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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 44 OF 2025

DATE ISSUED 28 NOVEMBER 2025

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 MINERAL AND PETROLEUM RESOURCES.** Kindly note that the salary notch of the post Administrative Officer with Ref No: 056 has been amended from R468 459 per annum to first salary notch of level seven (7) R325 101 per annum, as advertised in the Public Service Vacancy Circular No 43 with the closing date of 12 December 2025.

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 with 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.

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DEPARTMENT OF AGRICULTURE (DOA)**CLOSING DATE**
NOTE

: 12 December 2025 at 16:00

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

OTHER POSTS**POST 44/01**

: **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT REF NO: 3/3/1/10/2025**
Directorate: Logistics And Asset Management

SALARY

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

CENTRE
REQUIREMENTS

: Pretoria, Head Office

: Applicants must be in possession of a National Diploma in Financial Management /Logistics/ Purchasing Management/ Supply Chain Management/ Accounting (NQF level 6). Minimum of 5 years' experience at Assistant Director level in the Supply Chain Management field. Job related knowledge: Knowledge of Treasury Regulations, Supply Chain Management

		Framework, Public Sector procurement processes, LOGIS (Logistics Information System). Job related skills: Project management skills, Team management skills, Interpersonal skills, Budget forecasting, Computer literacy, Communication skills, Time management, Resource planning, Planning and organizing, Problem solving and decision-making skills. A Valid divers' license.
<u>DUTIES</u>	:	Implement logistical management systems, procedures and processes: Oversee the implementation of logistics management systems, procedures and processes, develop effective systems aimed at improving service turnaround times on an on-going basis, ensuring compliance with the PFMA, Treasury Regulations and sub-directorate budget guidelines. Manage the creation of purchase orders: Ensure timely capturing of internal requisitions, ensure purchase orders are authorized as per supply chain management delegations of authority and ensure safekeeping of purchase orders. Ensure the integrity of LOGIS: Manage and analyse LOGIS reports and prepare monthly management reports. Manage payments for goods, services and assets: Manage the processing of payments, ensure safekeeping of payments documents, ensure that invoices are captured on LOGIS on time, conduct risk assessment and implement mitigation measures, reconcile statements from supplies. Manage stores and warehousing: Manage deliveries, manage spot checks and stocking, evaluate stock level on a monthly basis. Manage financial reporting: Compile monthly payment reports and monthly, Interim Financial Statements and Annual Financial Statements commitment reports, manage monthly, Interim Financial Statements and Annual Financial Statements accruals and payable reports and weekly invoice reports.
<u>ENQUIRIES</u>	:	Mr Roewyn Danster Tel No: (012) 312 8360
<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 DDLmrecruit102025@nda.agric.za
<u>NOTE</u>	:	African Male or Female or White Male and Persons with disability.
<u>POST 44/02</u>	:	<u>SUPPLY CHAIN CLERK: VARIOUS COMPONENTS REF NO: 3/3/11/2025 (X3 POSTS)</u> Directorate: Demand And Acquisition Management
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria, Head Office
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related knowledge: 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 Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organising skills, Computer skills, Language, Good verbal and written communication skills.
<u>DUTIES</u>	:	Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	Ms R Goolam Tel No: (012) 312 8395 or Ms I.M Molopyane Tel No: (012) 312 8659
<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 SCMVCrecruit112025@nda.agric.za
<u>NOTE</u>	:	African Male, Coloured Male, Indian Male, White Male or female and persons with disability.

<u>POST 44/03</u>	:	<u>SUPPLY CHAIN CLERK: VARIOUS COMPONENTS REF NO: 3/3/1/12/2025 (X1 POST)</u> Directorate: Middelburg, Eastern Cape
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Demand and Acquisition Management
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related knowledge: 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 Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organising skills, Computer skills, Language, Good verbal and written communication skills.
<u>DUTIES</u>	:	Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	Ms A Heyns Tel No: (049) 802 6669
<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 SCMVCrecruit122025@nda.agric.za
<u>NOTE</u>	:	African Male, Coloured Male, Indian Male, White Male or female and persons with disability.

DEPARTMENT OF DEFENCE



CLOSING DATE : 12 December 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 44/04 : **ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)**
REF NO: SG 04/44/25/01

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Area Military Health Unit Northern Cape (AMHU NC), Kimberley
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.

DUTIES : Ensure all patient related tasks, reception, data capturing, management of medical debts, management of accounts, spectacle services. Managing health records. The applicants will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record and telephonic enquiries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties.

<u>ENQUIRIES</u>	:	Major L.D. Masalisa Tel No: (053) 830 3225. Lieutenant Colonel G.B. Pholo Tel No: (053) 830 3166/43
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, AMHU NC, Kimberly, Private Bag X5056, Kimberly, 8301 or hand deliver to Florence Street Diskobolos, Kimberley, 8325 or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/05</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/02</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Area Military Health Unit Western Cape (AMHU WC), Wynberg
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Ensure compliance with office administration by prioritising tasks efficiently, schedule name list, and leave administration, typing and amending of documents, client surveys. Support to managers with regards to adherence to target dates, preparing of presentations. Assist with processing documents with regards to members administration in the department e.g. contract renewal or terminations, verification of qualifications. Ensure employees adhere to the policy and doctrine guidelines pertaining to clearing in and out, leave, course nomination studies at state expense, taking over of study loans, renewal of contracts, application to attend seminar and symposium.
<u>ENQUIRIES</u>	:	Major Nkonzo Tel No: (021) 799 6893. WO2 Ndebele Tel No: (021) 799 6892
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, AMHU WC, Wynberg, Private Bag X10, Wynberg, 7824 or hand deliver to Burren Road Wynberg, 7824 or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/06</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/03</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Institute for Maritime Medicine (IMM), Cape Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling monthly, quarterly and annual statistics for management. Retrieve records for HCPs/management. Facilitate medical authorities. Medical debtor and invoice management.
<u>ENQUIRIES</u>	:	Major A. Haman Tel No: (021) 787 4507/4497 Mr B.O. Xhalabile Tel No: (021) 787 4026
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Human Resource section, Private Bag X1, Simonstown, Cape Town, 7995 or hand deliver to Institute for Maritime Medicine, Simonstown, Cape Town, 7995 or email to Monare.Lehong@dod.mil.za

<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/07</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/04 (X5 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling quarterly and monthly statistics for management. Retrieve records for HCPs/management. Problem solving and supervisory duties. Working daily/night shift hours.
<u>ENQUIRIES</u>	:	Capt K.L. Ramalivhana Tel No: (012) 314 0308/16
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane Pretoria, or hand deliver to 1026 Voortrekker Road Thaba Tshwane 0187 or email to Azwimbavhi.Khorommbi@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/08</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/05 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	2 Military Hospital, Wynberg
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling monthly, quarterly and annual statistics for management. Retrieve records for HCPs/management. Facilitate medical authorities. Medical debtor and invoice management.
<u>ENQUIRIES</u>	:	Major L.M. Thebe Tel No: (021) 799 6577 or WO2 Wes Tel No: (021) 799 6454
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

POST 44/09 : **ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)**
REF NO: SG 04/44/25/06 (X4 POSTS)

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : 3 Military Hospital, Bloemfontein
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.

DUTIES : Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling weekly and monthly statistics for management. Retrieve records for HCPs/management. Problem solving. Facilitate medical authorities. Medical debtor and invoice management.

ENQUIRIES : Maj L. Tshita Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, hand deliver to 3 Military Hospital, Furstenburg road, Tempe, Bloemfontein or email to Manare.Lehong@dod.mil.za

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

POST 44/10 : **ADMINISTRATION CLERK: PRODUCTION (PATIENT ADMINISTRATION)**
REF NO: SG 04/44/25/07

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Institute for Maritime Medicine (IMM). Simonstown
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Language skills. Proven ability to communicate effectively (written and verbally). Computer literacy. A typing test will be required of all candidates interviewed.

DUTIES : Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal directly with clients by requesting and providing information. Capture patient health data. Routine administration output control statistics. Retrieve records for HCP's/management. The applicant will be required to render comprehensive clinic / ward reception and secretarial duties. Processing and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals.

ENQUIRIES : Major A. Haman Tel No: (021) 787 4507/4497. Mr B.O. Xhalabile Tel No: (021) 787 4026

APPLICATIONS : Department of Defence, South African Military Health Service, Human Resource section, Private Bag X1, Simonstown, Cape Town, 7995 or hand deliver to Institute for Maritime Medicine, Simonstown, Cape Town, 7995 or email to Monare.Lehong@dod.mil.za

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

POST 44/11 : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/08**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Military Veterinarian Institute (MVI), Potchefstroom
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office. Maintain a leave register for the department. Keep and maintain personnel records in the department. Keep and maintain the attendance register of the department. Arrange travelling and accommodation.
<u>ENQUIRIES</u>	:	S/Sgt L.G. Kola at 081 289 3098
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Military Veterinarian Institute, Potchefstroom, Private Bag X11, Noordbrug, 2522 or hand deliver to 2531 Tigermoth Street, Military Base Veterinarian Institute, Potchefstroom or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/12</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/09</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	1 Medical Battalion Group (MED BN GP), Durban
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office.
<u>ENQUIRIES</u>	:	Sgt R.S. Khuzwayo Tel No: (031) 451 1187/832
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 1 Med Bn Gp, Durban, 4000 or hand deliver to 1 Med Bn Gp, 427 Anton Lembede Street or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/13</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION (PATIENT ADMINISTRATION) REF NO: SG 04/44/25/10 (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Knowledge of patient administration, secretarial, reception and mainframe experience will be an added advantage. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal

		directly with clients by requesting and providing information. Capture patient health data. Routine administration output control statistics. Retrieve records for HCP's/management. The applicant will be required to render comprehensive clinic / ward reception and secretarial duties. Processing and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals.
<u>ENQUIRIES</u>	:	Lt Col. A.E. Khorombi Tel No: (012) 314 0355. Capt K.L. Ramalivhana Tel No: (012) 314 0308/16
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane Pretoria, or hand deliver to 1026 Voortrekker Road Thaba Tshwane, 0187 or email to Azwimbavhi.Khorombi@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/14</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION: (PATIENT ADMINISTRATION REF NO: SG 04/44/25/11 (X5 POSTS))</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) 2 Military Hospital, Wynberg, Cape Town A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Knowledge of reception and mainframe experience will be an added advantage. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving, capturing and scanning of medical records. Rendering a comprehensive reception and secretarial service. Ensuring correct referral documentation for referred patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Major L.M. Thebe Tel No: (021) 799 6577 or WO2 Wes Tel No: (021) 799 6454 Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/15</u>	:	<u>PERSONNEL OFFICIAL: PRODUCTION REF NO: SG 04/44/25/12</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) Military Health Training Formation, Lephalale A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Provide personnel administration clerical support services within the Head Quarter. Facilitate and provide administrative support for the Implementation of conditions of service and service benefits (Leave, Housing, Medical, S & T, injury on duty, long service recognition, overtime, relocation, pension, allowances and termination of service. Noticas and Awol Administration. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSOL. Maintain a leave register for the department. Keep and maintain personnel records in the department. Keep and maintain the attendance register of the department. Arrange travelling and accommodation.
<u>ENQUIRIES</u>	:	Col M.R. Mphashi Tel No: (015) 299 3701. WO1 L.A. Alberts Tel No: (015) 299 3743

