy services in all the sections of the institution. Assist in the management, policy formulation, and operational planning process of the unit. Supervise and develop personnel in team including mentoring Physiotherapists at a more junior level. Undertake quarterly evaluations and training of allocated operational staff and students. Co-ordinate all administrative activities regarding the patients, clinical area and in the unit. Supervise and train students. Participate in outreach programmes.</td> </tr> </table>	: Manage a clinical load and develop. Physiotherapy services in all the sections of the institution. Assist in the management, policy formulation, and operational planning process of the unit. Supervise and develop personnel in team including mentoring Physiotherapists at a more junior level. Undertake quarterly evaluations and training of allocated operational staff and students. Co-ordinate all administrative activities regarding the patients, clinical area and in the unit. Supervise and train students. Participate in outreach programmes.		
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<u>POST 02/333</u>	: <u>ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/JAN/26/1004</u> (Re-advertisement)			
<u>SALARY CENTRE</u>	: <table border="0"> <tr> <td>: R325 101 per annum (Level 07), (plus service benefits)</td> </tr> <tr> <td>: Tonga Hospital (Ehlanzeni District)</td> </tr> </table>	: R325 101 per annum (Level 07), (plus service benefits)	: Tonga Hospital (Ehlanzeni District)	
: R325 101 per annum (Level 07), (plus service benefits)				
: Tonga Hospital (Ehlanzeni District)				

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services or Diploma / Degree (NQF Level 6/7) in Public Administration / Management. 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 02/334</u>	:	<u>ADMINISTRATIVE OFFICER: TB / HIV (HAST) REF NO: MPDOH/JAN/26/1005</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits)
	:	Ehlanzeni District Office, Mbombela
	:	Senior Certificate / Grade 12 plus three (3) years relevant experience in transformation issues or Diploma / Degree in Administration / Public Management. Knowledge of Conditional grant experience will be an added advantage. Computer literacy. Valid drivers' license. Skills requirements: Good computer skills, excel, word, power-point etc. Knowledge of BAS, LOGIS systems is necessary. Proficiency in English and other languages. Good communication and writing skills, particularly in English. Key Competencies: Knowledge of Data Management systems such as, Tier.net, WebDHIS. Sound and in-depth knowledge of relevant prescripts. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Promotion of Access to Information Act, Skills development Act and various bargaining council regulations.
<u>DUTIES</u>	:	To provide administrative support to clinical mentorship programmes in HAST. Provide administration support for the HAST Chief Directorate. Ensure efficient and effective procurement processes within the Chief Directorate. Liaise with partners that support HAST Programmes. Prepare relevant submissions, minutes, and reports on regular basis.
<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 02/335</u>	:	<u>CHIEF ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: MPDOH/JAN/26/1006</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits)
	:	King Nyabela Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services or Diploma / Degree (NQF Level 6/7) in Public Administration / Management. 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

<p>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).</p>	
<u>DUTIES</u>	: <p>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.</p>
<u>ENQUIRIES</u>	: <p>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.</p>
<u>POST 02/336</u>	: <p><u>FOOD SERVICE MANAGER REF NO: MPDOH/JAN/25/1007</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R325 101 per annum (Level 07), (plus service benefits)</p>
	: <p>King Nyabela Hospital (Nkangala District)</p>
	: <p>Senior Certificate/Grade 12 plus six (6) years relevant experience or Diploma/ Degree (NQF Level 6/7) in Food & Beverage Management / Food Technology / Hospitality Management / Food Science. Knowledge of food service management. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control is required. Strong interpersonal, analytical, and problem-solving skills. Ability to work as a team member and independently under pressure. Should have effective leadership skills and computer literacy. A driver's license will be an added advantage.</p>
<u>DUTIES</u>	: <p>Manage material resources, stock, equipment, and the preparation and serving of food and refreshment. Conduct stock taking. Ensuring cleanliness in the unit. Compile performance packs as well as performance reviews of staff. Ensure compliancy to occupational health and safety. Exercise over control in the section. Apply hygiene in all service units. Planning and coordinating venues, meetings, schedules, and services. Developing and implementing policies in the section, compiling reports and submit on monthly basis. Supervision in the section.</p>
<u>ENQUIRIES</u>	: <p>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.</p>
<u>POST 02/337</u>	: <p><u>ADMINISTRATIVE OFFICER: SALARY ADMINISTRATION REF NO: MPDOH/JAN/26/1008</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R325 101 per annum (Level 07), (plus service benefits)</p>
	: <p>King Nyabela Hospital (Nkangala District)</p>
	: <p>Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Auditing / Administration / Public Management. Knowledge in Government Financial Accounting. Extensive knowledge of PERSAL System. At least must have three PERSAL courses as minimum requirement. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.</p>

<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Check and authorize salary related transactions claims such as overtime, sessional allowances and advances, control the instating of garnishee orders, Control the cancellation of deductions such as insurance policies, check and authorize Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the clearing, reconciling and reporting on the state of salary related ledger accounts, control leave and lump sum payments, Control the compilation of the Monthly BAS / PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP201 to be submitted via SARS eFiling and the annual tax reconciliation EMP501 to SARS to be submitted via SARS e@syFile, Control SARS tax directives for assessment, Check issue / reissue of IRP5 Certificates, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required and Filing of claim related documents.
<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 02/338</u>	:	<u>ADMINISTRATIVE OFFICER: ASSETS MANAGEMENT REF NO: MPDOH/JAN/26/1009</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits) King Nyabela Hospital (Nkangala District) Senior Certificate / Grade 12 plus three (3) years relevant experience in the Supply Chain and Asset Management, Logistics and Fleet management or Diploma / Degree (NQF Level 6/7) in Finance / Public Administration / Management / Logistics / Financial Management / Management Accounting. Key Competencies: Computer literacy MS office; Sound knowledge of student administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Team work; Knowledge of PFMA; Leadership and Principles Management. A valid driver's licence.
<u>DUTIES</u>	:	To prepare weekly, monthly and annual reports, render effective and efficient asset management, internal control systems, (BAS, LOGIS and BAUD) Fleet management maintenance of asset. Implementation of the Ideal Hospital Framework. Implementation of the PMDS policy, manage leave and PILIR, monitor Service Level Agreements with service providers, monitor operational plans, and manage staff delegations. Monitor compliance in relation to PFMA, PSA, PSR, BCEA and LRA.
<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 02/339</u>	:	<u>ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/JAN/26/1010</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits) Standerton Hospital (Gert Sibande District) Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services or Diploma / Degree (NQF Level 6/7) in Public Administration / Management. 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 02/340</u>	: <u>ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: MPDOH/JAN/26/1011</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum. (Level 07), (plus service benefits) : King Nyabela Hospital (Nkangala District) : Senior Certificate / Grade 12 plus three (3) years' functional experience or Diploma / Degree in Safety Management or Security Management in Security Management Services. Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Monitoring of Service Level Agreement with contracted private companies. Management Skills: Leadership Skills, Good written and verbal communication skills, Conflict management skills, Interpersonal relations skills, Investigative analysis skills.
<u>DUTIES</u>	: To render security management services, To implement and monitor policies, System and processes pertaining to security management, Implement and monitor information technology policies based on MISS, Facilitate staff vetting process, To monitor contracts for security services delivered by external service providers, Facilitate the provision of security services to events, To manage security investigations and reporting, Monitor and implement audit plans and ensure quality response thereof, Provide reports to the accounting. 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>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 02/341</u>	: <u>PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/JAN/26/1013 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum (Level 07), (plus service benefits) : King Nyabela Hospital (Nkangala District) : Senior Certificate / Grade 12 Certificate or equivalent qualification 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.

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 02/342 : **HEALTH PROMOTION PRACTITIONER REF NO: MPDOH/JAN/26/1014**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07), (plus service benefits)
Winnifred Maboa CHC (Gert Sibande District)
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.

DUTIES : 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.

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 02/343 : **CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO: MPDOH/JAN/26/1019 (X5 POSTS)**

SALARY CENTRE : R325 101 per annum. (Level 07), (plus service benefits)
Mmamethake Hospital (X1 Post)
King Nyabela Hospital (X2 Posts)
(Nkangala District) and Piet Retief Hospital (X1 Post)
(Gert Sibande District)

REQUIREMENTS : 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.

DUTIES : 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, standby and Sunday/public holiday claims. Control queue Marshall, porter and

<u>ENQUIRIES</u>	:	mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports. 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 02/344</u>	:	<u>ADMINISTRATIVE OFFICER: REVENUE MANAGEMENT REF NO: MPDOH/JAN/26/1020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits) Mmamethake Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and 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 tight deadlines. Valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Collect revenue and bank it, Process debtor's accounts. Prepare financial reports, Develop strategic plans. Maintain and apply the filing system for medical records Classify and reclassify patients, Compile management reports, Evaluate staff performance.
<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 02/345</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/JAN/26/1068 (X48 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum
	:	Nkangala District: Mmamethake Hospital (X20 Posts) Middelburg Hospital (X28 Posts)
<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 02/346</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JAN/26/1077 (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum Gert Sibande District: Bethal Hospital (X2 Posts) Driefontein New Stands CHC (X1 Post) Embhuleni Hospital (X1 Post) Iswepe CHC (X1 Post) Paulina Morapedi CHC (X1 Post) KwaZanele Clinic (X1 Post) Sesifuba TB Hospital (X1 Post) Msukaligwa Sub-district (X1 Post)
<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 (2026). 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 Maphangwa 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 02/347</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/JAN/26/1079 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R264 750 – R298 482 per annum Figtree Clinic (Ehlanzeni District) Klarinet CHC (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2026). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphangwa 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 02/348</u>	:	<u>ARTISAN (PRODUCTION) GRADE A: ELECTRICAL REF NO: MPDOH/JAN/26/1080</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R243 597 – R270 357 per annum Bethal Hospital (Gert Sibande District)
<u>DUTIES</u>	:	Minimum of Grade 10-12 plus Trade Test Certificate in Electrical. Valid driver's licence. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.
<u>ENQUIRIES</u>	:	Execute and manage electrical maintenance of the department. Produce objects with material and equipment according to the specification and recognised standards. Quality assurance of production objects. Inspect equipment and facilities according to standard service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record, supervise and mentor staff.
	:	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.

OFFICE OF THE PREMIER

<u>APPLICATIONS</u>	:	Please forward your applications, quoting the relevant reference number to: erecruitment.mpg.gov.za Or to the Deputy Director: Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela, 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: Otprecruitment@mpg.gov.za If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.
<u>CLOSING DATE NOTE</u>	:	06 February 2026 The Office of the Premier is looking for a dynamic, innovative, experienced and suitable candidate to fill the post of Head of Department (Superintendent-General): Co-operative Governance, Human Settlements and Traditional Affairs. The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, youth, gender and disability through the filling of this position and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference. Applications should be submitted in a duly completed recent Z83 form issued by the Minister for Public Service and Administration, accompanied by a detailed Curriculum Vitae (CV) – the form is also available online (erecruitment.mpg.gov.za). Only short-listed candidates will be required to submit certified copies of their qualifications. The minimum entry requirement for this post, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS submitted prior to appointment – and the full details can be sourced by following the link: https://www.thensq.gov.za/training-course/sms-pre-entry-programme/ . All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointment is subject to security clearance, security vetting, employment reference checks, qualifications' verification and signing of an employment contract and a performance agreement. The successful candidate will be required to disclose his/her financial interests. The post is based in Mbombela

MANAGEMENT ECHELON

<u>POST 02/349</u>	:	<u>HEAD OF DEPARTMENT (SUPERINTENDENT-GENERAL): CO-OPERATIVE REF NO: HOD/COGHSTA/2026</u>
	:	Governance, Human Settlements and Traditional Affairs
<u>SALARY</u>	:	R2 352 642 per annum (Level 16), (all-inclusive package). In addition, a 10% Allowance is payable as Head of Department

<u>CENTRE REQUIREMENTS</u>	:	Bombela An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 10 years' experience at a senior managerial level. Core and Process Competencies include: Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.
<u>DUTIES</u>	:	As an Accounting Officer for the Department of Co-operative Governance, Human Settlements and Traditional Affairs, the incumbent will be responsible to perform the following functions: Ensuring the efficient and effective management of co-operative governance, human settlements and traditional affairs matters. Providing strategic leadership to the delivery of co-operative governance, human settlements and traditional affairs programmes in the province. Facilitate all tasks related to the development, stability and viability of local government as well as the housing sector in the province. Promote effective and mutually beneficial intergovernmental relations in the province. Promote integrated development planning by local government. Co-ordinate disaster management support and disaster-related relief. Managing the provision of internal audit services. Ensuring compliance with the provisions of the Public Service Act and Regulations, collective agreements and other statutory obligations by the staff of the Department. Managing the financial, human and physical resources of the Department efficiently and in accordance with government policies. This is a contract post and the successful candidate will be required to enter into a five-years' employment contract and a performance agreement with the Executive Authority. Short-listed candidates will be subjected to a competency assessment and security clearance.
<u>ENQUIRIES</u>	:	Should be directed to the Deputy Director: Internal HRM & D, Ms. SS Monareng Tel No: (013) 766 2004.

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH

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

<u>CLOSING DATE</u>	:	06 February 2026
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed 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 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. 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). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

<u>POST 02/350</u>	:	<u>DEPUTY MANAGER DHS SUB-DISTRICT REF NO: NCDOH 01/2026 (X1 POST)</u>
<u>SALARY</u>	:	R1 028 091 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Pixley Ka Seme District Office
<u>REQUIREMENTS</u>	:	Degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of (9) years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least (4) years of the period referred to must be appropriate/ recognisable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Monitor and evaluate the performance of Primary Health Care services in line with public health indicators. Set norms, standards and targets with a view to report thereon and to initiate corrective action timeously at an appropriate level. Supervise and ensure the provision of quality comprehensive inmate health care through adequate nursing care. Coordinate, monitor and evaluate the implementation of Primary Health Care (PHC) services and programs to the

inmate population. Ensure analysis of health data, formulation and implementation of nursing guidelines, practices, standards and procedures. Management of human resources, finance and assets. Management of performance information. Support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM) status of all the allocated facilities in Pixley ka Seme District. Ensuring compliance with all relevant legislation, policies and procedures for the provision of primary health services within the district as it relates to compliance with the norms and standards of the primary health care package and the realisation of the ideal clinic. Quality improvement: improving quality of service through compliance with all domains of the National Core Standards. This includes monitoring and evaluation of services and use of Health information for effective planning and decision-making and the PTICRM.