<u>APPLICATIONS</u>	:	SAMHS Training Centre Lephalale, Private bag X7503, Lephalale, 0557 or hand deliver to SAMHS Training Centre Lephalale, Overwacht Ave, Onverwacht, 0557 or email to ChiefPersClerk.MHTF@dod1.stmil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/16</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Military Health Combat Training Centre, Lohatla
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Knowledge of various filing systems. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescripts.
<u>ENQUIRIES</u>	:	Maj G.A. Nienaber Tel No: (053) 321 2366 or Sgt C.J.F. Louw Tel No: (053) 321 2189
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Military Health Combat Training Centre, Postmasburg, Private Bag X3001, or hand deliver to Military Base, Cnr Quartz & Mangaan Road, Postmasburg, 8420 or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/17</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	3 Military Hospital, Bloemfontein
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): 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 Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution

		of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescripts.
<u>ENQUIRIES</u>	:	Maj L. Tshita Tel No: (051) 402 2213
<u>APPLICATIONS</u>	:	Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, or hand deliver to 3 Military Hospital, Furstenburg road, Tempe Military base, Bloemfontein or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/18</u>	:	<u>SECRETARY REF NO: SG 04/44/25/15</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Area Military Health Unit North West
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Capt R. Mokgathe Tel No: (018) 289 1305
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit North West Human Resource Office, Private Bag X2011, Noorbrug, Potchestroom, 2351 or hand deliver at Area Military Health Unit, Gen Koosdelare Road or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/19</u>	:	<u>SECRETARY REF NO: SG 04/44/25/16</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Area Military Health Unit Western Cape
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Maj T.B. Nkonzo Tel No: (021) 799 6893
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, Area Military Health Unit Western Cape, Private Bag X10 Wynberg, 7824 or hand deliver to Area Military Health Unit Buren Road or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/20</u>	:	<u>SECRETARY REF NO: SG 04/44/25/17</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Institute for Aviation Medicine (IAM). Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Col W.S. Mntambo Tel No: (012) 671 6800

<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, Institute for Aviation Medicine Private Bag X3, Lyttleton, Pretoria, 0140 or hand deliver to Institute for Aviation Medicine Cnr North & Lionel Slade Avenue Centurion, 0157 or email to Wilson.Mntambo@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/21</u>	:	<u>SECRETARY REF NO: SG 04/44/25/18</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Military Heath Training Support Formation. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	WO1 M.E Khasi Tel No: (012) 671 5403
<u>APPLICATIONS</u>	:	Department Defence, South African Military Health Service, Support formation HQ, Private Bag X1019, Lyttleton, 0140 or hand deliver to 4 Avro Road Lyttleton, 0140 or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/22</u>	:	<u>SECRETARY REF NO: SG 04/44/25/19</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Military Heath Training Formation Head Quarters. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirement (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises

with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES
APPLICATIONS**

: Maj A.V. Teka, or WO2 M.M. Motjopi Tel No: (012) 674 6125/6122
: Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane, 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to ChiefPersClerk.MHTF@dod1.stmil.za

NOTE

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

POST 44/23

: **SECRETARY (X4 POSTS)**

**SALARY
CENTRE**

: R228 321 - R268 950 per annum (Level 05)
: SAMHS HQ. Directorate Psychology Ref No: SG 04/44/25/20A
: SAMHS HQ. Directorate Social Work Ref No: SG 04/44/25/20B
: SAMHS HQ. Directorate HRM Ref No: SG 04/44/25/20C
: SAMHS HQ. Corporate Communication Ref No: SG 04/44/25/20D

REQUIREMENTS

: A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

DUTIES

: Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

<u>ENQUIRIES</u>	:	Ms K.S. Ledwaba Tel No: (012) 671 5097/5099
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, Private Bag X102, Centurion, 0046 or hand deliver to LEW Building, Block A 388 Cnr Selborne and Trichard Ave, Lyttelton or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/24</u>	:	<u>SECRETARY REF NO: SG 04/44/25/21</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	1 Military Hospital, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that NOTE: It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>ENQUIRIES</u>	:	Lt Col. A.E. Khorombi Tel No: (012) 314 0355 or Capt K.L. Ramalivhana Tel No: (012) 314 0308/16
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Heath Service 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or hand deliver to 1026 Voortrekker Road, Thaba Tshwane, Centurion, 0187 or email to Azwimbavhi.khorombi@dod.mil.za
<u>POST 44/25</u>	:	<u>SECRETARY REF NO: SG 04/44/25/22</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	2 Military Hospital. Cape Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the

director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Lt Col S. Helm Tel No: (021) 799 6258. Maj L.M. Thebe Tel No: (021) 799 6107
APPLICATIONS : 2 Military Hospital Private Bag X4 Wynberg, 7824 or hand deliver to 2 Military Hospital Road, Hospital Street, Wynberg, 7800 or email to 2milhr@dod.mil.za
NOTE : It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

POST 44/26 : **SECRETARY REF NO: SG 04/44/25/23**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : 7 Medical Battalion Group. Pretoria.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

DUTIES : Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : WO1 M.M. Van Denberg Tel No: (012) 671 6845
APPLICATIONS : Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Littleton, Pretoria, 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Littleton, Pretoria or email to Monare.Lehong@dod.mil.za

<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/27</u>	:	<u>SECRETARY REF NO: SG 04/44/25/24</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	8 Medical Battalion Group. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Maj M.M Jager Tel No: (012) 671 6403
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Littleton, Pretoria, 0140 or hand deliver to 8 Medical Battalion Group, Tek Base, Littleton, Pretoria or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/28</u>	:	<u>HANDYMAN REF NO: SG 04/44/25/25</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Area Military Health Unit Gauteng
<u>REQUIREMENTS</u>	:	A minimum of ABET (Level 4) qualification and 0-6 Months relevant experience is required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of equipment. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Conduct regular unit inspections. Attend to minor electrical, plumbing and carpentry problems. Maintain of office equipment and furniture. Repair broken furniture and equipment's. Report defects. Safekeeping of maintenance tools and supplies. Load and unload various articles and equipment needed on the grounds. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of the unit areas.
<u>ENQUIRIES</u>	:	WO2 H.P. Beer Tel No: (012) 314 3145

<u>APPLICATIONS</u>	:	Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street Rietondale or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/29</u>	:	<u>CLEANER REF NO: SG 04/44/25/26 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) Area Military Health Unit Gauteng A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 H.P. Beer Tel No: (012) 314 3145 Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street, Rietondale or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/30</u>	:	<u>CLEANER REF NO: SG 04/44/25/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) Area Military Health Unit Kwa- Zulu Natal A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col B.P Mnyabu Tel No: (031) 451 1900 Department of Defence, Area Military Health Unit Kwa-Zulu Natal, Private Bag X05, Bluss, 4036 or hand deliver to 1 Lighthouse Road, Bluss HQ building or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/31</u>	:	<u>CLEANER REF NO: SG 04/44/25/28</u>
<u>SALARY CENTRE</u>	:	R138 486 – R163 131 per annum (Level 02) Area Military Health Unit Limpopo

<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES</u>	:	Maj L.W Rambau Tel No: (015) 299 3110
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane, 0700 or hand deliver to Cnr Rissik & Dork Polokwane, 0700 or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/32</u>	:	<u>CLEANER REF NO: SG 04/44/25/29 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Military Health Training Formation Head Quarters. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES</u>	:	Maj A.V. Teka, or WO2 M.M. Motjopi Tel No: (012) 674 6125/6122
<u>APPLICATIONS</u>	:	Department Defence, South African Military Health Service, Human Resource Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane, 0143, or hand deliver to Military Health Training Formation, 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to ChiefPersClerk.MHTF@dod1.stmil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/33</u>	:	<u>CLEANER REF NO: SG 04/44/25/30</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	7 Medical Battalion Group. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain

		cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES</u>	:	WO1 M.M. Van Denberg Tel No: (012) 671 6845
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Littleton, Pretoria, 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Littleton, Pretoria or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/34</u>	:	<u>CLEANER REF NO: SG 04/44/25/31 (X12 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	2 Military Hospital. Cape Town
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms by dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores. Clear and clean tables.
<u>ENQUIRIES</u>	:	Lt Col S. Helm Tel No: (021) 799 6258 or Maj L.M. Thebe Tel No: (021) 799 6107
<u>APPLICATIONS</u>	:	2 Military Hospital Private Bag X4 Wynberg, 7824 or hand deliver to 2 Military Hospital Road, Hospital Road Wynberg Military Base, Cape Town or email to 2milhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/35</u>	:	<u>CLEANER REF NO: SG 04/44/25/32 (X10 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R 163 131 per annum (Level 02)
<u>CENTRE</u>	:	3 Military Hospital. Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores. Clear and clean tables.
<u>ENQUIRIES</u>	:	Maj L. Tshita Tel No: (051) 402 2273
<u>APPLICATIONS</u>	:	Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenburg Road, Tempe Military Base 9324 or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose

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

<u>POST 44/36</u>	:	<u>CLEANERS REF NO: DOD HQ/29/44/25 (X8 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R 163 131 per annum (Level 02)
<u>CENTRE</u>	:	Department of Defence, Headquarters Unit, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience needed. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Be able to work independently. Basic knowledge of health and safety.
<u>DUTIES</u>	:	Perform effective routine cleaning in and around the buildings, and other allocated areas by cleaning offices, corridors, elevators and boardrooms e.g. dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins. Collect and removing of waste papers. Freshen the office areas. Ensure the kitchen is clean by cleaning of basins. Washing and keeping stock of kitchen utensils. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Report broken cleaning machine, any losses, damages, and theft observed to your immediate supervisor and ensure safekeeping of office/storeroom keys.
<u>ENQUIRIES</u>	:	Maj I.E. Chake Tel No: (012) 355 5526, Lt R.R. Smith Tel No: (012) 355 5258 and Mr M.S. Thakathayo Tel No: (012) 355 5384
<u>APPLICATIONS</u>	:	Department of Defence, Armscor Building, Department of Defence Headquarters Unit, Private Bag X161, Erasmuskloof, Pretoria, 0001, or hand deliver at Armscor, Building 370, Department of Defence Headquarters Unit, Corner of Nossob and Boeing, Erasmuskloof, Pretoria, Block 2, Level -1, Office no 2, -1.213 or email to keith.Dunmore@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/37</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/33</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Area Military Health Unit Eastern Cape.
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain 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. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Maj D.P. Monyeki Tel No: (041) 505 1060/1062
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit Eastern Cape, Private 6000 Port Elizabeth or hand deliver to Army Support Base Eastern Cape, Military Base Gqeberha Willow driver Forest hill or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/38</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/34 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Area Military Health Unit Limpopo
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and

		garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain 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. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj L.W Rambau Tel No: (015) 299 3110
	:	Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane, 0700 or hand deliver to Cnr Rissik & Dork Polokwane 0700 or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/39</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/35</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	Area Military Health Unit North West
	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain 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. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj S.I.Legoete Tel No: (018) 289 1140
	:	Department of Defence, Area Military Health Unit North West, Human Resource Office, Private Bag X2011, Noorbrug, Potchefstroom, 2351 or hand deliver to Gen koosdelare Road, Potchestroom, 2351 or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/40</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/36 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	Military Veterinarian Institute. Potchefstroom
	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain 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. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES APPLICATIONS</u>	:	S/Sgt L.G. Kola at 081 289 3098
	:	Department of Defence, South African Military Health Service, Military Veterinarian Institute, Potchefstroom, Private Bag X11, Noordbrug, 2522 or hand deliver to 2531 Tigermoth Street, Military Base Veterinarian Institute, Potchefstroom or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose

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

<u>POST 44/41</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/37</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	8 Medical Battalion Group. Pretoria.
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain 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. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Maj M.M Jager Tel No: (012) 671 6403
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Littleton, Pretoria, 0140 or hand deliver to 8 Medical Battalion Group, Grunberg Leon Street Tek Base, Littleton, Pretoria or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/42</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/38</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	2 Military Hospital. Cape Town
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain 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. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Lt Col S. Helm Tel No: (021) 799 6258. Maj L.M. Thebe Tel No: (021) 799 6107
<u>APPLICATIONS</u>	:	2 Military Hospital Private Bag X4, Wynberg, 7824 or may hand deliver to 2 Military Hospital Road, Hospital Road Wynberg Military Base, Cape Town or email to 2milhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/43</u>	:	<u>FOOD SERVICES AID REF NO: SG 04/44/25/39 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Military Health Training Formation Head Quarters. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Cleaning of trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients.

		Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls.
<u>ENQUIRIES</u>	:	Maj A.V. Teka, or WO2 M.M. Motjopi Tel No: (012) 674 6125/6122
<u>APPLICATIONS</u>	:	Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane, 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to ChiefPersClerk.MHTF@dod1.stmil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 44/44</u>	:	<u>FOOD SERVICES AID REF NO: SG 04/44/25/40</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 2)
<u>CENTRE</u>	:	3 Military Hospital. Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Cleaning of trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients. Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls weekly, ensure that the diet lists are taken in time to the kitchen.
<u>ENQUIRIES</u>	:	Maj L. Tshita Tel No: (051) 402 2273
<u>APPLICATIONS</u>	:	Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenburg Road, Tempe Military Base, 9324 or email to Monare.Lehong@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	12 December 2025 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, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 44/45</u>	:	<u>PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/7/52</u>
<u>SALARY</u>	:	R1 245 564 - R1 381 647 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office: Mpumalanga, Emalahleni
<u>REQUIREMENTS</u>	:	Masters' degree qualification in Psychology. Three (3) years appropriate experience as psychologist after registration with HPCA as a

		counselling/industrial psychologist, statutory body requirements, Registration with HPCSA as a Psychologist. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes, Relevant government strategies.
<u>DUTIES</u>	:	Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the province. Supervise self-help employment counselling in Labour Centres. Establish programmes for career counsellors in the province, ensure professional record-keeping is done in the province on employment counselling work. Provide counselling services to the referred clients.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LL Shawe Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations: Emalahleni LC, Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email: Jobs-MP-BS@Labour.gov.za
<u>POST 44/46</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR4/4/3/2ASDFS/UF (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Financial Information Systems / Computer Science / Information System / Information Technology at NQF Level 6 as recognized by SAQA. Four (4) years' experience of which two (2) must be functional experience and two (2) years' experience at practitioner level in Financial Systems Administration Environment. Knowledge: Treasury Regulations. Accounting Principles. Financial Management Processes and Procedures. Financial Systems development. Software, coding and programming used in the financial and related systems (SQL). Skills: Communication (Verbal and Written). Listening. Analytical. Presentation. Problem Solving. People Management. Innovative and Creative. Report Writing. Time Management. Planning and Organising. Interpretation. Advance Computer literacy.
<u>DUTIES</u>	:	Co-ordinate and monitor user access and system security and maintain a Call Register for all service requests and incidents. Facilitate the development of new system requirements, enhancements and changes. Verify the integration of the financial system, co-ordinate exception transactions and load financial data. Co-ordinate the supply of information and reports and provide high-level user support. Manage resources (Human, Assets and Budget).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KS Faro Tel No: (012) 337 1401
	:	email: Jobs-UIF1@labour.gov.za
<u>POST 44/47</u>	:	<u>INSPECTOR REF NO: HR4/4/7/53</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre: Emalahleni
	:	Three (3) year tertiary qualification in Labour Relations/ B-Tech Degree in Labour Relations / LLB Electrical Engineering / Mechanical Engineering / Environmental Health / Analytical Chemistry /Chemical Engineering / Civil & Construction Engineering. A valid driver's license. Two (2) years functional experience in Inspection and enforcement Services (BCEA)/ OHS. Valid driver's license. 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.
<u>DUTIES</u>	:	plan and independently conduct substantive inspections with the aim of ensuring compliance with all 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 (UCT).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. plan and conduct allocated proactive (blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. plan and conduct advocacy campaigns on all labour legislation independently, analyse

		impact and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr E Masemola Tel No: (013) 653 3800/656 1422-8
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Emalahleni LC, Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email: Jobs-INSP-MAL@LABOUR.gov.za
<u>POST 44/48</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Volksrust Ref No: HR4/4/7/54 (X1 Post)
	:	Labour Centre: Barberton Ref No: HR4/4/7/55 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year qualification in Social Science (Psychology, Industrial Psychology) / Public Administration / Business Management / Public Management. Two (2) years functional in a client orientated environment. Valid driver's license. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Negotiation and 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>	:	Ms L Mashigo Tel No: (013) 764 2105/6
	:	Mr N Makgaba Tel No: (013) 712 3066
<u>APPLICATIONS</u>	:	Acting Deputy Director Labour Centre Operations: Private Bag X9023 or hand deliver at Acker Building Room5, Laingsnek, Street, Volksrust, Email: Jobs-MPU-RAIM@LABOUR.gov.za
	:	Acting Deputy Director Labour Centre Operations: Private Bag X1634 or hand deliver at Eurika Centre, Shop no11, Nourse Street, Barberton, Email: Jobs-MPU-ICT@LABOUR.gov.za
<u>POST 44/49</u>	:	<u>PERFORMANCE INFORMATION MANAGEMENT (PIM) REF NO: HR4/4/7/56</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mpumalanga Provincial Office
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF level six) in Statistics/ Economics/ Public Administration/ Monitoring and Evaluation. One-year functional experience in Data Management/ Monitoring and Evaluation. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology.
<u>DUTIES</u>	:	Capture Performance information data received from Branches/Units for the compilation of Provincial monthly/quarterly reports. Compile primary analysis using graphs and tables for the performance information trend analysis provincial reports. Manage the Provincial resource Centre/Library.
<u>ENQUIRIES</u>	:	Mr LH Moloabi Tel No: (013) 656 8700
<u>APPLICATIONS</u>	:	Acting Deputy Director: Labour Market Information and Statistics, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni OR Email: Jobs-MPU-LMIS@LABOUR.gov.za
<u>POST 44/50</u>	:	<u>CLIENT SERVICE OFFICER: EMPLOYER SERVICES (X50 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/9/01 (X1 Post)
	:	Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/9/02 (X1 Post)
	:	Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/9/03 (X1 Post)

Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/9/04 (X1 Post)

Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/9/05 (X1 Post)

Cradock Labour Centre Ref No: HR4/4/9/06 (X1 Post)

Labour Centre: Cradock but stationed at Somerset East Satellite Office Ref No: HR4/4/9/07 (X1 Post)

Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/9/08 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/9/09 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/9/10 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR4/4/9/11 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/9/12 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR4/4/9/13 (X 1 Post)

Labour Centre: Graaf-Reinet Ref No: HR4/4/9/47 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/9/14 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/9/15 (X1 Post)

Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR4/4/9/16 (X1 Post)

Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR4/4/9/17 (X1 Post)

Labour Centre: Kariega but stationed at Misgund Satellite Office Ref: HR4/4/9/18 (X1 Post)

Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR4/4/9/19 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR4/4/9/20 (X 1 Post)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR4/4/9/21 (X1 Post)

Labour Centre: Kariega but stationed at Humansdorp Satellite Office Ref No: HR4/4/9/22 (X1 Post)

Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR4/4/9/23 (X1 Post)

Labour Centre: Komani but stationed at Cofimvaba Satellite Office Ref No: HR4/4/9/24 (X1 Post)

Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR4/4/9/25 (X1 Post)

Labour Centre: Komani but stationed at Whittlesea Satellite Office Ref No: HR4/4/9/26 (X1 Post)

Labour Centre: Komani Labour Centre Ref No: HR4/4/9/48 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR4/4/9/27 (X1 Post)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR4/4/9/28 (X1 Post)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR4/4/9/29 (X1 Post)

Labour Centre: Makhanda -Ref No: HR4/4/9/30 (X1 Post)

Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR4/4/9/31 (X1 Post)

Labour Centre: Maletswai but stationed at Barkly East Satellite Office Ref No: HR4/4/9/32 (X1 Post)

Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office – Ref No: HR4/4/9/33 (X1 Post)

Labour Centre: Maletswai Ref: HR4/4/9/49 (X1 Post)

Labour Centre: Mdantsane Ref No: HR4/4/9/34 (X1 Post)

Labour Centre: Mdantsane but stationed at High Way Satellite Office Ref No: HR4/4/9/35 (X1 Post)

Labour Centre: Mdantsane but stationed at Berlin Satellite Office Ref No: HR4/4/9/36 (X1 Post)

Labour Mthatha: Centre Ref No: HR4/4/9/37 (X1 Post)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR/4/4/9/38 (X2 Posts)
 Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR/4/4/9/39 (X1 Post)
 Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR/4/4/9/40 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR/4/4/9/41 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/9/42 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/9/43 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/9/44 (X1 Post)
 Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/9/45 (X1 Post)
 Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/9/46 (X1 Post)

REQUIREMENTS

: Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

DUTIES

: Provide screening services, Process applications for UIF Benefits, Register payment continuation forms, Provide administrative functions.

ENQUIRIES

: Ms N Getyeza Tel No: (047) 491 0656
 Ms L Nongena Tel No: (039) 254 7201
 Mr T Mgudane Tel No: (046) 645 7700
 M. N Mkonto Tel No: (048) 881 3010
 M. S Mshumpela Tel No: (049) 892 2142
 M. M Njamela Tel No: (043) 702 7500
 M. W Koba Tel No: (041) 995 7047
 Ms S Zaula Tel No: (047) 501 5600
 Ms. N Mtwla Tel No: (039) 253 1996
 Mr. S Thambo Tel No: (045) 807 5477
 Ms. N Ntlokwana Tel No: (046) 622 2104
 Mr Mbande Tel No: (043) 718 8380
 Mr R Mbali Tel No: (051) 633 2633
 Ms N Mvanyashe Tel No: (045) 932 1077

APPLICATIONS

: Deputy Director: Labour Centre Operations: Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-ECBTW@labour.gov.za
 Deputy Director: Labour Centre Operations: Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za
 Deputy Director: Labour Centre Operations: Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building, Fort Beaufort, 5720. Email: Jobs-ECFOB@labour.gov.za
 Deputy Director: Labour Centre Operations: PO Box 38, Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock, 5880. Email: Jobs-ECCRD@labour.gov.za
 Deputy Director: Labour Centre Operations: PO Box 342, Graaf-Reinet, 6280, Hand deliver at 63 Church Street, Graaf-Reinet, 6280. Email: Jobs-ECGRN@labour.gov.za
 Deputy Director: Labour Centre Operations: Private Bag X5080, Mthatha, 5100, Hand deliver at No.8 Cnr Maderia and Elliot Street, Mthatha Email Jobs-ECUTT@labour.gov.za
 Deputy Director: Labour Centre Operations: Private Bag X9084, East London, 5200, Hand deliver at 10 Cnr. Oxford and Hill Street, IG Building, East London, 5201. Email: Jobs-ECELN@labour.gov.za

Deputy Director: Labour Centre Operations: P.O. Box 562, Kariega, 6230, Hand deliver at 15A Chase Street Kariega 6230. Email: Jobs-ECUHT@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X19, Mdantsane, 5219, Hand deliver at No.1 Mazaule Street NU1, Mdantsane, 5219 Email: Jobs-ECMDS@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road, Komani, 5320. Email: Jobs-ECQTN@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box X342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X1002, Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets, Lusikisiki, 4820. Email: Jobs-ECLSS@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-ECMCR@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box X148, Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai, 9750. Email: Jobs-ECALN@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 260, Qonce, 5600, Hand deliver at 41 Arthur Street, Qonce, 5600. Email: Jobs-ECKWT@labour.gov.za

Deputy Director: Labour Centre Operations

FOR ATTENTION

POST 44/51

SALARY CENTRE

: **CLIENT SERVICE OFFICER: QAULITY ASSURANCE (X47 POSTS)**

: R269 499 per annum

: Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/9/01 (X1 Post)

: Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/9/02 (X1 Post)

: Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/9/03 (X1 Post)

: Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/ 9/04 (X1 Post)

: Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/ 9/05 (X1 Post)

: Cradock Labour Centre Ref No: HR4/4/9/06 (X1 Post)

: Labour Centre: Cradock but stationed at Somerset East Satellite Office Ref No: HR4/4/9/07 (X1 Post)

: Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/9/08 (X1 Post)

: Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/9/09 (X1 Post)

: Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/9/10 (X1 Post)

: Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR4/4/9/11 (X1 Post)

: Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/9/12 (X1 Post)

: Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR4/4/9/13 (X1 Post)

: Labour Centre: Graaf-Reinet Ref No: HR 4/4/9/14 (X1 Post)

: Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/9/15 (X1 Post)

: Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/9/16 (X1 Post)

: Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR4/4/9/17 (X1 Post)

: Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR4/4/9/18 (X1 Post)

: Labour Centre: Kariega but stationed at Misgund Satellite Office Ref No: HR4/4/9/19 (X1 Post)

: Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR4/4/9/20 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR/4/4/9/21 (X1 Post)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR/4/4/9/22 (X1 Post)

Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref No: HR/4/4/9/23 (X1 Post)

Labour Centre: Komani Ref No: HR 4/4/9/24 (X2 Posts)

Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR/4/4/9/25 (X1 Post)

Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR/4/4/9/27 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR/4/4/9/29 (X1 Post)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR/4/4/9/30 (X1 Post)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR/4/4/9/31 (X1 Post)

Labour Centre: Makhanda Ref No: HR 4/4/9/32 (X1 Post)

Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR/4/4/9/33 (X1 Post)

Labour Centre: Maletswai Ref No: HR 4/4/9/34 (X1 Post)

Labour Centre: Maletswai but stationed at Barkly East Satellite Office –Ref: HR/4/4/9/35 (X1 Post)

Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office Ref No: HR/4/4/9/36 (X1 Post)

Labour Centre: Mdatsane Ref No: HR4/4/9/37 (X2 Posts)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR/4/4/9/40 (X2 Posts)

Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR/4/4/9/41 (X1 Post)

Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR/4/4/9/42 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR/4/4/9/43 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/9/44 (X 1 Post)

Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/9/45 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/9/46 (X1 Post)

Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/9/47 (X1 Post)

Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/9/48 (X1 Post)

REQUIREMENTS

: Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

DUTIES

: Provide screening services, Process applications for UIF Benefits, Register payment continuation forms, Provide administrative functions.

ENQUIRIES

: Ms N Getyeza Tel: 047 491 0656
 Ms L Nongena Tel; 039 254 7201
 Mr T Mgudane Tel; 046 645 7700
 Ms N Mkonto Tel; 048 881 3010
 Mr S Mshumpela Tel; 049 892 2142
 Mr M Njamela Tel: 043 702 7500
 Ms W Koba Tel: 041 995 7047
 Ms S Zaula Tel:047 501 5600
 Ms N Mtwla Tel; 039 253 1996
 Mr S Thambo Tel; 045 807 5477

APPLICATIONS

Ms N Ntlokwana Tel; 046 622 2104

Mr Mbande Tel; 043 718 8380

Mr. R Mbali Tel; 051 633 2633

Ms. N Mvanyashe Tel; 045 932 1077

Deputy Director: Labour Centre Operations: Private Bag X3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street, eMaXesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: Jobs-ECFOB@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: Jobs-ECCRD@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag x 9084, East London, 5200, Hand deliver at 10 Cnr. Oxford and Hill Street, IG Building East London 5201. Email: Jobs-ECELN@labour.gov.za

Deputy Director: Labour Centre Operations: P.O. Box 562. Kariega, 6230, Hand deliver at 15A Chase Street Kariega 6230. Email: Jobs-ECUHT@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X19, Mdantsane, 5219, Hand deliver at No.1 Mazaule Street NU1 Mdantsane 5219. Email: Jobs-ECMDS@labour.gov.za

Deputy Director: Labour Centre Operations: Private Bag X5080, Mthatha, 5100, Hand deliver at No.8 Cnr Maderia and Elliot Street, Mthatha. 5100 Email Jobs-ECUTT@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 5320 Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: Jobs-ECQTN@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations, Private Bag X 1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: Jobs-ECLSS@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-ECMCR@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai 9750. Email: Jobs-ECALN@labour.gov.za

Deputy Director: Labour Centre Operations: PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

Deputy Director: Labour Centre Operations

FOR ATTENTION

POST 44/52

SALARY CENTRE REQUIREMENTS

R269 499 per annum

Labour Centre: Ulundi (KZN)

Three (3) year recognised qualification at NQF 6 in the relevant field, ie. Labour Relations, BCOM Law, LLB. Valid Driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions, of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation Skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing Skills, Analytical, Verbal and Written communication skills, Employment Equity Act.

DUTIES

Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Executive 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. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr TJ Nkosi Tel No: (035) 879 8800
<u>APPLICATIONS</u>	:	Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi 3838. For Online Application: Jobs-KZN3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 44/53</u>	:	<u>PROVISIONING CLERK REF NO: HR4/4/7/56</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office, Mpumalanga
<u>REQUIREMENTS</u>	:	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 OR Email: Jobs-MPU-SCM@LABOUR.gov.za

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 15 December 2025
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). 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). 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 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.