ENQUIRIES
APPLICATIONS

POST 02/351

: Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000
: must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or
couriered via postal to Van der Merwe Street, De Aar,7000

DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: NCDOH 02/2026
(X1 POST)

SALARY
CENTRE
REQUIREMENTS

: R896 436 per annum (Level 11), (all-inclusive package)
: Provincial Office, Kimberley
: An appropriate 3 years tertiary qualification in Labour Relations, Human Resource Management or equivalent qualification at NQF Level 6. Three (3) to five (5) years appropriate experience at junior Management level. Knowledge of Labour Relation Act, Public Service Act, Public Finance Management Act, Public Service Regulations, collective Agreements, Skills Development Act, Employment Equity Act and Basic Conditions of Employment Act. Extensive experience in disciplinary hearings, conciliations and arbitration. Skills and competencies in interpretation, communication, planning, organizing and presentation. Ability to communicate issues in a tactful manner, to adapt to changes in the workplace and to work under pressure.

DUTIES

: Manage and Coordinate the investigation on disciplinary cases and grievance – manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Facilitate, manage and coordinate the handling of disciplinary matters. Coordinate the handling of departmental appeals. Provide advice on the compilation of reports on all cases relating to employee relations. Develop and implement guidelines on handling disputes and grievances. Represent the employer in Collective bargaining structures of the PHDSBC. Conduct research and write report on the proposed Human Resource interventions for the Health Sector. Ensure implementation, enforcement and monitor of collective agreements and resolutions within the Health Sector. Facilitate the resolution of sector disputes and provide advice on strike management. Develop a procedure manual and guidelines and handling of disputes. Represent the Department in disputes. Ensure employee engagement on labour relation matters and management of resources and staff within the Provincial Office.

ENQUIRIES
APPLICATIONS

: Ms LC Fritz Tel No: (053) 830 0601
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered

POST 02/352

DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: NCDOH 03/2026
(X2 POSTS)

(Contract posts for a period of 12 months)

SALARY
CENTRE
REQUIREMENTS

: R896 436 per annum (Level 11), (all-inclusive package)
: Provincial Office, Kimberley
: An appropriate 3 years tertiary qualification in Labour Relations, Human Resource Management or equivalent qualification at NQF Level 6. Three (3) to five (5) years appropriate experience at junior Management level. Knowledge of Labour Relation Act, Public Service Act, Public Finance Management Act, Public Service Regulations, collective Agreements, Skills Development Act, Employment Equity Act and Basic Conditions of Employment Act. Extensive

experience in disciplinary hearings, conciliations and arbitration. Skills and competencies in interpretation, communication, planning, organizing and presentation. Ability to communicate issues in a tactful manner, to adapt to changes in the workplace and to work under pressure.

DUTIES : Manage and Coordinate the investigation on disciplinary cases and grievance – manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Facilitate, manage and coordinate the handling of disciplinary matters. Coordinate the handling of departmental appeals. Provide advice on the compilation of reports on all cases relating to employee relations. Develop and implement guidelines on handling disputes and grievances. Represent the employer in Collective bargaining structures of the PHSDSBC. Conduct research and write report on the proposed Human Resource interventions for the Health Sector. Ensure implementation, enforcement and monitor of collective agreements and resolutions within the Health Sector. Facilitate the resolution of sector disputes and provide advice on strike management. Develop a procedure manual and guidelines and handling of disputes. Represent the Department in disputes. Ensure employee engagement on labour relation matters and management of resources and staff within the Provincial Office.

ENQUIRIES
APPLICATIONS : Ms LC Fritz Tel No: (053) 830 0601
Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered

POST 02/353 : **ASSISTANT MANAGER NURSING (NURSING SERVICE MANAGER) REF NO: 04/2026 (X1 POST)**

SALARY
CENTRE
REQUIREMENTS : R693 096 per annum
: Colesberg Hospital
: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. At least 8 years of the period referred to above must be appropriate/recognisable experience after registration as a Professional Nurse with SANC in general nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience in management level. Inherent requirements of the job: Valid code B/EB/C1 driver's license. Competencies (knowledge/ skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).

DUTIES : Commissioning and Overall management of the Clinical, HRM, Supply Chain Management and financial management of the facility. Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programme. Support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM) status of all the allocated facilities in the sub-District. Responsible for the co-ordination, supervision and control of nursing services. Ensure the implementation of quality assurance programmes with set standards for safe patient care. Information and data management.

ENQUIRIES
APPLICATIONS : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000
: must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

POST 02/354 : **OPERATIONAL MANAGER (THEATER) REF NO: NCDOH 06/2026**

SALARY
CENTRE
REQUIREMENTS : R693 096 per annum
: De Aar Hospital
: 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. 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. 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 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 59 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. Coordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends.

ENQUIRIES
APPLICATIONS : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000 must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

POST 02/355 : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: NCDOH 07/2026 (X1 POST)**

SALARY
CENTRE
REQUIREMENTS : R693 096 per annum
Hoptown Clinic
: 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. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with 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 in Curative Skills in Primary Health Care (R48). Inherent requirement of the job: Valid (Code B/EB) 57 driver's licence. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards/Office of Health Standard Compliance. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Good communication skills. Computer literacy (MS Word and Excel, PowerPoint and emails.)

DUTIES : Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial

planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve quality of services and deliver a patient centered service. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends.

ENQUIRIES
APPLICATIONS

: Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000
: must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000

POST 02/356

: **CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE) REF NO: NCDOH 05/2026 (X1 POST)**

SALARY
CENTRE
REQUIREMENTS

: R549 192 per annum
: Pixley ka Seme District office
: Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to maintain registration with the SANC. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7- years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) Driver's Licence. Willingness to travel in the Pixley Ka Seme District Geographic area. Competencies (knowledge/ skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act no 85 of 1993, related regulations and policies. Good interpersonal relations, leadership and communication (verbal and written) skills. Ability to analyse health systems information, conducting research/surveys and compiling comprehensive 81 reports. Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS requirement). Ability to facilitate and promote training.

DUTIES

: Provide direction and oversight of the facility to meet Ideal Health Facility Compliance requirements (Baseline Assessment). Provide direction and oversight of the facility to implement Norms and Standards by the office of Health Standard and Compliance to acquire or sustain accreditation. Provide secretariat support for effective functioning of the Clinical Governance Committee, Patient Safety & Complaints Management Committee, the Risk Management Sub-Committee, Performance monitoring & Evaluation Committee to monitor operational efficiency against performance targets. Develop the training plan for Quality Management and monitor implementation of quality improvement plans across the facility. Management of all resources within the sphere of control in line with applicable SCM and PFMA Provision. Support the office of the Nursing Services Manager, Head of Clinical Department and Chief Executive Officer by Generating reports on Quality Management and Performance against Annual Performance Objectives/targets. Represent the Facility at the District Health Management forum meetings. Develop and ensure implementation of the Infection Prevention and Control Policy, guidelines, and Standard Operating Procedures (SOPs) to improve clinical practice. Support and engage Facility Managers and Institutions support to policy and legislative SHERQ requirements. Facilitate and coordinate the management of risks as identified in terms of the Infection control policy. Provide effective guidance and coordinate training in Infection Prevention and Control to all staff. Support quality assurance programmes: monitor adherence to OHS, IPC and Risk Management in line with National and Provincial policies and Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS meetings.

ENQUIRIES
APPLICATIONS

: Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000
: must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000.

<u>POST 02/357</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY THEATER) REF NO: NCDOH 08/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R476 367 – R549 192 per annum Grade 2: R583 989 – R713 253 per annum
<u>CENTRE REQUIREMENTS</u>	:	Prieska Hospital Minimum educational qualifications: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to function/ make decisions independently as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster.
<u>DUTIES</u>	:	Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure accurate record-keeping for statistical and legal purposes. Effective utilization of human, material and physical resources.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000 must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000.
<u>POST 02/358</u>	:	<u>PROFESSIONAL NURSE REF NO: NCDOH 09/2026 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R376 458 per annum Grade 2: R396 132 – R459 726 per annum Grade 3: R476 36 – R601 638 per annum
<u>CENTRE</u>	:	Victoria West CHC Prieska Hospital Van Wyksvlei PHC
<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 and Midwife. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000 must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

<u>POST 02/359</u>	<u>NURSING ASSISTANT REF NO: NCDOH 10/2026 (X3 POSTS)</u>
<u>SALARY</u>	Grade 1: R174 261 – R196 305 per annum Grade 2: R203 271 – R227 286 per annum Grade 3: R239 559 – R294 513 per annum
<u>CENTRE</u>	De Aar Hospital Prieska Clinic Victoria West Clinic
<u>REQUIREMENTS</u>	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the facility/hospital. Competencies (knowledge/skills): Good communication skills (written and verbally). Self- discipline and motivation.
<u>DUTIES</u>	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000 must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

<u>APPLICATIONS</u>	All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs. Provincial Office: The Head of Department, Department of Co- Operative Governance, Human Settlements and Traditional Affairs Private Bag X5005 Kimberley, 8300 OR hand deliver at 9 Cecil Sussman Road, Kimberley, 8301. ZF Mgcau Regional Office (Upington): The Regional Head, Private Bag X6033, Upington, 8800 OR hand deliver at 66 Schoder Street, Upington, 8800. John Taolo Gaetsewe Regional Office (Kuruman): The Regional Head, P. O. Box 490 Kuruman, 8460 OR hand deliver at 403 Tsineng Road, Rottenburg, Kuruman, 8460. Namakwa Regional Office (Springbok): The Regional Head: Private Bag X15, Springbok, 8240 OR Hand Deliver at 18 Voortrekker Road, Springbok, 8240. Pixley Ka Seme Regional Office (DE AAR): The Regional Head: P.O. Box 774, De Aar, 7000 OR hand deliver at Alida Street, Prestige Building, De Aar, 7000. Frances Baard Regional Office (Kimberley): The Regional Head: 15217 Chapel Street, Kimberley, 8301. OR emailed to applications@nccoghsa.onmicrosoft.com
<u>FOR ATTENTION</u>	Human Resource Registry Tel No: (053) 830 9401 / 9419
<u>CLOSING DATE</u>	06 February 2026
<u>NOTE</u>	The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: http://www.dpsa.gov.za/dpsa2g/vacancies.asp that should be accompanied by comprehensive CVs (previous experience must be expansively detailed). Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on the Z83 application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates including the SMS will be subjected to personnel suitability checks and shall undertake a practical exercise and an integrity (ethical conduct) assessment. The successful candidate will have to undergo full security vetting and will be

appointed based on the positive outcome of the security clearance process, and the candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose his or her 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. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is the intention of the Department to promote representativity through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021.

OTHER POSTS

<u>POST 02/360</u>	:	<u>SECURITY OFFICER REF NO: CM (SEC) 01/01/2026 (X71 POSTS)</u> Sub – Directorate: Security and Facilities Management
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Provincial Office (Kimberley) (X27 Posts) Frances Baard Regional Office (Kimberley) (X12 Posts) John Taolo Gaetsewe Regional Office (Kuruman) (X8 Posts) Pixley Ka Seme Regional Office (De Aar) (X8 Posts) ZF Mgcawu Regional Office (Upington) (X8 Posts) Namakwa Regional Office (Springbok) (X8 Posts)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of ABET / Grade 11 Certificate or equivalent qualification. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) with a minimum of at least Grade C certificate. 0 – 2 years' experience in security operation. Skills: Knowledge of Security legislation, Policies and Procedures, Public Service Regulations, Security Registers, Batho Pele Principles, MISS, Good customer 92 management skills, good communication, interpersonal skills, and Problem-solving skills. Time management. Attributes: Discipline, Self-confidence, Meticulous, Flexible, Initiative, Ethical, Reliable, Independent. Be able to work independently and in a team. Willingness to work irregular hours and shifts (Day/Night including weekends and holidays) due to the nature of the job.
<u>DUTIES</u>	:	Perform access control functions. Determine whether visitors have appointments or the services 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 and issue control documents / cards as required. Operate x-ray machines in the performance of access control to detect unauthorised and dangerous equipment (e.g firearms, knives and e.t.c.) where required. Utilise walk through metal detectors for the effectiveness of access control. Ensure that unauthorised persons and dangerous objects do not enter the building premises. Perform proper lock-up for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all identified security breaches and non-compliance to the supervisor. Ensure that all incidents are recorded in the occurrence book / register. Ensure safety in the building and on the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Operate control room security equipment.
<u>ENQUIRIES</u>	:	Mr. R.M. Jacobs Tel No: (053) 807 9782
<u>POST 02/361</u>	:	<u>SENIOR SECURITY OFFICER REF NO: CM (SEC) 02/01/2026 (X10 POSTS)</u> Sub – Directorate: Security and Facilities Management
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Provincial Office (Kimberley) (X5 Posts) Frances Baard Regional Office (Kimberley) (X1 Post)

	<p>John Taolo Gaetsewe Regional Office (Kuruman) (X1 Post) Pixley Ka Seme Regional Office (De Aar) (X1 Post) ZF Mgcawu Regional Office (Upington) (X1 Post) Namakwa Regional Office (Springbok) (X1 Post)</p>
<u>REQUIREMENTS</u>	<p>Applicants must be in possession of grade 12 certificate or equivalent qualification. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) with a minimum of at least Grade B certificate. 0 - 3 years security experience. Applicants with previous senior security experience will be an added advantage. A valid driver's licence will be a prerequisite. Skills: 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).</p>
<u>DUTIES</u>	<p>Supervise and allocate security functions performed by the security officers/service providers, ensuring adherence to department security policies. 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. Check incidents / occurrence books / registers and perform administrative related functions. Administer key control systems, monitor and respond to alarm systems and identify risks and threats to the security of the department. Administer all control room operations to safeguard the department's assets and review of footage upon request through proper procedure.</p>
<u>ENQUIRIES</u>	<p>Mr. R.M. Jacobs Tel No: (053) 807 9782</p>

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	Applications quoting relevant reference, should be forwarded as follows: Provincial Office, Private Bag X2068, Mmabatho, 2735, must be forwarded to: Healthjobs@nwpq.gov.za or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Cnr Sekame and First Street, Mafikeng.
<u>FOR ATTENTION</u>	:	Ms K Monne
<u>CLOSING DATE</u>	:	12 February 2026
<u>NOTE</u>	:	The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualify. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

MANAGEMENT ECHELON

<u>POST 02/362</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: 01/2026/01</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive SMS package)
<u>CENTRE</u>	:	Job Shimankana Tabane Hospital - Rustenburg
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Health Sciences (NQF Level 7) as recognised by SAQA. A Post-Graduate Diploma in Management will be an added advantage. Five (5) years' experience at a Senior Managerial level in the Health Sector. Pre-entry Certificate for the Senior Management Services (SMS) as endorsed by the National School of Government submitted prior to appointment. 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. Computer literacy. A valid driver's license. Core Management Competencies: strategic capability and leadership; people management and empowerment; programme and project management; financial management; change management; knowledge management;

	service delivery innovation; problem solving and analysis; Conflict management, client orientation and customer care and communication. Knowledge and understanding of the Hospital environment.
<u>DUTIES</u>	Plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework. Represent the hospital at provincial and public forums. Provide strategic leadership to improve operational efficiency within the health establishment. Improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital; ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service Delivery. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA; ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care and establish community networks. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety. Manage the institution's risks to ensure optimal achievement of health outcomes.
<u>ENQUIRIES</u>	Mr P Mokatsane Tel No: (014) 590 9100
<u>POST 02/363</u>	<u>DIRECTOR: PROGRAMME IMPLEMENTATION REF NO: 02/2026/01</u>
<u>SALARY</u>	R1 266 714 per annum, (all-inclusive SMS package)
<u>CENTRE</u>	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	Bachelor's Degree in Health Sciences (NQF Level 7) as recognized by SAQA or equivalent tertiary qualification in Health Sciences. Five (5) years of experience at a middle/senior managerial level in HIV and TB Management. Pre-entry Certificate for the Senior Management Services (SMS) as endorsed by the National School of Government submitted prior to appointment. 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. A valid driver's license. Computer literacy. Core Management Competencies: Strategic capability and leadership, People management and empowerment, Programme and Project management, Financial Management, Change management, Knowledge Management, Service delivery innovation, Problem solving and analysis, Conflict management, client orientation and customer care and Communication. Knowledge and understanding of the hospital environment.
<u>DUTIES</u>	Provide strategic leadership in terms of HIV and TB management and control. Develop and facilitate the implementation of HIV and TB management and control policies, framework, guidelines, and standards that relate to the programme. Develop and implement new strategies in line with National Policies, guidelines and ensure integration with other programmes. Develop monitoring and evaluation framework for the programme, initiate projects to address emerging problems within the community, develop a coordinated and uniform approach to HIV and TB case reporting, surveillance and investigation. Develop monitoring framework that will provide for participation of all stakeholders. Draw and monitor progress on implementation of operational project and budget plans for the project.

<u>ENQUIRIES</u>	:	Ms G Tsele Tel No: (018) 391 4042
<u>POST 02/364</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: 03/2026/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive SMS package) Joe Morolong Memorial Hospital – Vryburg & Witrand Hospital - Potchefstroom Bachelor's Degree in Health Sciences (NQF Level 7) as recognized by SAQA. A Post-Graduate Diploma in Management will be an added advantage. Five (5) years of experience at a Middle/Senior Managerial level in the Health Sector. Pre-entry Certificate for the Senior Management Services (SMS) as endorsed by the National School of Government submitted prior to appointment. 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. A valid driver's license. Computer literacy. Sound understanding of hospital services and broader health service delivery issues, District Health System, Human Resource, Finance, Supply Chain Management, Public Health Policy and related issues. Core Management Competencies: Strategic capability and leadership, People management and empowerment, Programme and Project management, Financial Management, Change management, Knowledge Management, Service delivery innovation, Problem solving and analysis, Conflict management, client orientation and customer care and Communication. Knowledge and understanding of the hospital environment.
<u>DUTIES</u>	:	Responsible for overall management of the Hospital. Provide strategic leadership. Manage the provision of quality and integrated health services, Clinical and corporate governance. Ensure proper management in the following areas: Nursing and Clinical Management, Financial Management (including Revenue), Supply Chain Management, Internal Control & Risk Management, Human Resource Management, Communication as well as Quality Assurance. Manage related conditional grants and funding for special health projects. Ensure accreditation and licensing of various units wherever practicable. Ensure quality patient care. Effectively manage hospital performance indicators as well as employee performance. Liaise with the District Management Team for a proper referral system. Develop essential protocol and business plan for the hospital.
<u>ENQUIRIES</u>	:	Ms P Tlou Tel No: (018) 293 4405 (Joe Morolong Memorial Hospital) Ms L Matsipe Tel No: (018) 294 9100 (Witrand Hospital)
DEPARTMENT OF HUMAN SETTLEMENTS		
<u>APPLICATIONS</u>	:	Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements: hand deliver to Cnr Provident and University Drive, West wing 2nd floor Garona Building, Mmabatho. Or email to Hsjobs@nwp.gov.za
<u>CLOSING DATE</u>	:	06 February 2026, Time (16H00)
<u>NOTE</u>	:	Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subject to security vetting. The candidate will have to disclose his/her financial interests. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Failure to comply with the above requirements will result in the disqualification of the application. The applicants

should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Completion of new Z83: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A, B,C and D may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, Part E: all fields must be completed, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, www.dpsa.gov.za. The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the implementation of employment plan. Preference will be given to people with disabilities. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

<u>POST 02/365</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: HS/ 07/ 25/26</u> Component: Office of The CFO
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11). The inclusive remuneration Package consist of Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Mmabatho) Matric/Grade12 bachelor's degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Financial and Accounting management/ Internal Audit/External Audit/Internal Control Minimum Three (3) – Five (5) years' experience of which (3) years should be supervisory assistant director experience in internal control/ internal Audit/External Audit. A valid driver's license. Competencies/ Knowledge and skills: knowledge of relevant prescripts, Knowledge of public service prescripts (PFMA/ PSA/ PSR/ DORA/ PPPFA. Financial Manual). Computer literacy. Sound planning and organizing skills. High level of reliability and commitment. Basic written and verbal communication skills. Excellent time management skills. Report writing skills. Presentation skills.
<u>DUTIES</u>	:	Develop strategic internal audit plans Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Keep up to date with new developments in the internal and external audit environment. Compile submit required administrative reports Manage the sub-directorate Development of departmental Post Audit Action Plan Ensure that there are tight internal control systems within the department Facilitate process of identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFW) in the department Record keeping and reporting Coordinate external and internal audit process.
<u>ENQUIRIES</u>	:	Ms SD Mokhadi Tel No: (018) 388 3524
<u>POST 02/366</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HS/ 08/ 25/26</u> Component: Human Resources Management
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11). The inclusive remuneration Package consist of Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules.
<u>CENTRE</u>	:	Head Office (Mmabatho)

<u>REQUIREMENTS</u>	:	Matric/Grade12 Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Management Services, Production Management, Industrial Psychology, Operations Management. Minimum Three (3) – Five (5) years' experience of which three (3) years should be supervisory assistant director experience A valid driver's license. Competencies/ Knowledge and skills: Advanced communication skills, both oral and writing. Problem solving and negotiation skills, Sound organising and planning skills, Computer Literate, Presentation skill, leadership and Creativity. In- Depth Knowledge of Government Prescripts. Job Evaluation and OD Systems. Job Evaluations, Job Descriptions and Organisational Design. Knowledge and application of Org Plus and Zellis Compensate System. DPSA Directives and policies on OD and Job evaluation business processes. Understanding of Public Service Regulations and Act and other Government policies, Project Management, formulation and Interpretation of policies.
<u>DUTIES</u>	:	Manage the organizational design and review processes Ensure that the Organizational structure is aligned to the strategic objectives of the Department Manage job evaluation process Manage the facilitation and development of job descriptions Manage the development and review of organisational development and design interventions Manage workload analysis and efficiency of employees (determine post provisioning norms) Manage and ensure that business process mapping, work improvements methods and standard operating procedures are developed Ensure organisational functionality assessments of department's internal systems and processes is conducted Ensure that Government policies , resolutions and circulars are implemented correctly Manage the unit.
<u>ENQUIRIES</u>	:	Ms MR Modisakeng Tel No: (018) 388 4818
<u>POST 02/367</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES PRACTICES REF NO: HS/ 09/ 25/26</u> Component: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R551 823 per annum (Level 09) Head Office (Mmabatho)
	:	Matric/Grade12 Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Human Resources Management, Public Management Public Administration, and other related field Minimum Three (3) years relevant experience in Human Resource practices at supervisory level A valid driver's license PERSAL certificates (intro, Personnel Admin and leave). Competencies/ Knowledge and skills: advanced communication skills, both oral and writing. Public Service Regulations, Public Service Act, In-depth knowledge of PERSAL System, Extensive knowledge of HR functions, Knowledge of applicable HR legal prescripts and policies, Ability to interpret and analyse polies and guideline on broader HRM matters, Report writing, Computer skills, Communication skills.
<u>DUTIES</u>	:	Facilitate recruitment and hiring processes in the Department Ensure compliance and facilitate the advertisements of vacant posts that is in line with the organizational structure Administer HR Management Systems (PERSAL) Develop and review policies in employment about Human Resource Management on Recruitment and Selection and employee benefits Facilitate condition of services, remuneration and employee benefits Management and Administration of Human Resources Registry Supervision of staff within the unit.
<u>ENQUIRIES</u>	:	Ms Q Mangope Tel No: (018) 388 4762
<u>POST 02/368</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE STRATEGIES AND PLANNING REF NO: HS/ 10/ 25/26</u> Component: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R551 823 per annum (Level 09) Head Office (Mmabatho)
	:	Matric/Grade12 National Diploma/ Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 6/7 in Human resource management/ Public Administration/ Public Management Minimum Three 3 years relevant experience at supervisory level A valid driver's license. Competencies/ Knowledge and skills: advanced communication skills, both oral and writing. Public Service Regulations, Public Service Act Knowledge of Employment Equity Act, HR Planning strategic Framework for the Public Service. knowledge

<u>DUTIES</u>	: of Policy development, analysis and implementation Knowledge of analysing post and establishment information Presentation and facilitation skill. Develop and implementation of departmental Human Resource Plan and reports Develop and implement departmental Employment Equity Planning and reporting Maintenance of HR staff Establishment information system and produce reports Develop and review implementation of policies within the unit Manage the delegations register within the department Management of staff within the unit.
<u>ENQUIRIES</u>	: Ms MR Modisakeng Tel No: (018) 388 4818
<u>POST 02/369</u>	: <u>ASSISTANT DIRECTOR: LOGISTICS AND INVENTORY REF NO: HS/ 11/ 25/26</u> Component: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 - R551 823 per annum (Level 09) : Head Office (Mmabatho) : Matric/Grade12 Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Supply Chain Management/ Financial Management/ Public Administration Minimum Three (3) years relevant experience in logistics management at supervisory level A valid driver's license. Competencies/ Knowledge and skills: knowledge of application of supply chain policies and procedures. Knowledge of public service prescripts (PFMA/ PSA/ PSR/ DORA/ PPPFA. Financial Manual) knowledge and application of government supply chain systems (CSD, WALKER, BAS, LOGIS). Computer skills. Reporting skills. Planning and organising skills. Good verbal and written communication skills. Conversant with PFMA and SCM regulations. Computer literacy. Good telephone etiquette. High level of reliability. Presentation skills.
<u>DUTIES</u>	: Manage the processing of requisition of goods and services Manage the delivery and distribution of goods Preparation of documentation for payments Generate Orders, monthly reporting Management of human resource.
<u>ENQUIRIES</u>	: Ms M Tumane Tel No: (018) 388 2474
<u>POST 02/370</u>	: <u>ADMIN CLERK SUPERVISOR REF NO: HS/ 12/ 25/26 (X2 POSTS)</u> Component: Human Settlements Development and Implementation
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 - R382 959 per annum (Level 07) : Head Office (Mmabatho) : Matric/Grade12 Minimum of 6 – 10 years' experience HS claims and administration A valid driver's license. Competencies/ Knowledge and skills: knowledge of housing subsidy claims processes, knowledge of HSS system, housing ACT, housing code. PFMA regulations, computer skills especially MS Excel. Communication skill. Ability to work under pressure.
<u>DUTIES</u>	: Supervise and render general clerical administration support services which includes; Capture Housing Subsidy claims Liaise with system administrator (HSS) and developers regarding claims validation period Advice on and verify all existing individual subsidies and flips claims Liaise with developers regarding short payments of claims Supervise human resource.
<u>ENQUIRIES</u>	: Ms G Sapelo Tel No: (018) 388 1527
<u>POST 02/371</u>	: <u>PERSONAL ASSISTANT REF NO: HS/ 13/ 25/26 (X2 POSTS)</u> Component: Chief Director Corporate Services and Human Settlements Planning
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 - R382 959 per annum (Level 07) : Head Office (Mmabatho) : Matric/Grade12 National Diploma as recognised by SAQA at NQF level 6 in Office Management / Public Administration Three (3) Years relevant experience in office administration. Competencies/ Knowledge and skills: knowledge on the relevant legislation, policies. Prescripts and procedures. Coordination skills, liaison skills. problem solving skills. Verbal and written communication skills. Planning and organizing skills. Typing skills. Computer literacy.
<u>DUTIES</u>	: provide secretarial/ receptionist support services to the manager Render administrative support services Provide support to the manager regarding meetings Support the manager with the administration of the manager's budget Coordinate logistical arrangements for meetings when required Remain up to date about prescripts/ policies and procedures applicable to his/her work terrain.

<u>ENQUIRIES</u>	:	Ms D Lolokwane Tel No: (018) 388 2391
<u>POST 02/372</u>	:	<u>SECRETARY REF NO: HS/ 14/ 25/26 (X1 POST)</u> Component: Financial Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Head Office (Mmabatho)
	:	Matric/Grade12. No Experience. Diploma as recognised by SAQA at NQF level 5/ 6 in Office Management/ Office Administration/ Management Assistant and Secretary services will be added advantage Competencies/ Knowledge and skills: Language skills and ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability Basic written communication skills Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	provide secretarial/ receptionist support services to the office of the Director Provide clerical support to the office Remain up to date about prescripts/ policies and procedures applicable to his/her work terrain Record keeping of the utilisation of the allocated motor vehicle eg. Log sheets and petrol receipts.
<u>ENQUIRIES</u>	:	Mr L Modipane Tel No: (018) 388 5730
<u>POST 02/373</u>	:	<u>ADMINISTRATION CLERK REF NO: HS/ 15/ 25/26 (X2 POSTS)</u> Component: Human Settlements Development and Implementation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Head Office (Mmabatho)
	:	Matric/Grade12 No experience Competencies/ Knowledge and skills: knowledge of computer literacy especially MS Excel, Knowledge of Government prescripts e.g. housing Act, Housing code and PFMA regulations. Communication and interpersonal skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provide clerical support which includes; receive claims from regional offices Check required supporting documentation Register claims on the claims register (Excel) Compile checklists for complete claims.
<u>ENQUIRIES</u>	:	Ms G Sapelo Tel No: (018) 388 1527

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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

ERRATUM: Kindly note that the advert for the Post 01/263: Assistant Director: Health Support (Information Management and Monitoring and Evaluation) Chief Directorate: Emergency and Clinical Services Support, Salary R468 459 per annum, Centre: Service Priorities Co-ordination, advertised in the Public Service Vacancy 01 dated 16 January 2026, with reference number: Post 1/263 has been cancelled.