OTHER POSTS

- POST 44/54** : **DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: NDOH 86/2025**
Chief-Directorate: Health System Digital Information
Please note that this is a re-advert, applicants who previously applied need to re-apply.
- SALARY** : R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines).
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate and an NQF Level 7 qualification in Information Communication Technology / Information Technology and/or Computer Science. ICT Project Management and Change Management certificates will be an advantage. At least three (3) years' middle managerial/supervisory at ASD or equivalent level experience in Change management. Knowledge of change management principles, methodologies, and tools. Understanding of NHI Digital Health Context and its various aspects, from strategy through to implementation, understanding of how people go through a change and change process, ICT standards, policies and procedures, familiarity with

		project management approaches, tools and phases of the project, knowledge of the health sector (Basic), National Health Insurance Plan, Public Service Regulation and Public Service Act as well as National Health Act/Bill. Good communication (verbal and written), team management, analytical, risk and issue management, strategic thinking and planning, conflict resolution, programme and project Management Methodologies, effective organizational and time management, resilience and teamwork skills. Ability to work independently and as part of a team and willingness to travel regularly. A valid driver's license.
<u>DUTIES</u>	:	Documenting and maintaining the Change Management policy, processes, and standards. Develop, implement and maintain ICT Change Management policies and procedures and ensure that the entire organization complies with the procedures. Develop and present Change Management reports as required. Establish, document, implement, manage, and monitor the Release Management policies and processes. Foster culture of change and communication.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at milani.Wolmarans@health.gov.za
<u>POST 44/55</u>	:	<u>DEPUTY DIRECTOR: SOFTWARE DEVELOPER REF NO: NDOH 87/2025</u> Chief-Directorate: Health System Digital Information Please note that this is a re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF Level 7 qualification in Computer Science / Software Development / Information Communication Technology. A Software Development certification (e.g. JAVA, Microsoft, Open Source); Agile (e.g. Product Owner, Scrum Master) and Data Privacy or Cyber Security qualification, and Industry certification will be an advantage. At least three (3) years' middle management experience working with Software Development. Knowledge of database management systems, software development methodologies, and tools. Understanding of version control. Knowledge of Public Service Regulation and Public Service Act, Information Security and Cyber-Security related, Data Privacy, Compliance and Protection, Software Testing Stack, ICT standards, policies and procedures. Knowledge of National Health Act/Bill as well as National Health Insurance Plan. Good communication (verbal and written), analytical, technical and leadership, strategic thinking and planning, conflict and people management, effective organizational and time management, training management, resilience and assertiveness and ethical behaviour skills. Ability to work independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Collaborates with Business Analysts to implement on business requirements via the development of digital solutions. Develop & implements applications and programs for the backend processing systems for the NHIF including peer reviews and code reviews. Maintain source code and code branching of the software and facilitate best practices. Work within modern software development lifecycle methodologies (such as Agile or Business Change Lifecycle) to create consistent and regular development deliverables. Work within the framework for security, privacy, performance and scalability requirements and test software systems, identify bugs, debug, resolve the issues and create documents for the application changes.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>POST 44/56</u>	:	<u>DEPUTY DIRECTOR: USER ACCEPTANCE TESTING REF NO: NDOH 88/2025</u> Chief-Directorate: Health System Digital Information Please note that this is a re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF Level 7 qualification in Information Technology / Bachelor of Science in ICT. ITIL and Cobit certificates will be an advantage. At least three (3) years' middle managerial experience/supervisory at ASD or equivalent level in User Acceptance Testing (UAT) or related field. Knowledge of UAT principles, methodologies, and tools. Knowledge of Software Development Life Cycle (SDLC) and testing, familiar with UAT tools and software (JIRA, TestRail etc.), Health System and its operational environment, Public Service Regulation and Public Service Act, NHI-Contextual and operation environment, Health Sector, National Health Act as well as National Health Insurance Plan. Sound knowledge of project management, providing leadership and work independently and adherence to project and reporting timelines. Good communication (verbal and written), ethical conduct, creative thinking, customer service orientation, diverse citizenship, problem analysis, technical proficiency and interpersonal skills. Ability to apply testing processes and terminology to practical scenarios as well as multi-task and test different applications. A valid driver's license.
<u>DUTIES</u>	:	Define UAT testing plans and requirements. Setup and maintain test environment. Liaise with stakeholders to address and resolve any issues that might arise during user acceptance testing. Record and document UAT cases and sign-off acceptance certificates on completion of all test cases. Perform User Acceptance Testing (UAT) – perform test cases on Jira. Manage resources, risk and audits.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>POST 44/57</u>	:	<u>LEGAL ADMINISTRATTION OFFICER MR 5 REF NO: NDOH 89/2025</u> Directorate: Legal Services
<u>SALARY</u>	:	R464 634 – R1 111 323 per annum, as per OSD
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and LLB or equivalent qualification in law. At least eight (8) years appropriate post qualification legal experience providing legal advice and drafting of legal opinion, negotiating, scrutinizing, drafting, editing legal documents and/or contracts/ legislative drafting. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Civil Litigation, Intergovernmental Relations Framework as well as procurement prescripts. Knowledge and understanding of legislative drafting process and rules of Parliament. Knowledge and understanding of all pieces of legislation administered by the Department, as well as other pieces of legislation that in same or other way impacts on the functions being performed in the Department. Excellent communication (verbal and written), good interpersonal and computer skills (MS Office package). Ability to function under pressure. Willingness to travel frequently and work long and irregular hours.
<u>DUTIES</u>	:	Draft legislation, regulations, executive Acts, international agreements, memoranda of understanding and other legal instruments. Ensure legislation are processed timeously. Drafting, editing and amending service level agreements, contracts, memoranda of understanding and international agreements. Provision of legal opinion to the Department and Ministry. Identify issues and apply the law to facts. Management and co-ordination of litigation. Identify measures to avoid litigation. Liaise with the state attorney timeously to ensure compliance with Court Rules and proper representation of the defendant; and identify and analyse litigation trends.
<u>ENQUIRIES</u>	:	Adv M Moabelo Tel No: (012) 395 9512
<u>POST 44/58</u>	:	<u>PERSONAL ASSISTANT REF NO: NDOH 90/2025</u> Branch: Health Regulations and Compliance Management
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate and NQF 6 in Office Administration/Office Management/Business Management/Business Administration/Management Assistant/ Secretarial Diploma as recognized by SAQA. At least three (3) years' experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Good communication (verbal and written), telephone etiquette, planning, organizing and computer skills (MS Office

package). Ability to act with tact and discretion. Ability to research and analyze documents and situations

DUTIES

- :
- Provides a secretarial/receptionist support service to the manager. Coordinates with and sensitizes/advises the manager regarding engagements. Rendering administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the manager. Provides support to manager regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the manager with the administration of the manager's budget. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending.

ENQUIRIES

- :
- Ms T Moepi Tel No: (012) 395 8614

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(South Cape TVET College)
(Tshwane North TVET College)

OTHER POSTS

<u>POST 44/59</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL SKILLS & PROJECTS REF NO: TNC/CO/25 – 11/1</u> Nature of Appointment: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10), plus benefits Central Office Matric/Grade12 Certificate plus a recognized 3-year National Diploma or Degree in Education or any other relevant qualification. A minimum of 3 years supervisory experience in education or teaching and learning environment, preferably in the Public Sector or Institution of Higher Learning. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge and Skills: Knowledge of the relevant prescripts, legislation and regulations governing the TVET and Public Service sector. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the higher education sector. Must have good verbal and written communication, inter-personal, people management, planning and organizing, presentation, report writing, problem solving, analytical, client orientated and project management skills. Must be committed and proactive.
<u>DUTIES</u>	:	Identify and manage appropriate learnerships and other occupational programmes including the appointment of contract project staff as required. Identify programme gaps, conduct feasibility assessments and introduce new, responsive programmes. Develop a responsive, flexible curriculum based on local needs. Facilitate new programme decisions and manage the planning process. Implement and maintain programme quality systems and processes including assessment, moderation and performance records. Develop and manage occupational programme budgets and report on programme performance. Identify learner material, equipment and other resource requirements. Oversee the development of project plans, including milestones, resource requirements and timeframes. Compile the project budgets and manage all related expenditure. Track progress against targets and budgets. Report on learnership project progress and performance. Review the learnership policy and monitor compliance. Manage the registration of students and the signing of contracts. Establish and maintain records, registers and document management systems for students and facilitators. Manage the payments to facilitators and learnership delivery sites. Manage and oversee the performance and development of learnership facilitators. Identify facilitator skills and performance gaps and facilitate interventions. Ensure the implementation of best practice teaching practices across the programmes (e.g. lesson plans). Report to the Academic Board. Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Ensure compliance with partnership process and guidelines. Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government). Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance. Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). Address concerns and issues raised by project team members and stakeholders. Identify work environment simulation needs for each learnership and prepare a plan of specific requirements including resourcing options. Identify simulation options at the College (in collaboration with the Business Development Manager). Implement systems to monitor the quality of workplace student experience. Formulate job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS NOTE</u>	:	Email to ASDOccupational@tnc.edu.za
	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/60</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATION SERVICES REF NO: TNC/CO/25 – 11/2</u> Nature of Appointment: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10), plus benefits
	:	Central Office
	:	Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Education (NQF Level 6) or equivalent. An Honours degree will be an added advantage. A minimum of 3 years in a supervisory experience in managing assessment, conducting external examinations as well as Teaching and Learning in the TVET sector. Experience as a national examiner and/or moderator will be an added advantage. A valid SACE Certificate. Computer literate in MS Office 365 (Word, Excel, PowerPoint, and Outlook). Experience in managing training of examination officials. Knowledge and understanding of the TVETMIS and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Excellent leadership and management skills. Contract management principles and practices. Basic budgeting principles and practices. Excellent verbal and written communication skills including presentation and report writing- skills. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on assessment & examination e-learning platforms. A valid driver's license. Ability to work long hours and under pressure. Willingness to travel.
<u>DUTIES</u>	:	Manage the college examination and assessments section. Standardisation of ICASS assessments across campuses. Coordinate collaboration groups and subject committees on the setting of quality and standardised assessment tasks and moderation thereof. Coordinate the Site-Based Assessments (SBA) as per the DHET Policies and Guidelines. Manage the internal marking centres at campuses. Oversee the process of internal marking. Coordinate the marker and moderator applications to DHET. Ensuring the submissions of all term marks to MIS are done timeously. Verification of submitted college term marks on assessments and final resulting. Support the integrity of the implementation of ISAT at all campuses. Provide assessment and examination support to all campuses. Monitor all campuses on the implementation of examination related policies. Ensuring the state of examination readiness at all campuses. Manage the process of resolving pending results. Monitor and support distribution point managers. Oversee the implementation of DHET/College management plans concerning assessments and examinations. Liaise between the college and DHET on all the examination and assessment related matters. Develop, review, and implement the college examination related policies. Provide guidance and assistance to the graduation committee. Writing of reports as and when required, inclusive of broad management and academic board reports.