OTHER POSTS

<u>POST 02/374</u>	: <u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (RADIOLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: R2 084 754 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Radiology. Inherent requirements of the job: Valid Code B drivers' licence. Be able to work commuted overtime in the Radiology Department. Provide governance for the Radiology Services for Garden Route and Central Karoo Districts (Rural East Ecosystem). Be able to work flexible hours as the clinical workload demands. Competencies (knowledge/skills): Must have a strong record of clinical expertise and clinical governance, including experience with training and teaching at both under and post graduate levels and across disciplines. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Financial and Resource Management experience. Experience in Management or Leadership.
<u>DUTIES</u>	: Manage overall performance of a 24/7 Radiology service at the Regional Hospital, in an ecosystem approach. Provide leadership and ensure appropriate clinical governance systems are in place for the Garden Route and Central Karoo Districts (Rural East Ecosystem). Corporate governance of the Radiology Functional Business Unit which includes financial and human resource management. -Co-operation and liaison with other Departments within the hospital and across the Rural East Ecosystem. Function within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates as part of a multidisciplinary team.
<u>ENQUIRIES APPLICATIONS</u>	: Dr T Koen Tel No: (044) 802-4535 : 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 and/or competency test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of three months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM

<u>POST 02/375</u>	:	<u>MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (VASCULAR SURGERY)</u>
<u>SALARY</u>	:	Grade 1: R1 553 670 per annum Grade 2: R1 773 222 per annum Grade 3: R1 936 806 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Sub-Specialist in Vascular Surgery. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Vascular Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Sub-Specialist in Vascular Surgery. Grade 2: A minimum of 5 years appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Sub-Specialist in Vascular Surgery. Grade 3: A minimum of 10 years appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Sub-Specialist in Vascular Surgery. Competencies (knowledge/skills): Clinical and surgical competency in vascular surgery. Ability to work in a high-volume clinic and surgical environment. Ability to teach and train undergraduate and post graduate students. Ability to conduct clinically relevant research in the field of vascular surgery.
<u>DUTIES</u>	:	Vascular Surgery clinical service provision and management in the Groote Schuur Hospital, Vascular Unit. Management and training of surgical staff. Participation in academic and management activities of the division.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Prof L Cairncross Tel No: (021) 406-6229 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV. 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.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/376</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN) (X1 POST)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Kleinvlei CDC Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist. 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, Family Physician. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign professional health council in respect of a foreign qualified employee) as a

Medical Specialist, Family Physician. Inherent requirement of the job: A Valid driver's licence. Working Commuted Overtime at the 24-hour facilities. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Good leadership, clinical and communication skills. Ability to lead a multidisciplinary team in delivering primary healthcare care at clinic and hospital level. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Strong communication, interpersonal, leadership and conflict resolution skills. Ability to design and implement care pathways, guidelines, and quality improvement initiatives. Ability to perform under pressure. Computer literacy (MS word, Outlook, excel). Participate in on call rosters. Experienced in facilitating clinical teaching, learning, and assessment for undergraduate and postgraduate health sciences students, as well as medical officers, nurses, and allied health staff.

<u>DUTIES</u>	:	Clinical services as a consultant and clinician with clinical expertise across the full scope of family medicine practice. Competence in teaching, mentoring, and clinical supervision. Provide clinical Governance, risk and quality management. Academic educational activities, teaching and relevant research. Coordinate CPD programmes and support continuous professional development in the facility. People management of clinical staff and supporting the budget management related to clinical services.
<u>ENQUIRIES</u>	:	Sr A Lyners Tel No: (021) 826 9872 (Kleinvlei CDC), Sr K Jacobs Tel No: (021) 363 2814 (Michael Mapongwana CDC)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Metro Health Services for a period of three months.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/377</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 1: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Urology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/ skills): Ability to perform urologic surgery at a tertiary level. Have research experience. Experience in Adult and Paediatric Urology, renal transplantation, laparoscopic surgery, trauma, endourological and oncological surgery.
<u>DUTIES</u>	:	Contribute to the under and post grad training and research agenda of the Division. Organise and contribute to the surgical skills training courses. Oversee day surgery, surgical clinics and surgical emergencies. Supervision and performance of major Urology surgery, Laparoscopic surgery, laparoscopic surgery, trauma, endourological and oncological surgery. The management of

<u>ENQUIRIES</u>	specialist urological patients within the Division of Urology and at related hospitals to Groote Schuur Hospital. To provide services (operative and OPD consulting) at Eerste River and Western Cape Rehabilitation Hospitals.
<u>APPLICATIONS</u>	Prof J Lazarus Tel No: (021) 406-6105
<u>NOTE</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV. 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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Specialists 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 Plein District Hospital, Victoria Hospital and George Provincial Hospital.
<u>POST 02/378</u>	06 February 2026, 05:00 PM
<u>SALARY</u>	<u>CHIEF ENGINEER GRADE A (CIVIL/STRUCTURAL)</u>
<u>CENTRE REQUIREMENTS</u>	Directorate: Infrastructure Planning
<u>DUTIES</u>	R1 266 450 per annum, (A portion of the package can be structured according to the individual's personal needs.)
	Head Office, Cape Town
	Minimum educational qualification: Appropriate engineering degree (B Eng/BSC (Eng) or relevant qualification. Experience: At least 6 years appropriate/recognisable post qualification experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health-sciences related post-graduate qualification will be beneficial. Experience in and understanding the planning, design and construction of complex buildings (preferably health facility installations). Experience with feasibility studies in terms of life cycle costing of civil and structural elements, Green Building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Interpretation of and developing and compiling new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills.
<u>ENQUIRIES</u>	Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and scoping specifications from an engineering perspective. Preparation of the User Asset Management Plan. Investigate civil and structural engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (design, construction and commissioning) of civil / structural engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards. People management.
<u>APPLICATIONS</u>	Ms M van Leeuwen at (082) 442-2682
<u>NOTE</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	No payment of any kind is required when applying for this post.
	06 February 2026, 05:00 PM

<u>POST 02/379</u>	:	MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA CENTRE) (1 Year Contract)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Advanced Trauma Life support (ATLS) certified. Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Airway skills and ability to resuscitate the severely injured patient. Ability to conduct research. Ability to work as part of a trauma team. Knowledge, expertise and experience with regards to providing medical care of high care trauma patients. Basic surgical skills, ultrasound course, PALS, BLS and ACLS.
<u>DUTIES</u>	:	Teaching. Clinical Governance. Clinical Service: Patient care and assisting in theatre. Innovation and Research. Leadership.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Show Tel No: (021) 404 4117 or Sandiswa.show@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 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)". Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officers 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 Plein District Hospital, Victoria Hospital and George Provincial Hospital. 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.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/380</u>	:	MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE) Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum

<u>CENTRE REQUIREMENTS</u>	Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs) Worcester Regional Hospital
	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience 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 requirement of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven knowledge and experience in appropriate general patient management, including diagnosing, stabilizing, treating and patient disposal. Proven knowledge of public health policies, guidelines and related prescripts to manage patients and resources effectively. Proven experience in principles of planning, organizing and implementation. Competent and willing to work across disciplines if required.
<u>DUTIES</u>	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 health ecosystem (Rural Central Ecosystem). Ensure governance compliance by maintaining high quality clinical records, and participating in national, provincial and unit-based improvement strategies. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Dr LA Hodsdon Tel No: (023) 348 1194, Lesley.Hodsdon@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	06 February 2026 05:00 PM
<u>POST 02/381</u>	<u>MEDICAL OFFICER GRADE 1 TO 3 (FAMILY AND EMERGENCY MEDICINE) (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</u>	George Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to work after-hours duties, including nights, weekends, and public holidays when needed. 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.
<u>DUTIES</u>	:	Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in Rural East in the Western Cape. 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.
<u>ENQUIRIES</u>	:	Prof LS. Jenkins Tel No: (044) 802-4619
<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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert 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>	:	06 February 2026 05:00 PM
<u>POST 02/382</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (CRITICAL CARE)</u> (1 Year Contract)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate

experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/ skills): Experience in the management of critically ill patients. Experience in placement of invasive lines with ultrasound. Experience in the management of ventilated patients. It would be advantageous to have experience working in a critical care environment or training in the management of critically ill patients. Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy.

<u>DUTIES</u>	:	The management and care of patients in keeping with the ethos of the Department of Health and Wellness in the Western Cape. In and after-hours assessment and care of critically ill patients in the various intensive care units within the Western Metropole and at Groote Schuur Hospital. Engagement with patient triage processes and capture of referral data. Formulation of effective management plans in the context of a cost-conscious environment. Orientation of new staff in the critical care environment. Participation in the academic activities of the Division of Critical Care.
<u>ENQUIRIES</u>	:	Ms C Baxter Tel No: (021) 404 3279 or email: chardonnay.baxter@westerncape.gov.za or ivan.joubert@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV. 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. 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 Plein District Hospital, Victoria Hospital and George Provincial Hospital.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/383</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRIC AND MEDICAL SERVICES) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Lentegeur Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the

HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to work shifts and after hour duties. Willingness to participate in the Commuted Overtime system at Lentegeur Psychiatric Hospital. Valid Code B/EB driver's licence. Competencies (knowledge/skills): Ability to apply the necessary skills, knowledge and aptitude as a medical officer when rendering services to mental health care users with mental health conditions at Lentegeur Psychiatric Hospital. Ability to function as part of a multi-disciplinary team with good interpersonal, organizational and teamwork skills. Good communication skills (verbal and written). Computer literacy in MS office and report writing skills. Ability to provide holistic patient-centred care of patients with mental health conditions as well as those with medical and psychiatric emergencies.

<u>DUTIES</u>	:	Provision of quality comprehensive and holistic medical care to patients at Lentegeur Psychiatric following a patient-centred approach. Clinical Administration and Medico-Legal matters. Clinical Governance and Quality Assurance. General administration. Professional development and training.
<u>ENQUIRIES</u>	:	Prof L Phahladira Tel No: (021) 370-1153 or email: lebogang@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/384</u>	:	<u>DEPUTY DIRECTOR: PEOPLE MANAGEMENT (COMPLIANCE AND TRAINING)</u> Directorate: People Strategy
<u>SALARY</u>	:	R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Bellville Minimum educational qualification: Bachelor's Degree/ Advanced Diploma (NQF 7) in Human Resources/ People Management field. Experience: 3 -5 years middle management experience (supervisory and management functions at an ASD level). Extensive work experience (6-10 years) in people administration and people practices in the public sector. Experience working in audit and compliance work environment would be advantageous. Inherent requirements of the job: A valid Code B/EB driver's licence. Training and proficiency in PERSAL. Competencies (knowledge/skills): Behavioural: Analysing; Leading and Supervising; Persuading and Influencing; Planning and Organising; Deciding and Initiating Action; Working with People Delivery Results and Meeting Customer Expectations; Relating and Networking.

Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability; Person-Centred; Authenticity; Being of Service; Teamwork Recognition; Collaboration. Skills: Analytical Thinking; Auditing Skills; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills and Conflict Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all PM administration and practices (such as recruitment and selection, transfers, promotions, leave, pension, overtime, retirement benefits, appointments, pay progression, salary gratuities, death benefits, working hours, RWOEE); Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000. No payment of any kind is required when applying for this post. Short-listed candidates will be required to complete a practical test and competency assessment, as part of the selection process.

DUTIES : Ensure compliance of practices and processes with respect to People Management prescripts. Develop audit framework of key indicators for various PM practices areas. Provide tools, mechanisms and systems for reporting on areas of non-compliance. Provide quarterly PM compliance reports for Western Cape Audit Committee (e.g. HRAAP and CMI). Provide input to departmental reporting. Render PERSAL Helpdesk functions. Co-ordinate and oversee PM audit investigations conducted on identified risk areas in PM processes. Prepare an programme of audit investigations to be conducted in the Department of identified risk areas. Oversee and guide the implementation of PM audits investigations. Quality assure the PM audit reports and provide such to clients. Manage ad-hoc PM audit investigations. Compile trend analysis from PM audits completed to inform training, upskilling initiatives and ensure recommendations in internal audit reports are addressed. Provide functional training and tools on PM processes to line managers and PM components in the Department. Oversee the training and upskilling programme to address key PM risk areas. Ensure the delivery of effective training programme and monitor it for impact. Facilitate the development of user-friendly PM procedure manuals, guidelines and toolkits to improve PM compliance. Create and maintain a repository of standard operating procedures, policies, directives and guidelines for all PM practice areas. People Management. Financial Management.

ENQUIRIES
APPLICATIONS : Ms R Shade Tel No: (021) 483-3717
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 February 2026, 5:00 PM

POST 02/385 : **DEPUTY DIRECTOR (BUSINESS ANALYST)**
Directorate: Information Technology

SALARY
CENTRE
REQUIREMENTS : R896 436 per annum
: Head Office, Cape Town
: Minimum educational qualifications: An appropriate 3-year tertiary qualification (National Diploma/B-Degree). Experience: Appropriate experience in IT Environment and Business Analysis or Enterprise Architecture. Appropriate

	experience leading or managing Business Analysis in IT or digital environments and Familiarity with business analysis methodologies (such as BABOK, Agile, Lean, etc.). Appropriate experience supporting digital transformation initiatives and Proven ability to build and maintain relationships with senior business stakeholders. Appropriate experience in healthcare, public sector, or other regulated environments. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): BRMP, BABOK, ITIL, or TOGAF certification. Understanding of Government IT policies. Experience managing or leading a Business Analyst or similar professional team. Experience in healthcare, public sector, or regulated environment. Demonstrable track record of delivering analysis to support digital or business transformation. Proven experience building strong relationships with clients and key stakeholders. Knowledge & Skills Strong understanding of business analysis methods and tools. Excellent interpersonal, facilitation, and influencing skills. Ability to translate complex information into actionable insights. Strong organisational skills with ability to manage multiple priorities. Collaborative and inclusive leadership style. Focus on quality, accountability, and continuous improvement.
<u>DUTIES</u>	: Lead, coach, and develop the Business Analyst team to deliver consistent, high-quality outputs. Define and embed standards, templates, and tools for business analysis across digital programs. Manage team workload, priorities, and capacity in alignment with departmental objectives. Promote a culture of collaboration, professional development, and continuous improvement. Conduct regular performance reviews, identify development needs, and support skills growth within the BA team. Act as the key liaison between Health IT and clinical, corporate, and operational services. Build strong relationships with senior stakeholders to understand business priorities, challenges, and opportunities for improvement. Facilitate early engagement with business areas to identify IT needs, shape demand, prioritise initiatives, and align with strategic objectives. Communicate complex information clearly and effectively to technical and non-technical audiences. Work collaboratively with Project Management Office, Cel, Systems Development, and relevant teams to ensure coherent delivery. Support the development of business cases and all necessary artefacts in line with the PMO process and SDLC. Align BA activity with departmental goals such as patient-centered delivery, operational efficiency, and digital innovation. Contribute to the design and implementation of digital roadmaps and service improvement initiatives. Identify and help deliver opportunities for cross-functional process optimization. Oversee quality assurance of all BA deliverables, ensuring outputs are accurate, evidence-based, and aligned to strategic needs. Monitor and report on BA performance metrics, resource utilisation, and outcomes. Ensure all analysis and documentation adheres to governance, data protection, and clinical safety standards. Drive continuous improvement in business analysis methodologies and stakeholder satisfaction. Support lessons learned and knowledge-sharing activities across the IT delivery program. Vendor & Contract Management: Participate in procurement processes and contract negotiations for ICT services. Monitor service level agreements (SLAs) and ensure vendor compliance with contractual obligations. Risk & Issue Management: Proactively identify, assess, and mitigate risks associated with ICT projects and business processes. Maintain a risk register and ensure timely resolution of issues impacting project delivery.
<u>ENQUIRIES</u>	: Ms N Dlamini Tel No: (021) 483-8945
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM

<u>POST 02/386</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGER (FINANCE AND SUPPLY CHAIN MANAGEMENT)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate managerial and supervisory experience. Extensive finance and Supply Chain Management experience. Appropriate experience in Budget Management. Appropriate practical experience in completing and analysing BMIs. Appropriate experience in expenditure control. Inherent requirements of the job: Willingness to travel within the Western Cape province. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Well acquainted with the Public Finance Management Act (PFMA), NTR's and PTI's. Well acquainted with the BAS and Logis. Knowledge of transfer payments to Local Authority and NGO's. Excellent mathematical and accountancy skills. Excellent organisation skills. Advanced computer literacy in Ms Office: Excel, Word and PowerPoint. Great problem solver to handle budget enquiries from the centre managers. Should possess good interpersonal skills/relationships. Able to resolve conflict. Should be able to do research on budgeting. Should be an analytical thinker in order to solve the various budgetary problems Should be able to lead (leadership abilities) Should be creative – develop new ideas that impact on existing methods. Should be able to communicate well – verbal exchange of information requiring difficult explaining as well as tact and diplomacy. Possess good writing skills – able to draw up complex notes, memos and reports. Should be a good team builder (able to motivate, negotiate and present well).
<u>DUTIES</u>	:	Provide Financial Strategy, Planning, oversight and revenue management. Ensure good governance, reduce financial risk and coordinate compliance and audit reports. Ensure comprehensive Supply Chain Management practices and coordinate demand and procurement plans. Provide leadership, performance management and support to the component with the implementation of effective and efficient people management. Review of budget management instruments to ensure credible projections and ensure sound financial practices within the constraint of the PMFA. Coordinate the management of Revenue collection. Establish governance structures for EMS.
<u>ENQUIRIES</u>	:	Dr JO Arendse Tel No: (021) 815-8612
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants will be considered for other vacant Deputy Director: Financial Manager (Finance & Supply Chain Management) posts within the Chief Directorate Emergency & Clinical Support Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/387</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION (PUBLIC PRIVATE INITIATIVES)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Clinical Service Improvement Minimum educational qualification: An appropriate 3-year national diploma/ degree (or equivalent). Experience: Appropriate experience in management and coordination of public sector initiatives or partnerships with stakeholders or third parties. Inherent requirements of the job: Valid (Code B/ EB) driver's licence. Willingness to travel within the province. Competencies (knowledge/skills): Any legal, commercial and financial knowledge as it relates to public sector and private sector interventions or services. Knowledge of public sector supply chain and finance regulations/prescripts. Numeracy, Literacy, Driving skills. Sound computer literacy skills. Sound language verbal, written and Interpersonal Communication skills. Report Writing & Presentation skills. Administration, Financial Management, Human Resource Management and Change Management skills.

<u>DUTIES</u>	: <p>Strategic Support & Oversight of PPI Projects: Provide leadership and strategic oversight for all Public-Private Initiative (PPI) projects, ensuring alignment with departmental priorities, managing project scoping, analysis, stakeholder engagement, and overseeing the development of submissions, specifications, and agreements. Policy, Guidelines & Tools Development: Develop policies, guidelines, protocols, and tools to support forecasting, prioritization, implementation, and monitoring of PPI projects, including contributing to monitoring & evaluation frameworks and conducting situational analyses. Reporting & Data Management: Manage the preparation of monthly, quarterly, mid-term, and annual reports; maintain and design relevant databases; and translate data into presentations and reports to support decision-making. People Management: Ensure effective management of staff within the sub-directorate, including performance management, labour-related processes, and capacity-building initiatives. Financial Management: Develop business plans and aligned budgets, manage costing and expenditure monitoring, ensure compliance with PFMA and audit requirements, and promote cost-effective practices across projects and programmes.</p>
<u>ENQUIRIES</u>	: <p>Ms L Najjaar Tel No: (021) 815-8865</p>
<u>APPLICATIONS</u>	: <p>Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	: <p>No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants will be considered for other vacant Deputy Director: Administration (Public Private Initiatives) posts within the Chief Director Emergency & Clinical Support Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.</p>
<u>CLOSING DATE</u>	: <p>06 February 2026, 05:00 PM</p>
<u>POST 02/388</u>	: <p><u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services</p>
<u>SALARY</u>	: <p>Grade 1: R872 709 per annum Grade 2: R1 014 705 per annum Grade 3: R1 174 848 per annum (A portion of the package can be structured according to the individual's personal needs).</p>
<u>CENTRE REQUIREMENTS</u>	: <p>Alexandra Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid code B/EB Driver's licence. Willingness to work after hours when required. Competencies (knowledge/ skills): Adaptability to different clinical settings and adjusted placement requirements.</p>
<u>DUTIES</u>	: <p>The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. Complete administrative tasks effectively. Training and supervision of intern clinical psychologists and involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students. Participation in academic research. Participation in any project or clinical</p>

<u>ENQUIRIES</u>	initiative that falls under the rubric of Alexandra Hospital's annual operational plan (AOP).
<u>APPLICATIONS</u>	Ms L Saville Tel No: (021) 503-5004 or Laetitia.Saville@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. The post is advertised on joint conditions of employment between the Western Cape Department of Health (70%) and the University of Cape Town Department of Psychiatry and Mental Health (30%). Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the 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>	06 February 2026, 05:00 PM
<u>POST 02/389</u>	<u>ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	R755 355 per annum
<u>CENTRE</u>	Lotus River CDC
<u>REQUIREMENTS</u>	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. 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 a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to attend community needs after hours. Competencies (knowledge/ skills): Computer literacy (MS office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.
<u>DUTIES</u>	Leadership, Guidance and Support to overall management to achieve strategic goals and objectives. Oversight and support to Operational Managers using information systems and data to enhance service delivery and priority programmes as co-ordination of Nursing Students. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Responsible for People Management, Supply Chain and Financial Management, Strategy and Health. Responsible for the enhancement of Community Governance. Monitoring of Facilities Management, Maintenance and Infrastructure.
<u>ENQUIRIES</u>	Ms L Appolis Tel No: (021) 2020-933
<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 Southern Western Substructure 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>	06 February 2026, 05:00 PM

<u>POST 02/390</u>	<u>HEAD OF DEPARTMENT (NURSING COLLEGE): POSTGRADUATE PROGRAMMES</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R713 253 per annum Western Cape College of Nursing, Central Administration, Stikland Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 or Psychiatric (where applicable). Post-basic qualification with a duration of at least one year accredited with the SANC in any one of the clinical nursing specialties. Post-basic qualification in Nursing education registered with SANC. Relevant Master's degree (NQF Level 9). Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatric Nurse where applicable. Experience: A minimum of 9 years appropriate /recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel. Possess good communication (written & verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making/ problem-solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<u>DUTIES</u>	Ensure Academic Governance all postgraduate programmes in terms of delegations, relevant acts, regulations and annual performance plan. Coordinate and Facilitate Multi Campus Nursing Education and Training of students to comply with Council of Higher Education Programme Review criterion. People Management. Collaborate with internal and external stakeholders. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate the teaching and learning of nursing programmes. Participate in the development and review of nursing curricula for postgraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE criterion. Participate in all governance structures of the College. Coordinate and facilitate Research and promote the image of the College.
<u>ENQUIRIES APPLICATIONS</u>	Dr TM Bock Tel No: (021) 831-5834 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 competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments 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 post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	06 February 2026, 05:00 PM
<u>POST 02/391</u>	<u>HEAD OF DEPARTMENT (NURSING COLLEGE): UNDERGRADUATE PROGRAMMES</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R713 253 per annum Western Cape College of Nursing, Central Administration, Stikland Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 or Psychiatric (where applicable). Relevant Master's degree (NQF Level 9). Post-basic qualification in Nursing education registered with

SANC. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatric Nurse where applicable. Experience: A minimum of 9 years appropriate /recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel. Possess good communication (written & verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision-making/problem-solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

<u>DUTIES</u>	: Ensure Academic Governance all undergraduate programmes in terms of delegations, relevant acts, regulations and annual performance plan. Coordinate and Facilitate Multi Campus Nursing Education and Training of students to comply with Council of Higher Education Programme Review criterion. People Management. Collaborate with internal and external stakeholders. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate the teaching and learning of nursing programmes. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE criterion. Participate in all governance structures of the College. Coordinate and facilitate Research and promote the image of the College.
<u>ENQUIRIES</u>	: Dr TM Bock Tel No: (021) 831-5834
<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 competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments 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 post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM
<u>POST 02/392</u>	: <u>ASSISTANT MANAGER NURSING AREA: COMPREHENSIVE HEALTH SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R693 096 per annum
<u>CENTRE</u>	: Northern/Tygerberg Sub-Structure Office
<u>REQUIREMENTS</u>	: 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 a Professional Nurse. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a 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. Appropriate experience in health programmes: Maternal/Women/Child/Adolescent & Nutrition services, non-communicable disease, Working with NPO's and Mental Health. Appropriate financial planning and management experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/ skills): The ability to function independently as well as in a multi-disciplinary team (including the NPO sector), Solid health information system/data management, analysis, and interpretation abilities. Understanding and knowledge of the District Health Services (DHS), Health Programme Policies and Guidelines.

	Good interpersonal, collaborative and leadership skills, Computer literacy and good report writing skills. Extensive knowledge of Financial Management and Health Service-related contract management.
<u>DUTIES</u>	Management, facilitation, co-ordination and implementation of Comprehensive Health Programmes, including Community Based Services and Facility-Based Services in the Sub-structure office. Maternal/Women/Child/Adolescent/ HIV & TB STI, Mental Health Programmes). Support, strengthening and development of the DHS, priority health services and community-orientated primary care. Management of Human Resources and effective, and sustainable financial management of the National Conditional Grant/Donor funding/provincially earmarked/NPO funding. Monitoring and evaluation of priority service objectives, performance indicators and targets. Manage the implementation of continuous quality improvement and quality assurance initiatives and provide related support to the service platform. Management of training programmes in conjunction with Human Resource Development and Training Division, liaison with the relevant role players.
<u>ENQUIRIES</u>	Ms. D Fourie Tel No: (021) 815-8879
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of 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>	06 February 2026, 05:00 PM
<u>POST 02/393</u>	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE AND DAY WARD)</u> Chief Directorate: Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	R693 096 per annum George Regional Hospital Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the above-mentioned period must be appropriate and recognizable experience after the obtaining of the post basic course the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to understand and follow policies, procedures, and protocols as Operational Manager Nursing (Specialty: Theatre) Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office).
<u>DUTIES</u>	Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning & implementation of nursing care and the guidance of nursing & other personnel. Manage human, material and physical resources efficiently and effectively. Practice within the laws of the profession of nursing as well as various legislation, regulations & protocols applicable to the public service. Maintain professional growth/ethical

	standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	Ms. LK De Goede Tel No: (044) 802-4537
<u>NOTE</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and competency test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
	06 February 2026, 05:00 PM
<u>POST 02/394</u>	
	<u>OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT (ARV/HIV)</u>
	Chief Directorate: Metro Health Services
<u>SALARY</u>	R549 192 per annum
<u>CENTRE</u>	Delft CHC, Northern/Tygerberg Sub-structure
<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 a professional council: Registration with the SANC as a Professional Nurse. Experience: A Minimum of 7 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to work after hours. Competencies (knowledge/ skills): Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Experience in working in an ARV/HIV setting. Disciplinary and conflict management skills, computer literacy (MS Word and Excel).
<u>DUTIES</u>	Supervise the unit and ensure proper utilization of physical, human and financial resource in accordance with legislation and policies. Provide management support, guidance, and direction to personnel under her/his supervision towards the realization of strategic goals and objectives. Maintain constructive working relationships with multi-disciplinary teamwork and other relevant stakeholders. Participate in health promotion initiatives, HAST audits and contribute to their evaluation and improvement plans. Effective operational management at clinic level. Professional development, i.e. assessing, in service training needs, planning implementation of training programmes.
<u>ENQUIRIES</u>	Ms K Levy Tel No: (021) 954-2237
<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 date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical assessment.
<u>CLOSING DATE</u>	06 February 2026, 05:00 PM
<u>POST 02/395</u>	
	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u>
	Chief Directorate: Metro Health Services
<u>SALARY</u>	R549 192 per annum
<u>CENTRE</u>	Metro TB Hospital Complex (Brooklyn Chest 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 a professional council: Registration with the South African Nursing Council as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid code (B/EB) drivers licence. Flexible to perform official after-hour duties for the Hospital. Willingness to work night shift, act on behalf of supervisor. Competencies (knowledge/skills): Extensive knowledge in General Nursing, Infection Prevention and Control as

	well as Quality Assurance. Knowledge of National and Provincial Health Policies and Nursing Acts and Laws. Computer literacy (MS Word, Excel and PowerPoint). Excellent managerial and leadership skills.
<u>DUTIES</u>	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	Ms M Dankers Tel No: (021) 508-7420
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and/or competency assessment. The pool of applicants will be considered for vacancies within Metro Health Services for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	06 February 2026, 05:00 PM
<u>POST 02/396</u>	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	Grade 1: R476 367 per annum Grade 2: R583 989 per annum (Plus non-pensionable rural allowance of 8% of your annual basic salary).
<u>CENTRE REQUIREMENTS</u>	Ladismith Clinic, Kannaland 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 as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care (R 48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills (Verbal and written). Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. -Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	Ms S Labuschagne Tel No: (028) 551-1342
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post

basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within Central Karoo 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>	:	06 February 2026, 05:00 PM
<u>POST 02/397</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: ANTENATAL AND POSTNATAL)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE 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 Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to assist to other units within the Maternity department. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Good communication skills (verbal and written).
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Maternal and Neonatal units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care of maternal and neonatal patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms G Williams Tel No: (021) 404-4257 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 these posts. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. 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.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/398</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum

<u>CENTRE REQUIREMENTS</u>	(Plus non-pensionable rural allowance of 12% of your annual basic salary). Prince Albert Clinic, Prince Albert Sub-district and Satelite Clinics Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care (R 48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Good communication skills (verbal and written).
<u>DUTIES</u>	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	Mr E Usabamahoro Tel No: (023) 814 - 0001
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within Central Karoo 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>	06 February 2026, 05:00 PM
<u>POST 02/399</u>	<u>UNDERGRADUATE LECTURER NURSING GRADE 1 TO 2</u>
<u>SALARY</u>	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	Western Cape College of Nursing, Boland/Overberg, Southern Cape Karoo and Metro Campus
<u>REQUIREMENTS</u>	Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 or Psychiatric Nurse (where applicable). Post-basic qualification in Nursing Education registered with SANC. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife or Psychiatric Nurse where applicable. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience 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 Nursing Education after obtaining the 1- year post-basic qualification in Nursing

<p>Education. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making / problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy. Possess good communication (written & verbal) and presentation skills.</p>	
<u>DUTIES</u>	: Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Support the mission and promote the image of the College.
<u>ENQUIRIES</u>	: Dr Y Magerman Tel No: (021) 684-1202, Dr S Mottian Tel No: (044) 8130-1993 (Southern Cape/Karoo Campus), Ms L Strauss Tel No: (023) 814-0090 (Boland/Overberg Campus)
<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 competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments 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 post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM
<u>POST 02/400</u>	: <u>ASSISTANT DIRECTOR: FINANCE (FINANCIAL STATEMENTS)</u> Directorate: Financial Accounting
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Head Office, Cape Town
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Financial Accounting, Auditing or related field. Experience: Appropriate experience in the preparation of Annual and Interim financial statements as well as an audit environment. Appropriate experience in International Financial Reporting Standards (IFRS) and/or Modified Cash Standards (MCS). Inherent requirement of the job: A valid code B/EB manual driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of BAS, LOGIS, and SCM will be an added advantage. Advanced computer literacy (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations). Strong people management skills and ability to work in a multi-disciplinary team. Strong technical financial skills, including, experience in the audit and accounting environment. Preparation of financial reports and the ability to understand, analyse and monitor financial prescripts. Experience in the compilation of Annual and/or Interim Financial Statements (AFS/IFS), accrual accounting principles, the Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS). Experience in data analytics and excel template development.
<u>DUTIES</u>	: Responsible for the compilation of the AFS and IFS of the Department of Health & Wellness. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and conduct training sessions in respect of the relevant MCS, GRAP and IFRS when required. Compile and develop procedures and policies for AFS/IFS requirements. Scrutinise Annual Report and related documents for consistency. Engage with Auditor-General and other stakeholders. Data analytics of financial and non-financial information. Evaluate institutional responses and inputs during the preparation of the AFS and IFS. Ensure the

updating of management information with regards to interim and final external audits. Ensure the Human Resource Management functions of personnel in the unit.

ENQUIRIES
APPLICATIONS

NOTE

CLOSING DATE

POST 02/401

SALARY
CENTRE
REQUIREMENTS

DUTIES

ENQUIRIES
APPLICATIONS

NOTE

CLOSING DATE

POST 02/402

SALARY

CENTRE
REQUIREMENTS

Mr MN Davids Tel No: (021) 483-3176

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

No payment of any kind is required when applying for this post. Short-listed candidates will be required to do a computer literacy test and presentation as part of the evaluation process.

06 February 2026, 05:00 PM

ASSISTANT DIRECTOR: FOOD SERVICES MANAGEMENT

R468 459 per annum

Groote Schuur Hospital, Observatory

Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Food Service Management or Hospitality Management (or equivalent qualification). Experience: Appropriate supervisory experience. Appropriate experience in a large-scale Food Service environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Willingness to be on standby. Competencies (knowledge/ skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets, Word documents, and presentations in Microsoft Office. Knowledge and skills with regard to managing the operation of an industrial Food Service Unit. Problem-solving, sound numerical skills, decision-making, and time management skills. Knowledge of disciplinary code and procedure. Conversant with the Labour Relations Act, Food Services policies, Food Safety Management System (ISO 22000:2018) and Occupational Health and Safety Act. Good communication skills (verbal and written).

Plan and develop the strategic management of the Food Services Unit by providing well-balanced meals to all patients. To effectively and efficiently maintain a high culinary service standard within the Kitchen. To mitigate risks within the Kitchen environment wrt quality, environment, and health and safety. Manage human resources, inclusive of leave, disciplinary code of conduct, time keeping, performance management, and filling of vacant posts in the Department. Manage financial resources, including food costing, contract management, and weekly statistics. Effective and efficient support to the Dietetic Department and Milk Kitchen Department.

Mr R De Jager Tel No: (021) 404-3405

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

No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment. 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.

06 February 2026, 05:00 PM

RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC)

Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

Groote Schuur Hospital, Observatory

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

registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Must work shifts. Competencies (knowledge/skills): Knowledge of theatre, mobile, fluoroscopy and general radiography protocols. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team.

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

ENQUIRIES
APPLICATIONS : Ms N Behardien-Peters Tel No: (021) 404-4187
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 February 2026, 05:00 PM

POST 02/403 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Directorate: Supply Chain Management (Clinical Sourcing)

SALARY
CENTRE
REQUIREMENTS : R397 116 per annum
: Head Office, Cape Town
: Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree in Administration, Supply Chain Management or equivalent. Experience: Appropriate experience in Administrative Support within Supply Chain Management/Finance/Governance or equivalent. Inherent requirement of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Recommendation: (Secretariat to Bid Committees) or other committees with a similar strategic value will be advantageous. Ability to handle matters of a confidential nature. Computer Literacy, with advanced competence in MS Word and Excel and good working knowledge of BAS/SYSPRO/LOGIS. Excellent written and verbal communication skills, incl. report writing. Analytical skills, Supervisory skills and Presentation skills as well as sound problem-solving skills. Ability to work under pressure, Reliability and ownership.

DUTIES : Manage submission packs, agendas, minutes and declarations of interest for Departmental Bid Adjudication Committee (DBAC) and Tender Committee (TC) meetings. Recording of Departmental Bid Adjudication Committee (DBAC) and Tender Committee (TC) meetings. Ensure logistical arrangements for meetings are made. Take minutes and present memorandum during meetings. Follow up and advise Chairperson of outstanding matters. Provide feedback to Bid administrators in the Sourcing Section. Maintain and update DBAC tracker. Send recommended resolutions to the delegated official for sign-off. Filling of Agenda, minutes, declaration of interest for record keeping. Manage staff and section output (Human Resource Management).

<u>ENQUIRIES</u>	:	Mr A Mili Tel No: (021) 834-9050, or email: Ayanda. Mili@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>	:	06 February 2026, 05:00 PM
<u>POST 02/404</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFRASTRUCTURE SOURCING</u> Directorate: Supply Chain Sourcing
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies; in particular: Executing procurement projects from needs analysis through to contract management stage. The procurement processes prescribed by the Construction Industry Development Board. The local built environment industry, incl. cost drivers, supply & demand, innovations, vendor landscape, etc. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services e.g., plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills.
<u>DUTIES</u>	:	Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.
<u>ENQUIRIES</u>	:	Mr JR Burricks, email: jody.burricks@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>	:	06 February 2026, 05:00 PM
<u>POST 02/405</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (LOGIS SUPPORT- DEVELOPMENT AND IMPLEMENTATION PROJECT OF INVENTORY/CONSUMABLES)</u> Directorate: Supply Chain Management (3-Year Contract)
<u>SALARY</u>	:	R397 116 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Head Office, Cape Town (Office based at Bellville)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Supply Chain Management system LOGIS with main focus on inventory/consumables and warehousing experience. Appropriate LOGIS experience. Inherent requirement of the job: Project Management/leadership. Training/knowledge transfer. Valid Code B/EB drivers' licence. Willingness to travel. Competencies (knowledge/skills): Computer Literacy particularly in Word and Excel. Data analysis and reporting Organising Skills. Knowledge of procurement systems – LOGIS. Knowledge of LOGIS inventory/stores functionalities. Conversant with the Department's procurement prescripts. High level of excellence in accurate data capturing and recording. Teamwork and project management. System Implementation. Excellent human relations abilities and telephone skills.

<u>DUTIES</u>	Coordinate implementation of inventory and consumable applications and dashboards across institutions, facilitating the alignment of business processes and supporting solution design, testing, and go-live. Represent operational and end-user needs in system design and enhancement processes; host consultation and feedback sessions to ensure that user requirements are accurately reflected. Support the Business Intelligence (BI) development team in drafting technical specifications for dashboard and application development. Conduct system training, develop and distribute training materials, quick guides, and FAQs, and promote system adoption through on-site and virtual sessions. Coordinate and track implementation plans for departmental systems and projects, ensuring milestones are achieved as scheduled. Facilitate alignment and feedback sessions with relevant institutions and document all implementation challenges for escalation where required. Capture and integrate feedback from facilities into system and process improvements. Log, track, and resolve user issues within agreed turnaround times while maintaining accurate consultation and decision records. Promote user adoption through on-site and virtual support, ensuring consistent use of departmental systems and processes. Compile weekly and monthly progress reports, ensuring information accuracy and timely submission. Maintain accurate dashboard inputs and monitor performance indicators to identify variances and implement corrective actions. Ensure that all project documentation, reports, and alignment records are updated and securely stored for audit and governance purposes.
<u>ENQUIRIES</u>	Mr J Coetzee Tel No: (021) 483-4302
<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>	06 February 2026 05:00 PM
<u>POST 02/406</u>	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (SUNDRY CREDITORS)</u>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Finance that focuses on the Key Performance Areas of the post. Appropriate working experience and skills in BAS (Basic Accounting System), LOGIS, or other appropriate Financial Systems and PERSAL. Competencies (knowledge/ skills): Relevant knowledge, skills and experience of financial systems, processes, procedures, prescripts and legislative framework (PFMA, NTRs, etc.). Knowledge of BAS, PERSAL and LOGIS. Knowledge of Annual Financial Statements. Knowledge of budget, expenditure and suspense accounts. Computer literacy. Knowledge of and ability to apply the Disciplinary Code. Ability to analyze and provide solutions to problems. In-depth knowledge of SCoA codes and reports on LOGIS / BAS. Good leadership and managerial skills. Ability to work under pressure and independently. Supervisory experience.
<u>DUTIES</u>	Support the Assistant Director: Finance in executing the hospital's strategic objectives. Effectively manage the Creditors section to achieve its goals and targets. Ensure timeous and accurate reporting with regard to the Annual Financial Statements. Interpret, apply and ensure compliance with financial policies, regulations and instructions as practiced in the Public Sector. Do quarterly evaluations and give training to personnel. Authorize transactions on LOGIS and BAS. Manage the performance and development of staff. Effective handling of computer systems such as LOGIS and/or BAS. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts.
<u>ENQUIRIES</u>	Ms H van Graan Tel No: (021) 658-5007
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	06 February 2026, 05:00 PM
<u>POST 02/407</u>	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u>
	Chief Directorate: Rural Health Services
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Worcester Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/ Degree within Human Resource Management or Labour Relations. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the RHS Central Ecosystem, Rural Health Services and Cape Town. Experience: Appropriate experience in PERSAL. Appropriate experience in labour relations. Competencies (knowledge/skills): Computer Literacy in Ms Office Skills. Ability to work under pressure, meet deadlines and maintain confidentiality. Knowledge of Labour Relations. Presentation and Facilitation Skills.
<u>DUTIES</u>	:	Effective and efficient rendering of Labour Relations functions including Investigations and Representing the Employer in Disciplinary matters. Assist with the facilitation, development, implementation and evaluation of LR training. Interpret and apply Labour Relations policies/prescripts and manage/monitor its effective implementation. Effective and efficient management of misconduct, grievance and dispute cases. Render an effective administrative support service to the Institutional Labour Relations component. Ms Z Kwinana Tel No: (023) 348-1277
<u>ENQUIRIES</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>APPLICATIONS</u>	:	
<u>NOTE</u>	:	No payment of any kind is required is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/408</u>	:	<u>ARTISAN FOREMAN GRADE A</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade A: R382 047 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex (Brooklyn Chest Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 5 years' experience as an Artisan after obtaining the trade test certificate. Inherent requirements of the job: Valid code B/EB driver's licence. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety. Good communication (verbal and written) and interpersonal skills. Sound knowledge of managing a workshop, staff members and maintenance facets. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Effectively manage the Maintenance department. Develop the staff of the Maintenance department. Responsible for production work in different fields i.e. electrical, plumbing, painting, carpentry and ensure tasks are performed according to OHS Act, and to applicable norms and standards. Plan and design new installations and alterations. Meet with assigned contractors and as well as monitor progress of projects. Ensure the efficient maintenance of hospital equipment. Drafting of maintenance plans for equipment and ensure that the equipment is serviced as per schedule.
<u>ENQUIRIES</u>	:	Mr CJ Van Houten Tel No: (021) 508-8333
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/409</u>	:	<u>CHIEF REGISTRY CLERK: SUPPORT SERVICES (REGISTRY/ARCHIVES AND POSTAL/MESSENGER SERVICES)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in a Registry environment. Competencies (knowledge/skills): Computer literacy. Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Knowledge on PERMIS/SPMS system. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the

	work in registry. Knowledge of departmental policies and procedures. Knowledge of National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996); Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); Protection of Personal Information Act, 2013 (Act No. 4 Of 2013); Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000). Interpersonal skills. Presentation skills. Good verbal and written communication skills. Report writing skills.
<u>DUTIES</u>	: Supervise and provide registry, mailing and messenger services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and franking machine budget. Supervise the processing and process documents/files for archiving/disposal. Supervise the receive and sending of faxes. Supervision of staff.
<u>ENQUIRIES</u>	: Ms D Mentor Tel No: (021) 938-4243
<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>	: 06 February 2026, 05:00 PM
<u>POST 02/410</u>	: <u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> West Coast District (Contract until 28 February 2027)
<u>SALARY</u>	: R325 101 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	: Citrusdal Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirements of the job: Ability to work in a very physically demanding environment. Valid (code B/EB) driver's license. Willingness to work overtime and be on standby duties. Competencies (knowledge/ skills): Good communication, interpersonal and organising skills and ability to supervise multi-disciplinary teams. Independent decision-making, problem-solving and interpersonal skills. Knowledge of stock control, policies, procedures, service outputs and Service Level Agreements for Outsourced Services. Numerical literacy, data management and good computer literacy (proficiency in Excel, windows, and e-mails).
<u>DUTIES</u>	: Effective and efficient control of the Transport section and technical services (Access control and fire alarm systems). Effective control and efficient operating of Laundry Unit and linen Bank. Management of the Workshop and the Cleaning Service Contract as well as Security Services. Effective waste management. Ensure effective management of Food Services Component. Perform general supervision, Human Resource Functions and Development of Support Services personnel and support to Medical Manager/Supervisor.
<u>ENQUIRIES</u>	: Mr R Layman Tel No: (022) 921-9253
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM
<u>POST 02/411</u>	: <u>ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Alexandra Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel Administration (i.e. Salary administration, Service Conditions, Personnel Management and Recruitment and Selection). Appropriate supervisory experience. Competencies (knowledge/skills): Knowledge of People Management legislation and policies with the ability to understand and provide advice on policies. Abilities to function effectively within a team environment with or without supervision. Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook). Appropriate PERSAL experience.
<u>DUTIES</u>	: Manage all Human Resource related functions within the HR Department in conjunction with the Senior Administrative Officer. Supervise Administration Clerks to ensure effective functioning of the Personnel Administration Section.

Administer and ensure effective and efficient implementation of Human Resource Management policies and prescripts. Approve PERSAL transactions. Train and develop sub-ordinates. Train all occupational groups at the institution regarding HR matters. Handle all appointments, service termination, salary administration, PILLIR, RWOEE, WCA and general service conditions, auditing of leave and personnel files, debt management, pension administration and management of paysheets and commuted overtime. Assist to maintain PM databases. Ensure effective and efficient Recruitment and Selection processes.

ENQUIRIES
APPLICATIONS

NOTE

: Mr. J Adams Tel No: (021) 503-5185
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE

: 06 February 2026, 05:00 PM

POST 02/412

: **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (CONTRACT MANAGEMENT)**

Chief Directorate: Metro Health Services

SALARY
CENTRE

: R325 101 per annum
Office of the Chief Director (Based on the Premises of Lentegeur Hospital and Western Cape Rehabilitation Centre in Mitchell's Plain)

REQUIREMENTS

: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in managing outsourced Contract Management services. Appropriate experience in supervision of staff. Appropriate experience in report-writing, Interpreting contracts and Service level specification. Appropriate experience in monitoring and auditing service contracts. Inherent requirements of the job: Valid Driver's Licence. Competencies (knowledge/skills): Knowledge and ability to interpret and correctly apply Policies, Regulations, Instructions, and especially the service standards, service outputs and service level agreements of an integrated facility management service. Knowledge and understanding of integrated hard- and soft facilities management, monitoring and evaluation. High numerical literacy skills. Computer literacy (proficiency in Windows and MS Office. Excellent communication, interpersonal and conflict management skills.

DUTIES

: Efficient and effective monitoring, reporting and complaints management in respect of all hard- and soft facility management services rendered to the Department by a Service Provider. Train Department of Health and Wellness staff in respect of stipulated procedures, policies and protocols of a service level specification for integrated facility management service. Liaise between Department of Health and Wellness staff and Service Provider, Help Desk, Contract Manager and CEO's of Lentegeur Hospital and Western Cape Rehabilitation Centre. Monitor, evaluate and report on the compliance in respect of Integrated Facility Management Services rendered by a Service Provider. Monitor, record keeping and analyse all calls logged with the Help Desk. Compile monthly, quarterly and annual summary reports for Contract Manager/ CEO's of Lentegeur Hospital and Western Cape Rehabilitation Centre.

ENQUIRIES
APPLICATIONS

NOTE

: Ms C Faulmann Tel No: (021) 370-2364
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE

: 06 February 2026, 05:00 PM

POST 02/413

: **ADMINISTRATIVE OFFICER: ADMISSIONS**

SALARY

: R325 101 per annum

<u>CENTRE REQUIREMENTS</u>	: <p>Tygerberg Hospital, Parow Valley Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration or Hospital Fees. Inherent requirements of the job: Must be able to work 12-hour shifts (including weekends, nightshift and public holidays). Competencies (knowledge/skills): Working knowledge of CLINICOM. Computer Literate (Microsoft Excel, Word and Outlook). Excellent written and verbal communication skills. Familiar with all finance instructions (FAR), Hospital Memorandum Chapter 18 and UPFS procedural manual. Familiar with supervisory duties in a Patient Administration Environment (set out on CV). Report writing skills. Analytical thinking and problem-solving skills. Ability to execute duties accurately and thoroughly and meet strict deadlines. Must be able to cope with a heavy workload and handle stressful situations.</p>
<u>DUTIES</u>	: <p>Leading a dynamic administrative team. Ensuring correct interpretation of finance instructions and the implementation thereof. Collating and interpreting statistics in the section (CMI reports). Ensuring all accounts are handed in timeously. Ensuring optimal revenue collection and mechanisms to improve on revenue targets. Ensuring all HR and Labour relations policies are adhered to. Supervision of clerical staff within Patient Reception Services (Receptions, Wards, Clinics, Special offices (IOD, Medico legal etc). Training of staff.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Mr. RE Domingo Tel No: (021) 938-4550 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE CLOSING DATE</u>	: <p>No payment of any kind is required when applying for this post. 06 February 2026, 05:00 PM</p>
<u>POST 02/414</u>	: <p><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (CLINICAL FACILITATOR)</u></p>
<u>SALARY</u>	: <p>Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum</p>
<u>CENTRE REQUIREMENTS</u>	: <p>Groote Schuur Hospital, Observatory Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirement of the job: Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Good Organizational Skills and the ability to function under pressure. -Effective communication, interpersonal, leadership, decision making and conflict resolution skills. -Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Knowledge and insight related to the Specialty area. -Basic Computer Literacy.</p>
<u>DUTIES</u>	: <p>Facilitate learning opportunities for all Nursing personnel and students. Provide professional, technical, and educational support for the provision of quality patient care through proper management of nursing care programmes. -Facilitate the in-service training updating of skills and competencies as well as the orientation programme for nurses and students and support nursing research. -Evaluate and assess the competencies and skills of nursing personnel and students, -Support the implementation of CPD for all nursing staff. -Ensure appropriate placement and accompaniment of nursing personnel and nursing students.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Ms L De Palo Tel No: (021) 404-2105 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	: <p>No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. 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.</p>

This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”. -The pool of 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.

<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/415</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Metro TB Hospital Complex 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 a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to different wards according to operational requirements. Competencies (knowledge/skills: Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria, and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms A Cornelius Tel No: (021) 508-7462, Email: Anastasia.Cornelius@westerncape.gov.za .
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration with the SANC after obtaining their qualification. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/416</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: NEW BEGINNINGS HOUSE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Stikland Hospital 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 and Psychiatry. Registration with the

Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook. Good Communication skills. Report Writing skills. Appropriate experience in advanced comprehensive nursing treatment and care to patients in a specialized Mental Health Unit.

<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal and ecosystem framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Ms S Fredericks Tel No: (021) 940-4416 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/417</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u>
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other departments. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Knowledge of Nursing Practices. Knowledge of Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to communicate effectively (verbal and written).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Ms T Wulff Tel No: (021) 404-2109 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". 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.
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM
<u>POST 02/418</u>	: <u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING)</u>
<u>SALARY</u>	: Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate Trade Test Certificate in Plumbing. Experience: Grade A : No experience required. Grade B : At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C : At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence. After-hour repairs and standby duties. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literate.
<u>DUTIES</u>	: Render managerial assistance including departmental budgeting and procurement expenditure control. Supervise, train, develop junior staff and other HR related duties including evaluation reports of staff. Assist with the upkeep of a database of servicing and inspection of all plant, equipment and machinery. Do maintenance and repairs to plant, hospital services and equipment. Plan and design new installations and alterations attend to emergencies/standby duties and give technical advice. Assist in compiling specifications and await tenders and ensure compliance with stores regulations. Determine best utilisation of materials and to requisition materials accordingly.
<u>ENQUIRIES APPLICATIONS</u>	: Mr P Sishuba Tel No: (021) 938- 6100 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. 06 February 2026, 05:00 PM
<u>POST 02/419</u>	: <u>ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING AND REFRIGERATION)</u>
<u>SALARY</u>	: Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate Trade Test Certificate in Air - Conditioning. Experience: Grade A : No experience required. Grade B : At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C : At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence. After-hour repairs and standby duties. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	: Render managerial assistance including departmental budgeting and procurement expenditure control. Supervise, train and develop staff and other HR related duties including evaluation reports of staff. Assist with the upkeep of a database of servicing and inspection of all mechanical plant, equipment and machinery. Do maintenance and repairs to plant, hospital services and

equipment. Plan and design new installations and alterations, attend to emergencies/standby duties and give technical advice. Compile minor specifications and await tenders and ensure compliance with stores regulations. Determine best utilisation of materials and to requisition materials accordingly.

ENQUIRIES
APPLICATIONS

: Mr M Seita Tel No: (021) 938-6504

: 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.

: 06 February 2026, 05:00 PM

POST 02/420

: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT) (BIDS ADMINISTRATION OFFICE)**

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum

: Groote Schuur Hospital, Observatory

: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Public Sector Supply Chain Management Processes and Procedures in Bids Administration. Competencies (knowledge/ skills): Computer literacy (i.e. MS Word and Excel). Ability to work under pressure. Good verbal and written communication skills. Sound communication, organisational and interpersonal skills. Knowledge of Supply Chain Management - Bids Administration processes, PFMA, Provincial Treasury Instructions, the Accounting Officers Systems as well as knowledge of e-Tender Portal.

DUTIES

: Advertise bids on the e-Tender Portal. Compile and maintain the Bids Received Register and ensure timely publication of tenders. Draft and secure approval for Bid Specification Committee (BSC) and Bid Evaluation Committee (BEC) appointments. Prepare submissions for Central Bids Adjudication Committee (CHBAC) approval. Ensure contracts are extended and expanded accurately and timely. Process price adjustments, variations, and Rate of Exchange (ROE) claims promptly. Verify bid specifications; revert poor specifications for correction and maintain records. Provide accurate statistics and information to Provincial Treasury (PT), Auditor-General (AG), and Head Office as required. Conclude Service Level Agreements (SLAs) for service contracts. Assist supervisor and colleagues as needed. Ensure all information is accurate and credible.

ENQUIRIES
APPLICATIONS

: Ms S Dirks Tel No: (021) 404-2067

: 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 test. 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.

CLOSING DATE

: 06 February 2026, 05:00 PM

POST 02/421

: **ADMINISTRATION CLERK: SUPPORT (WARDS)**

: West Coast District

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum

: Swartland Hospital, Malmesbury

: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration. Competencies (knowledge/ skills): Computer literacy (MS Excel and Word). Good communication skills (written and verbal).

DUTIES

: Renders clerical patient support, admissions, discharges, and transfers on Hospital system. Render clerical support by ordering of resources and stock, assist with stocktaking. Support of supervisor and colleagues. Support to Head of Nursing with regards to staff administration.

ENQUIRIES
APPLICATIONS

: Ms L Julius Tel No: (022) 487-9204

: 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.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/422</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (LINEN MANAGEMENT)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (grade 12 or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/ skills): Good interpersonal relations and organisational skills with staff and the service provider. Good numerical skills. Computer literacy (Ms Word, Ms Excel, PowerPoint and Outlook). Knowledge and ability to interpret the Western Cape Hospital Linen Management Policy.
<u>DUTIES</u>	:	Provide administrative assistance in Linen Management. Arrange meeting with service providers and other linen management stakeholders, prepare agendas, record minutes and do follow up action to ensure accountability. Communicate, liaise and serve as a first point of contact for staff and stakeholders. Manage office resources, order supplies, maintenance of office equipment and ensure compliance with audit requirements. Compile reports, maintain compliance records and support audit preparation.
<u>ENQUIRIES</u>	:	Ms P Gudwana Tel No: (021) 404-5315
<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 maybe subjected to a practical assessment. 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.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/423</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT) (FEES DEPARTMENT)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees or Hospital environment. Inherent requirements of the job: Must be willing to work shifts (night duty, weekends, and public holidays). Competencies (knowledge/ skills): Knowledge of the following: Hospital Fees Memorandum 18, UPFS, HIS CLINICOM, Finance Instructions. Computer literacy. Good communication and interpersonal skills. Ability to work under pressure and strong sense of confidentiality. The ability to accept accountability, responsibility, work independently.
<u>DUTIES</u>	:	In-patient and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing and other PGWC system computer duties. Reception tasks. Responsible for handling and receiving public money. Cash Collection and Banking of State Money. Admission, transfer and discharge of patients as per PGWC Hospital Fees policies and procedures. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures. ICD10 Coding. Covering for colleagues in areas.
<u>ENQUIRIES</u>	:	Mr MD Windvogel Tel No: (021) 404-4486
<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 required to attend a practical test. 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.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM

<u>POST 02/424</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (ENGINEERING) (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration support services. Competencies (knowledge/skills): Computer literacy (Word, Excel, Outlook). Good communication (verbal & written). Ability to work under pressure and meet deadlines. Good administrative, planning and organisational skills. Knowledge of stock control and asset management.
<u>DUTIES</u>	:	Manage the engineering administration facility. Manage all calls that come via reception. Assist with arrangement, preparing and scheduling of meetings & staff training. Assist with financial and Human Resources record keeping. Writing official letters and memoranda for the department. Manage the engineering tool store facility which includes, amongst others, the issuing, collecting, testing and safekeeping of tools and accessories. Provide optimal support to supervisor, colleagues, technical staff and hospital management. Handle information in a confidential manner.
<u>ENQUIRIES</u>	:	Mr K Mgodo Tel No: (021) 404-6251
<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 these posts. Shortlisted candidates may be subjected to a practical test. 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.
<u>CLOSING DATE</u>	:	06 February 2026 05:00 PM
<u>POST 02/425</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (PROFESSIONAL SUPPORT SERVICES)</u>
		Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	West Coast District Office, Malmesbury
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate & relevant experience in Office Administration and Support Services. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/ skills): Good interpersonal and communication skills. Computer literacy (MS Outlook, MS Word, MS Excel, MS PowerPoint). Excellent written and verbal communication. Interpersonal/Listening and typing skills. Organising/Record keeping. Analytical thinking/Problem solving and negotiation skills. Ability to work well in a team. Ability to work under pressure. Self-motivated and reliable.
<u>DUTIES</u>	:	Provisioning of effective administrative assistance functions including recording/ receipt of submissions, S&T claims, travel arrangements and coordination/diary management. Meeting and attendance coordination for the Professional Support team. Minute taking and document management. Provide logistical support pertaining to meetings; events, projects, and workshops. Provide office administration functions and support to all team members. Support routine office processes and system management including task coordination, equipment inventory management, procurement of stationery and management of correspondence and other related tasks.
<u>ENQUIRIES</u>	:	Mr. E Engle Tel No: (022) 814-0308
<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.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/426</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (DENTAL LABORATORY SERVICES)</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Oral Health Services, Tygerberg / Mitchells's Plain Platform