<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS NOTE</u>	:	Email to ASDExaminationservices@tnc.edu.za
	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/61</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT</u> <u>REF NO: TNC/CO/25 – 11/3</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	National Senior Certificate or NC(V) Level 4 certificate. A recognized undergraduate qualification / Bachelor's degree / National Diploma (NQF level 6) in Purchasing Management / Logistics Management / Supply Chain Management or related qualification. A minimum of 3 years supervisory experience in Supply Chain Management/Procurement (Demand, Acquisition and Contracts). Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Practical knowledge of managing three bid committees. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing, and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of legislative framework and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. A valid driver's license.
<u>DUTIES</u>	:	Ensure compliance with Supply Chain Management processes and procedures. Develop and implement the College Supply Chain Strategy in terms of Demand, Acquisition and Contract Management. Perform contract management function and ensure compliance. Give progress to the end user regarding the submitted requests for goods, services and or works. Supervise and lead a team that renders demand, acquisition, contracts, and risk and performance management. Conduct needs analysis, develop Annual Procurement Plan, and monitor projects as approved on the plan. Compile and update bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the College on SCM matters, develop, implement, and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Unit. Manage the College's Assets Unit. Take overall responsibility for the addition and disposal of the college's assets. Manage the asset verification process and the update of the asset register. Manage the college's inventories.

<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS</u>	:	Email to ASDSupplychain@tnc.edu.za
<u>NOTE</u>	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/62</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: S34/2025</u> (Permanent College Council Appointments with a 12 month probationary period)
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37 % service benefits
<u>CENTRE</u>	:	Central Office – George
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus an appropriate qualification NQF Level 6 in supply chain management, purchasing management, procurement, logistics or financial management or equivalent appropriate tertiary qualification as recognized by SAQA. 5 years' experience in the Supply Chain Management environment or any relevant field, in which 3 years must be supervisory experience in Supply Chain Management environment or relevant field. A valid driver's license. Computer Literacy (MS Office). Skills: Knowledge and understanding of the PMFA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. In-depth understanding of Tender processes, Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Willing to work long hours including beyond normal working hours and weekends, Ability to effectively communicate in at least two of the three official languages of the Western Cape. Skills: Administrative skills, planning and organising, Financial planning and management, Report writing, communication and interpersonal skills, problem solving. Project management. Project management. Budgeting, Supply Chain and Financial Planning and Management. Team leadership. Self-management. People management. Values & Attributes: Client Service focus, Integrity, Committed, Proactive and Loyal. Managing interpersonal Conflict, impact and influence, Diversity Management.
<u>DUTIES</u>	:	Develop, review, implement and monitor college SCM Policies in line with relevant legislation: Ensure that all procurement is following the Supply Chain (SCM) policies and procedures of the college. Co-ordinate and execute the quotation and bidding processes. Ensure that all official orders are compiled and authorized within three days from the date of recipients of quotations or comparative schedules. Align procurement plan, policies and strategies with the annual budget. Ensure that appropriate policies and processes are put in place for risk management. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Prepare and accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Serve as the point of contact for customers and contractual matters. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness. Render and monitor contract administration support service and

compliance. Ensure monthly, quarterly and annual reporting. Ensure prevention of fraud and abuse of the SCM system interventions. Respond to investigations and audit queries. Oversee the administration of demand and acquisition: Provide advice and brief in Bid Specification Committee meetings in drafting the terms and reference/specification and advice at the Bid Evaluation Committee meetings, Oversee the proper functioning of the committees. Oversee the proper functioning of the committees. Provide secretariat support to the Bid Adjudication Committee (BAC). Manage the administration of tender briefing session. Manage preparation of a tender document upon receipt from tender bid specification committee. Implement physical stock assessment and procedures on available goods and items issued. Manage preparation of logistics for the Evaluation and Adjudication Committees. Oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register (hardcat), electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Compile management reports on issued, receipt, shortages and variances of stock levels. Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the relocation of redundant. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Ensure an up-to-date database of service providers: Oversee the development and utilization of a supplier database. Ensure that all supplier's information and documentation are confidential. Ensure continuous maintenance of database. Monitor the TVET college suppliers' database on the SCM system. Monitor suppliers' delivery performance and rotation of suppliers. Management of staff development: Render management service to staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. Development of SCM subordinates.

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
NOTE**

- : Mr. N Jacobs Tel No: (044)8840359
 - : Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://sccollege.co.za/vacancies>
 - : 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. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. 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. 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.
- 12 December 2025 before 16:00

CLOSING DATE

POST 44/63

- : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: PS35/2025**
(Permanent College Council Appointment with a 12 months probationary period)

SALARY

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

<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric/NC(V) Level 4 plus an accredited 3-years Degree/Diploma Marketing/Corporate Communication/Public Relations/Journalism or a related field qualification. A minimum of five (5) years of functional experience in Marketing with at least 3 – 5 years supervisory experience in relevant field □A Valid code 08 driver's License. Graphic Design knowledge will be an added advantage. Willingness to work irregular hours and travel extensively. Competencies: Strategic execution. Understanding of the importance of brand guidelines & applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing. Knowledge of events management. Excellent written and verbal communication skills with a keen eye for detail. A good understanding and knowledge of college administrative policies, procedures, and planning. Website and Social Media experience. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Demonstrated experience in managing marketing budgets and ability to implement cost saving measures and strict adherence to Government Procurement Policies and Procedures. Skills: Administrative. Good interpersonal relations. Project Management. Planning and organizing. Report Writing. Excellent verbal and written communications skills within all levels of an organization. Self-Management. Campaign management. Negotiation. People management. Client orientation and customer focus. Research Skills. Problem solving.
<u>DUTIES</u>	:	Compile, develop marketing strategies. Coordinate and planning all marketing and communication strategies, budget, projects and events in line with government and college administrative policies, procedures and planning. Develop and implement comprehensive communication plans to promote the college's programs and events. Engage and create informative content for press releases, articles, social media, website updates and other communication platforms. Manage media relations, responding to social media inquiries. Monitor media coverage & provide regular reports and analysis to senior management. Manage social media pages and generate reports for senior management. Coordinate public awareness campaigns and outreach activities to increase public understanding of TVET programs and initiatives. Support internal communication efforts to ensure consistent messaging and alignment with organizational goals. Manage all events including exhibition participation, official functions and special marketing events. Ensure the provision of photographic services at events and drafting articles. Manage the marketing of the college through branding at these events. Stay up to date with industry trends, best practices and emerging marketing technologies to continually enhance the college's marketing strategies. Conduct Customer Satisfaction Surveys internally and externally and compile individual reports for follow-up. Responsible for College website.
<u>ENQUIRIES</u>	:	Mr. M Gcuwa Tel No: (044) 884 0359
<u>APPLICATIONS</u>	:	Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://scccollege.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. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. 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. 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>	:	Friday, 12 December 2025 before 16:00
<u>POST 44/64</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: COUNCIL EXECUTIVE SECRETARY REF NO: PS36/2025</u> (College Council Permanent Position with a probationary period of 12 months)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), plus 37% benefits Central Office – George Matric/Grade 12 plus an accredited minimum 3-year recognized Bachelor's degree in Languages and Communication with English as Major. REQV 14 (NQF 6). A minimum of at least 5 year's relevant working experience in a secretarial function or similar role. A Valid code 08 driver's license. High level of computer literacy (MS Word, Excel & PowerPoint) Strong knowledge of MS Office. Skills and competencies: Sound working knowledge of Governance structures & TVET College Sector. Able to demonstrate skills in analysing, interpreting, and applying policies and processes. Proven Report and Minute writing skills. Highly analytical with the ability to pay close attention to detail. Solid judgement with ability to make good decisions. Excellent English listening, verbal communication skills. Strong communication Skills. Advance English Communication Skills. Excellent typing skills. Excellent listening and writing skills. Excellent interpersonal relations and customer orientation. Planning and co-ordination skills. Proven report writing skills. Good interpersonal skills. Values/attributes: Must be able to work independently and efficiently under pressure. Organising and planning skills. Attention to detail. Knowledge of the Higher Education and Training communication protocols. Professional, discreet, maintaining high levels of confidentiality. Assertive, good organizer with sound judgement and decision-making skills. Ability to work under pressure. Ability to effectively communicate and write in at least two of the three official languages of the Western Cape of which English must be one.
<u>DUTIES</u>	:	Managing the interface between the Council and the College management and between stakeholders and the Council. Provide secretarial functions for the Council and its sub-committees. □Ensuring that corporate governance best practises are adopted by the College. Ensuring good governance and that council meetings and council committee meetings are appropriately performed in terms of the College Statute and Terms of Reference. Communicating decisions and actions resolved at council meetings and council committees' meetings and council committee meetings to SMT for implementation. Proper record keeping of all relevant council and council committees' documentation, logistical arrangements and preparation of agendas, notices of meetings, taking minutes for college council and committees. Drafting of internal memos, and other correspondence relating to Council matters. Support the effective functioning of College Council and College Council Committees. Organises, co-ordinates, and oversees all the arrangements of College Council and College Council committee meetings. Ensures that Council Committee meeting minutes are of high standard. Oversees the timeous submission and distribution of minutes and action schedules. Monitors and reports on progress relating to actions, as decided at Council and committee meetings. Maintains records of attendance of Council and Committee members are processed in a timeous manner. Ensures that travel and accommodation arrangements of College Council members as approved by the principal are processed. Ensures that the College Councillors' information remains current on the South Cape TVET website and at DHET. Undertakes any Committee related duties as directed by the principal. Supports the PA of the Principal when required by the principal. Ability and willingness to work flexitime after hours and manages the reconstitution process of Council (elections, appointments letters, liaising with applicants, organising Selection Committee meetings, etc.) Draft of Council Resolutions for internal and external bodies. Develop and update Council Resolution Register.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. TE Terblanche Tel No: (044) 884 0359 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

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. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. 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. 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

: 12 December 2025 before 16:00

POST 44/65

: **SENIOR LABOUR RELATIONS OFFICER REF NO: PS37/2025**
(College Council 36 fixed term contract position with a probationary period of 12 months)

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum, plus 37 % service benefit
: Central Office- George
: Matric plus a minimum 3-year accredited Degree/National Diploma in Labour Relations, Labour Law, Industrial Psychology, Employment/Human Resource Management or relevant equivalent qualification (REQV 13)- NQF Level 6) a minimum of 3-5 years relevant work experience in Labour Relations environment or related field. Experience in appearing and representing employers in Bargaining Councils and PERSAL Certificate in Labour Relations will be an added advantage. A Valid Code 8 driver's license. Knowledge: 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 Relations statutes. Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector (PSET and CET). Knowledge of PERSAL. Skills: Investigations and negotiations. Administrative. Planning and organizing. Financial management. Report writing. Good communication and interpersonal skills. Problem solving. Computer literacy, Client orientated. Project management. Team leadership. Conducting investigations. Presentation skills. Personal Attributes: Integrity, Committed, Loyal, Proactive and Ethical. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES

: Ensure promoting of sound Labour Relations in the college. Assist providing advice on Labour relations matters. Conducting workshops and information sessions on Labour matters. Protect employees' rights and interests. Investigate grievances and disputes in the college: Receive and acknowledge grievances and disputes. Follow proper procedure when handling grievance and dispute. Compile investigation report. Summon witnesses involved in the grievance. Communicate findings of the investigation to the aggrieved.
□Represent the employer during conciliation and arbitration. Investigate misconduct cases: Investigate and scrutinize reports if there are any allegations of misconduct. Formulate charges and service a notice of the disciplinary hearing. Represent the Department in the disciplinary hearing. Communicate the outcome of the disciplinary hearing to the alleged employee. Arrange logistics regarding the disciplinary hearing. Participate in collective

bargaining council resolutions: Check all dispute referrals and advice management on them and verify whether the bargaining council has jurisdiction on the matter. Represent the College in Bargaining Councils, submit representations and submissions on behalf of the College for or against applications of condonations, referrals, rescinding of awards and decisions, postponements, preliminary issues and final representations. Arrange bilateral and multilateral meetings. Draft minutes for meetings. Prepare documents for employer's caucus and action list for chamber meeting. Gather inputs from human resource and senior management and aspects such as salaries, benefits, pension and work rules and practices. Maintaining stakeholder relations between the employer and the employee: Liaise with internal, external stakeholders and representing the college regarding Labour relations matters. Issue correspondence related to Labour relations activities such as notice of disciplinary hearing. Update data base on grievance, disputes, misconduct and collective bargaining and capture on PERSAL system: Draft and issue statistical information relating code of conduct and update database. Update grievance and disputes statistics, report to management and Public Service Commission (PSC). Capturing of cases on PERSAL system for reporting purposes. Capture all resolutions signed at PSCBC and Awards on the database. Management of human, physical and financial resources: Render staff Management. Ensure completion of performance agreements by all employees in the unit, Supervision of staff.

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
NOTE**

: Mr. M Gcuwa Tel No: (044) 8840359
: Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://scccollege.co.za/vacancies>
: 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. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. 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. 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

: 12 December 2025

POST 44/66

: **ADMINISTRATION OFFICER: REGISTRATION & TVETMIS REF NO: PS39/2025**
(College Council Permanent position with a probationary period of 12 months)

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), plus 37% in lieu of benefits
: Central Office – George
: Matric/Grade 12 plus an accredited minimum 3-year Recognized Degree/Diploma in the field of Secretarial/Administration/Office Management. REQV 14 (NQF 6). A minimum of at least 2-3 year's relevant working experience is required. A Valid code 08 driver's license. Computer Literacy (MS Office). Knowledge of the Colleges' Business Management System (BMS) and various Sector Education and Training Authorities (SETA) databases will serve as an added advantage. Knowledge of the Policy Framework on Administration and Management of Student Admissions in TVET Colleges. Knowledge of the

DHET prescribed examination policies and procedures. Knowledge of TVET College policies including knowledge of the TVETMIS system and annual reporting requirements by the Department of Higher Education. Knowledge and understanding of Information Management, statistical analysis, and interpretation of student data and the DHET Standard Operating Procedure (SOP) on student enrolments. Administrative, planning, analytical and report writing skills. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES

: Responsible for the effective management of the College BMS system, various Sector Education and Training Authorities (SETA) databases and QCTO uploading and certification. Render effective student registration services pertaining to Ministerial and Occupational Programmes. Provide guidance and testing of students, with regards to choice of and placement within programmes. Administer overall Student Registration Processes and reviewing of Templates to guide Application, Admission and Registration process to ensure standardisation across Campuses. Ensure compliance to the DHET Standard Operating Procedure (SOP). Capture and update information on the College and other related system programmes. Maintain and administer TVETMIS mapping, capturing and data extraction for the College. Responsible for statistical interpretation and the compilation of Student data reports for Occupational and Ministerial Programmes. Compile and maintain an update database of student graduates for Student Work Placement. Extract data, compile and produce various reports and statistics for External and Internal stakeholders. Administer student Occupational Programme Certificate enquiries. Co-responsible for all administrative functions within the Student Registration Services and TVETMIS Unit. Co-responsible for all administrative functions within the Student Registration staff at Campuses, Conducting of Student Registration Audits at Campuses. Monitor Student Enrolments during the enrolment periods. Monitor the capturing of Report 191 and NC(V) student registration data on the College BMS to ensure compliance and timeous finalisation.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Ms. V Heyneke Tel No: (044) 884 0359
 : Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://scccollege.co.za/vacancies>
 : 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. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's licence. 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. 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

: Friday, 12 December 2025 before 16:00

POST 44/67

: **STATE ACCOUNTANT REF NO: PS40/2025**
 (College Council Permanent position with a probationary period of 12 months)

SALARY

: R325 101 per annum (Level 07), plus 37% in lieu of benefits

<u>CENTRE REQUIREMENTS</u>	: Central Office – George
	: Matric/Grade 12 plus an accredited minimum 3-year Recognized Degree/National Diploma in Accounting/Financial Management REQV 13 (NQF 6). A minimum of at least 2-3 years relevant working experience in the financial management environment. A Valid code 08 driver's license. Computer Literacy (MS Office). Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service Financial legislations, procedures and Treasury Regulations (PMFA, DORA, GRAP). Knowledge of basic financial operating systems (COLTECH, ITS etc). Skills: Advance excel skills is compulsory, Planning and organizing, Good verbal and written communication, Flexibility, Interpersonal Relations, Accuracy, Aptitudes of figures. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	: Provide the effective and efficient administration of debt management services. Provide support in the administration of Debtors. Identify and accurate recording of debts owed to the college. Liaise with debtors to determine payback conditions and time span. Accurate allocation of monies received. Update of tuition fees and administer debtors. Reconciliation and clearance suspense/ledger accounts. Prepare and verify debtor related journals. Calculate impairment and prepare write-offs. Supply auditors with GRAP compliant debtors schedules. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. NP Jacobs/Ms C Robertson Tel No: (044) 884 0359
	: Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION 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. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. 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. 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>	: 12 December 2025 before 16:00
<u>POST 44/68</u>	: <u>HANDYMAN REF NO: PS41/2025</u> (College Council 3- years contract position with a probationary period of 12 months)
<u>SALARY CENTRE REQUIREMENTS</u>	: R163 680 per annum (Level 03), plus 37% in lieu of benefits
	: George Campus
	: Grade 10 Certificate, relevant Handyman / Tradesman Aid certificates, with 2 years relevant experience in a Handyman or General Foreman, plus 1-year supervisory experience will be an added advantage. Must be computer literate, valid driver's license, Communication and basic numeracy, interpersonal relations, administrative skills. Basic knowledge of general hygiene practices. Plumbing, carpentry, electrical, groundsman and OHS Knowledge of cleaning products and applications. Ability to use a variety of cleaning equipment and

DUTIES

:

products. Basic literacy and communication skills. Willingness to work extended hours including overtime, weekends, and public holidays as and when requested. Preference will be given to candidates from the local area where the office and/or position will be based. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Values and attributes: Client service focus. Integrity, Committed, Proactive and Loyal. Plan and effectively. Coordinates the installation, maintenance and repair work around the park complex. This includes supervision of teams of workers, regularly inspect sites, execute work necessary, maintain equipment and assign services providers to various projects. Solid understanding of building maintenance, repairs. Liaise with professional people, suppliers, representatives, agents and workers e.g. for the obtaining of quotations, placing of orders, receiving of goods and during the supervisory and monitoring role during work that needs to be done. Plan, organize, control and lead as supervisor by managing the maintenance staff. Do maintenance and repair work – all “minor” maintenance and repair work inside and outside all buildings when necessary. Purchase maintenance materials, tools, and equipment as required and to control stock thereof. Assist in managing the Maintenance and Repairs budget. Inspecting buildings, maintaining inventory, and scheduling repair. Inspect sites regularly to identify problems and necessary maintenance. Coordinate daily maintenance activities. Maintain all inventory and equipment and ensure proper storage. Comply with all health and safety regulations and practices on site. Conduct follow-ups on all maintenance and repair work. Conduct safety inspections as scheduled. Supervision of fleet usage. Oversee all repairs and ensure that work is completed on time. Supervising the general assistants and serving as a team leader. Assist in managing the Maintenance and repair budget. Inspecting buildings, maintaining inventory, and scheduling repair. Inspect sites regularly to identify problems and necessary maintenance. Coordinate daily maintenance activities. Maintain all inventory and equipment and ensure proper storage. Comply with all health and safety regulations as scheduled. Supervision of fleet usage. Oversee all repairs and ensure that work is completed on time. Conduct safety inspections as scheduled. Supervision of fleet usage. Oversee all repairs and ensure that work is completed on time. Supervising the general assistants and serving as team leader. Ensuring that general assistants sign the attendance register. Co-ordinating daily activities. Supporting and advising the general assistants on the execution of their tasks. Perform work inspections. Ensuring the neatness of the buildings and premises. Removing refuse. Cleaning gutters. Replacing light bulbs and windowpanes. Doing touch-up painting where necessary. Unblocking drains. Minor repairs to locks, doors, desks, sanitary ware, fencing, ablution, water taps, etc. Locking and unlocking gates. Locking and unlocking classrooms and toilets. Activating and deactivating alarm systems. Preparing soil. Applying fertiliser. Planting flowers, grass, plants and shrubs, Mowing lawn. Trimming hedges. Pruning. Raking leaves. Irrigating Garden. Applying insecticide. Storing machinery and equipment. Securing and monitoring access points to the premises. Ensuring safety of playground equipment. Removing dangerous objects from grounds. Reporting theft and dangers on the premises. Ensuring safety equipment is in good working order e.g. fire extinguishers.