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Administration experience. Competencies (knowledge/skills): Computer literacy in MS Office (Word, Excel and PowerPoint). Able to manage the office administration of the Dental Laboratory.
<u>DUTIES</u>	:	Provide effective and efficient general office administration. Maintain consultation service for students, clinicians and dental laboratory registers. Assist with procurement of materials and capital equipment for the dental laboratory. Maintain an effective and efficient database.
<u>ENQUIRIES</u>	:	Mr MV Adams Tel No: (021) 937-3068 or email: mvadams@uwc.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. No payment of any kind is required when applying for this post. 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>	:	06 February 2026, 05:00 PM
<u>POST 02/427</u>	:	<u>ADMINISTRATION CLERK: HRD (PEOPLE DEVELOPMENT AND EMPLOYEE RELATIONS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative experience. Experience in People Development and Employee Relations. Competencies (knowledge/skills): Good communication skills and Computer literacy (Ms Word, Excel, Outlook and PowerPoint). Knowledge of basic Labour Relations matters and Skills Development Act. Knowledge of the Public Service Act and Regulations. Knowledge of PERSAL.
<u>DUTIES</u>	:	Co-ordination of meetings, taking minutes, typing and dissemination of minutes after the meeting. Co-ordinate Public Training Institute Courses, training information sessions, training logistics, Compulsory Induction Program and facilitate procurement of training providers. Process nominations, confirmation letters, attendance registers and maintain a training database. Assist with Training Needs Analysis, Compiling of Quarterly Monitoring Reports and Workplace Skills Plan. Maintain grievance and disciplinary database. Provide relief duties in the Human Resource Department.
<u>ENQUIRIES</u>	:	Mr J Adams Tel No: (021) 503-5185
<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>	:	06 February 2026 05:00 PM
<u>POST 02/428</u>	:	<u>SENIOR SECURITY OFFICER</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate or equivalent qualification. Registration with a professional council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate Security experience within a Healthcare institution. Inherent requirement of the job: Willingness to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must be willing to be deployed in different sections of security department. A valid driver's license. Competencies (knowledge/skills): Be responsible, diligent and ability to work under pressure. Good communication skills (verbal and written). Knowledge of security related

<u>DUTIES</u>	: prescripts, regulations, procedures and the Occupational Health & Safety Act. Good interpersonal skills and the ability to work in a team and independently. Contract Management of private security and conduct crowd control. Monitor the patrol of buildings, parking areas and perimeter fencing and control keys and all security documents. Investigate crimes and incidents, writing reports and statements. Supervise in-house and outsource security officers and practice disciplinary processes to the subordinates. Monitor the CCTV control room's effectiveness and monitor the effectiveness of access and egress control.
<u>ENQUIRIES</u>	: Mr S Ndzozo Tel No: (021) 404-3111
<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 can be subjected to a practical, written and oral assessment. 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.
<u>CLOSING DATE</u>	: 06 February 2026 05:00 PM
<u>POST 02/429</u>	: <u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Cape Medical Depot, Support Services
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, and Teams). Ability to communicate clearly and discreetly in person and in writing. Ability to work independently as well as in a team. Good interpersonal and communication skills. Good organising and numerical skills. The ability to work in a warehouse type situation and have physical dexterity. Ability to work accurately under pressure, meet deadlines and maintain a high work ethic. Ability to comply with applicable legislation. Knowledge of filling systems and registry procedures. Experience and knowledge of office administration and management.
<u>DUTIES</u>	: Effective management of Auxiliary Support Services, including transport, security, grounds, registry and general cleaning services, as well as contract management. Effective Coordination of Building and Grounds Maintenance Support. Customer Service and Stakeholder Engagement. Effective and Efficient Administrative Support to Supervisor.
<u>ENQUIRIES</u>	: Mr H Geswind Tel No: (021) 483-2266
<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 may be considered for other vacant Administration Clerk: Support posts within the Chief Directorate Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM
<u>POST 02/430</u>	: <u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Oral Health Centre, Tygerberg/Mitchell's Plain
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in a Stores environment. Inherent requirements of the job: Valid Driver's Licence. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and LOGIS system). Sound knowledge of the Financial policies (PFMA, Financial instructions, Financial procedures and Treasury instructions).
<u>DUTIES</u>	: Receiving and issuing of goods. Checking accuracy and correctness of receivables. Follow up on short deliveries. Safeguarding of store stock. Assist with stock take. Support supervisor and colleagues.

ENQUIRIES
APPLICATIONS

NOTE

CLOSING DATE

POST 02/431

SALARY
CENTRE
REQUIREMENTS

DUTIES

ENQUIRIES
APPLICATIONS

NOTE

CLOSING DATE

POST 02/432

SALARY
CENTRE
REQUIREMENTS

DUTIES

ENQUIRIES
APPLICATIONS

NOTE

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Ms B Linnert Tel No: (021) 937-3009
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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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 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.

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06 February 2026, 05:00 PM

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ADMINISTRATION CLERK: WARDS
Chief Directorate: Metro Health Service

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R228 321 per annum
Metro TB Hospital Complex (Brooklyn Chest Hospital)

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Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative experience within a health care facility. Competencies (knowledge/skills): Knowledge of Clinicom. Good interpersonal relations to manage public queries, interact with colleagues and external stakeholders. Ability to work under pressure, independently and in a team. Computer literacy (MS Office: Word, Excel, PowerPoint, Outlook and Teams).

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Effectively render an administrative support service to staff and office. Provide optimal support to supervisor. Ensure effective and efficient utilization of all resources. Render an effective and efficient patient administrative service.

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Mr R Abrahams Tel No: (021) 713-7640
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

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06 February 2026, 05:00 PM

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PRINCIPAL HOUSEKEEPING SUPERVISOR

:

R228 321 per annum
Groote Schuur Hospital, Observatory

:

Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Cleaning, Contract Management, Waste Management, and personnel/office management. Inherent requirements of the job: Willingness to work shifts. Competencies (knowledge/skills): Computer literacy (MS Word and MS Excel) and knowledge of Cost Centre Requisition System (Health Technology - Clinicom Production). Knowledge of HR Policies and Disciplinary Code and Procedure. Knowledge in cleaning materials/equipment. Good communication skills (verbal and written).

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Manage hygienic responsibilities within allocated areas including the Supervision of allocated EHS staff and contractors as well as Waste Management. Provide a safe, cost-effective and an optimal cleaning service that includes the supervision of agency staff as per contract. Provide personnel administration duties that is allowances, pay sheets, leave application. Ensure an effective Human Resource Management support function to Administrative Officer with regards to areas of responsibilities such as exits, recruitment and selection, Staff Performance Reviews, attend Meetings and monitoring of registers. Effective stock control as well as ordering of stock.

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Mr E Cassiem Tel No: (021) 404-3237
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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No payment of any kind is required when applying for these posts. Shortlisted candidates maybe subjected to a practical assessment. 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.

<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/433</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Central Karoo District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Beaufort West Hospital Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience in PERSAL. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms APP Zenzile Tel No: (023) 414-8200 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 Central Karoo 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>	:	06 February 2026, 05:00 PM
<u>POST 02/434</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (X2 POSTS)</u> Directorate: People Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum People Development Centre, Plumstead Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in training administration, data capturing and stakeholder engagement. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Good verbal and written skills. Good organisational skills. Computer skills (MS Office Excel, PowerPoint and Word).
<u>DUTIES</u>	:	Training administration support to PDC training units' staff. Administrative support with monitoring, evaluation and reporting activities. Administrative support to district managers and PD units regarding PDC training courses. Additional support duties as assigned by PDC management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Victor Tel No: (021) 763-5320 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 these posts.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM
<u>POST 02/435</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Metro TB Hospital Complex (Brooklyn Chest Hospital) Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a hospital environment and working with clients. Appropriate office management experience. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to maintain professional relationships with clients and external

<u>DUTIES</u>	: Effective and efficient administrative support to the nursing management. Render administrative support with regards to Nursing Information Management System, verification of Sunday, Overtime and Night Duty Allowances. Effective and efficient utilization of all resources. Ensure and maintain professional relationships with staff, internal and external service providers.
<u>ENQUIRIES</u>	: Ms Q Dlwati Tel No: (021) 508-7415
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM
<u>POST 02/436</u>	<p><u>HOUSEKEEPING SUPERVISOR</u> Chief Directorate: Metro Health Services</p>
<u>SALARY</u>	: R193 359 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning/housekeeping, Terminal Cleaning, Stock Control, Linen Management and Waste Management experience in a hospital environment. Inherent requirements of the job: Willingness to work overtime and shifts. Competencies (knowledge/skills): Knowledge of cleaning and housekeeping policies, protocols, and procedures as well as Infection Prevention Control measures. Knowledge of how to operate the cleaning equipment, perform terminal cleaning and effective usage of consumables. Good interpersonal, organising and decision-making skills. Sound verbal and written communication skills.
<u>DUTIES</u>	: Responsible for overall control, organising, performing and co-ordinating of tasks related to linen, waste management, hygiene services, terminal cleaning, contract management and stock control. Responsible for record-keeping and compilation of reports. To submit requisition for repairs of broken equipment thus ensuring a safe working environment. Relief according to the needs of the service. Effectively manage the utilization and supervision of resources as well related HR matters. Coordination of the provision of effective training appropriate to service delivery. Provide training to the cleaning staff.
<u>ENQUIRIES</u>	: Ms M Afrika Tel No: (021) 404-6262
<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 assessment. 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.
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM
<u>POST 02/437</u>	<p><u>FOOD SERVICES SUPERVISOR</u></p>
<u>SALARY</u>	: R193 359 per annum
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a food service environment. Inherent requirements of the job: Ability to do physical tasks. Be able to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal communication skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable

<u>DUTIES</u>	legislation and policies or nutrition and different diets or large scale food preparation according to standard recipes.
	: Support the principal food services supervisors and food service manager or senior in the execution of their tasks. Responsible for hygiene. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of meals. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients).
<u>ENQUIRIES</u>	Ms R Keyser Tel No: (021) 938-4135
<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>	: 06 February 2026, 05:00 PM
<u>POST 02/438</u>	<u>ARTISAN ASSISTANT (PLUMBING) (X2 POSTS)</u>
<u>SALARY</u>	: R193 359 per annum
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in plumbing, bricklaying and plastering within a Health environment. Inherent requirements of the job: A valid driver's licence. Must be prepared to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations.
<u>DUTIES</u>	: Assist with repairs and installation of projects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair equipment, repair of plant equipment, and plumbing installation. Assist in preventive maintenance procedures, on plumbing equipment and all the execution of engineering projects. Basic welding repairs and installations. Obtaining quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.
<u>ENQUIRIES</u>	Mr P Sishuba Tel No: (021) 938-6100
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for these posts.
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM
<u>POST 02/439</u>	<u>SECURITY OFFICER</u>
<u>SALARY</u>	: R163 680 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Candidates must be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer. Inherent requirements of the job: Willingness to work shifts, change shifts when required and be available on a 24-hour basis. Must be physically fit. A valid driver's licence. Competencies (knowledge/ skills): Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health & Safety Act. Ability to work in a team as well as independently and change to any shift when required. Be responsible and diligent and ability to work under pressure. Good communication skills (verbal and written).
<u>DUTIES</u>	: Ensure access/egress control, patrolling of buildings, parking areas and perimeter fencing. Investigation of crimes, incidents, security breaches and writing of statements and reports. Controlling of all hospital keys. Supervise outsource security officers.
<u>ENQUIRIES</u>	Mr S Ndzuko Tel No: (021) 404-3111
<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 assessment. 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.
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM
<u>POST 02/440</u>	: <u>STERILISATION PRODUCTION OPERATOR (CSSD AND GAS)</u>
<u>SALARY</u>	: R163 680 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate CSSD experience. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Good interpersonal relations skills. Ability to work in a co-operative way within a team context and willingness to be rotated within the CPD department. Basic understanding of disinfection, decontamination and sterilization.
<u>DUTIES</u>	: Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise instruments linen and supplies. -Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves, lift-up and pushing heavy equipment. -Maintain equipment in an optimum working condition and utilisation of resources. -Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. -Monitor, control and maintain adequate stock levels, report, and assist with investigation of lost instruments/equipment.
<u>ENQUIRIES</u>	: Ms R Sutcliffe Tel No: (021) 404-2092
<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 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.
<u>CLOSING DATE</u>	: 06 February 2026, 5:00 PM
<u>POST 02/441</u>	: <u>STERILISATION OPERATOR PRODUCTION</u>
<u>SALARY</u>	: R163 680 per annum
<u>CENTRE</u>	: Clanwilliam Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	: Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a health-related environment. Inherent requirements of the job: Basic literacy, both written and verbal. Willingness to work shifts, including weekends and public holidays and overtime when necessary Physically fit to lift heavy objects, push trolleys and stay on feet for long hours. Competencies (knowledge/skills): Good interpersonal relations skills and ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilization.
<u>DUTIES</u>	: Effectively decontaminate pack and sterilise instrument and linen packs and handle soiled equipment and contribute to cleaning of CSSD unit. Effectively operate instrument washing machines autoclaves and other equipment clean check and test them and do biological and chemical testing. Support supervisor and colleagues, be loyal and ethical in conduct. Support to Household Supervisor regarding linen and household duties.
<u>ENQUIRIES</u>	: Mr NM Goeieman Tel No: (027) 482-2166
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	: 06 February 2026, 05:00 PM
<u>POST 02/442</u>	: <u>LAUNDRY AID</u>
<u>SALARY</u>	: R138 486 per annum

<u>CENTRE REQUIREMENTS</u>	: <p>Murraysburg Hospital Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in laundry services. Inherent requirements of the job: Must be able to be on feet for most of the day and to work in uncomfortable temperatures. Willingness to work weekends, shifts, overtime, public holidays and night duty. Willingness to rotate in other departments when needed. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to handle heavily soiled linen containing human excretions and blood. Appropriate knowledge of Laundry Services.</p>
<u>DUTIES</u>	: <p>Collecting, Sorting and Weighing of dirty, soiled linen. Machine & Equipment operation, washing, drying and ironing of linen. Linen Stock Control and Management of Linen Room. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Ad hoc Administrative duties. Assist supervisor where required.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Ms FK Fass Tel No: (049) 844-0021/53 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	: <p>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 Central Karoo 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.</p>
<u>CLOSING DATE</u>	: <p>06 February 2026, 05:00 PM</p>
<u>POST 02/443</u>	: <p><u>MEDICAL OFFICER GRADE 1 TO 3 (20 SESSIONS PER WEEK)</u> Chief Directorate: Metro Health Services (Contract 01 April 2026 Until 31 March 2029)</p>
<u>SALARY</u>	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE REQUIREMENTS</u>	: <p>Metro TB Hospital Complex (DP Marais Hospital) Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Computer Literacy (MS Office).</p>
<u>DUTIES</u>	: <p>Provision of clinical services. Clinical management of all TB patients, referrals, admissions and new patients. Interact and co-operate with colleagues and other health services. Liaison with clinics, hospitals and other health services. Ensure cost effective and safe usage of drugs. Provide support to Head of Department. Participate in departmental activities and meetings. Undertake general administrative tasks and tasks delegated by the Head of Department. Serve on delegated committees and participate in operational research.</p>
<u>ENQUIRIES</u>	: <p>Dr JB Te Riele Tel No: (021) 508-7400</p>

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 February 2026, 05:00 PM