ENQUIRIES APPLICATIONS

:

Ms. V Hartnick Tel No: (044) 8742360

:

Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://sccollege.co.za/vacancies>

FOR ATTENTION NOTE

:

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. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. 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. 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

: 12 December 2025 before 16:00

POST 44/69

: **GENERAL ASSISTANT REF NO: PS 42/2025**

(College Council 3-years contract position with a probationary period of 12 months)

SALARY

: R138 486 per annum (Level 02), plus 37% in lieu of benefits

CENTRE

: George Campus

REQUIREMENTS

: Grade 10 Certificate. 2 — 3 years relevant experience in a cleaning environment such as a school, hostel educational environment with multiple facilities will be an added advantage. Basic knowledge of general hygiene practices. Knowledge of cleaning products and applications. Ability to use a variety of cleaning equipment and products. Basic literacy and communication skills. Willingness to work extended hours including overtime, weekends, and public holidays as and when requested. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Values and attributes: Client service focus. Integrity, Committed, Proactive and Loyal.

DUTIES

: Cleaning of classrooms. Hostel, administration building. Halls, corridors, and toilets: Sweep and cleaning of the assigned floors, windows, desks, and chairs before and after periods. Regularly keep toilets and toilet components clean and hygiene with cleaning materials and ensure there is always enough supply of hand wash materials and toilet papers etc. in all toilets. Regularly maintain a clean and hygienic environment of facilities and halls for staff and students, maintain a safe and hygiene environment of (OLC/Computer rooms) before and after students use the rooms. Clean and dust all computers and desks for staff and students. Arrangement of chairs and tables in classrooms and examination rooms before, during and after examinations as and when required. Cleaning of kitchens and staff rooms: Maintain a clean and hygienic staffroom before and after lecturers attend to teaching and learning or while they are busy with the students in other classes. Always keep the kitchens clean before and after break or when there is a need. Responsible for cleaning materials: Responsible for proper and correct use of cleaning materials, issue of kitchen utensils when needed by campus- Use cleaning material issued to clean classrooms, boardrooms efficiently and effectively.

ENQUIRIES

: Ms. V Hartnick Tel No: (044) 674 2360

APPLICATIONS

: 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. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. 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. 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

:

12 December 2025 before 16:00

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 12 December 2025

NOTE : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

OTHER POST

POST 44/70 : **LOCAL OFFICE MANAGER (X16 POSTS)**
(This is a re-advertisement. Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY CENTRE : R582 444 - R686 091 per annum (Level 10), A basic salary

: Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 51/25/1a (X1 Post)

: Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 51/25/1b (X1 Post)

: Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 51/25/1c (X1 Post)

: Eastern Cape: Medium Office: Mount Ayliff Ref No: HRMC 51/25/1d (X1 Post)

: Gauteng: Medium Office: Alberton Ref No: HRMC 51/25/1e (X1 Post)

: Gauteng: Medium Office: Randburg Ref No: HRMC 51/25/1f (X1 Post)

: KwaZulu-Natal: Medium Office: Kwadukuza Ref No: HRMC 51/25/1g (X1 Post)

: KwaZulu-Natal: Medium Office: Prospecton Ref No: HRMC 51/25/1h (X1 Post)

: KwaZulu-Natal: Medium Office: Scottsburgh Ref No: HRMC 51/25/1i (X1 Post)

: Limpopo: Medium Office: Mutale Ref No: HRMC 51/25/1j (X1 Post)

: Mpumalanga: Medium Office: Mhala Ref No: HRMC 51/25/1k (X1 Post)

: North West: Medium Office: Zeerust Ref No: HRMC 51/25/1l (X1 Post)

: North West: Medium Office: Mafikeng Ref No: HRMC 51/25/1m (X1 Post)

: North West: Medium Office: Taung Ref No: HRMC 51/25/1n (X1 Post)

: Western Cape: Medium Office: Bellville Ref No: HRMC 51/25/1o (X1 Post)

: Western Cape: Medium Office: Wynberg Ref No: HRMC 51/25/1p (X1 Post)

REQUIREMENTS : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 3 Years' experience as a Supervisor in Operations in a client or customer services environment. Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization and use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of workflow

and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strong Management and Leadership capability. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities. Foster effective partnerships with all stakeholders and represent the Office at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks, policies, procedures and manage risks. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:

Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street,

KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 19 December 2025. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Driver's license as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, and the other must be an Integrity (Ethical Conduct) Assessment. All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest; DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 44/71** : **DEPUTY DIRECTOR: FRENCH TRANSLATOR/ INTERPRETER AND TRAINER**
Branch: Diplomatic Training, Research & Development
Directorate: Language Services & Training
- SALARY** : R896 436 per annum (Level 11). This all-inclusive 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 in terms of the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate undergraduate qualification (NQF 7) with French as major subject At least 3-5 years of experience as a French / English Translation / Interpreter and French language trainer. Diploma or Certificate in translation and interpreting South African citizenship Competencies: Fluency in French French writing skills Knowledge and skills of language teaching and language proficiency assessment Knowledge of global trends in teaching French as a foreign language Ability to interpret and translate Advanced level of computer literacy The use of technology in language training The design of digital material for French language training Experience with French e-learning platforms Excellent administrative skills Knowledge of South Africa's foreign policy Leadership and management skills Inter-personal skills Client orientation and customer focus Problem solving skills.
- DUTIES** : Provide and facilitate translation services in French for DIRCO and the Presidency Provide and facilitate liaison interpreting services in French for DIRCO and the Presidency Manage and provide language training in French for DIRCO and Partner Departments Manage the overall performance of the

		Sub-Directorate and participate in corporate governance Manage financial resources Manage human resources Manage Planning Monitor and Evaluate Participate in corporate governance.
<u>ENQUIRIES</u>	:	Ms J Moepya Tel No: (012) 301 8754
<u>APPLICATIONS</u>	:	Please e-mail your application to ddfrench25@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail to receive an acknowledgement.
<u>NOTE</u>	:	Candidates should be prepared to present a 10-minute mock beginner lesson and short translation from French to English.
<u>POST 44/72</u>	:	<u>ASSISTANT DIRECTOR: ENGLISH LANGUAGE TRAINER</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate NQF 7 qualification with English as major subject At least 3 – 5 years' experience in Adult English language training Assessor and Moderator Certificate serve as an advantage Competencies: Advanced online computer literacy (MS Package) Good communication skills Understanding of diplomacy and protocol Planning, co-ordination and organising skills Problem-solving skills Sound interpersonal relations Client orientation and customer focus The ability to work as a team member.
<u>DUTIES</u>	:	Train English to DIRCO officials Design training courses in English for the Directorate: Language Training Convert language trainers' course material into electronic training programmes Design, co-ordinate and execute assessments for language training Engage with South African and Foreign Diplomats.
<u>ENQUIRIES</u>	:	Ms J Moepya Tel No: (012) 301 8754
<u>APPLICATIONS</u>	:	Please e-mail your application to asdeng25@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail to receive an acknowledgement.
<u>NOTE</u>	:	Candidates should be prepared to present a 10-minute mock-lesson on a prescribed topic.
<u>POST 44/73</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an NQF level 6 or equivalent qualification in Behavioural Sciences (Social Work / Psychology / Employee Assistance Programme) At least 3 - 5 years' experience in the field of Employee Health and Wellness Registration with the relevant professional body / Health Professions Council of South Africa (HPCSA) / South African Council for Social Service Professions (SACSSP) / or any other relevant body Competencies: Knowledge and understanding of Employee Health & Wellness theories and models Sound knowledge of relevant legislation governing workplace programmes Knowledge and understanding of Public Service Regulations Understanding of the Employee Health and Wellness strategic framework for the Public Service. Sound knowledge of HIV and AIDS workplace programmes Thorough knowledge and understanding of health and behavioural risks in the workplace Experience in the implementation of health and wellness programmes Project management skills Counselling skills Communication skills Presentation and facilitation skills Crisis and trauma management skills Ability to formulate policies related to employee health and wellness.
<u>DUTIES</u>	:	Render psychosocial interventions Facilitate and Implement health promotion programmes Develop Employee Health and Wellness policies; programmes and practices Conduct presentations on employee health and wellness related matters Report writing.
<u>ENQUIRIES</u>	:	Ms Beshe Tel No: (012) 351 1327
<u>APPLICATIONS</u>	:	Please e-mail your application to asdehw25@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail to receive an acknowledgement

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** : 15 December 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Kindly note that the post of Secretary to the Regional Court President with Ref No: 74/25/LMP advertised in the Public Service Vacancy Circular 43 dated 21 November 2025. The correct Centre for the post is Magistrate Office: Polokwane. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

- POST 44/74** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
REF NO: 25/48/FS
- 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** : Provincial Office, Bloemfontein
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Labour Relation/ Human Resource Development/ Human Resource Management/Industrial and Organisational Psychology as recognized by SAQA; Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government); 5 years' experience at a middle/senior managerial level; Knowledge and understanding of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of the Public Service statutory Frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Treasury Regulations. Departmental Financial Instructions, Public Finance

		Management Act (PFMA), Government initiatives and decisions. 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.
<u>DUTIES</u>	:	Key Performance Areas: Manage the provision of human resource administration services; Manage the implementation of human resource development and performance management system; Manage and promote sound employee relations; Manage the implementation of employee health and wellness programmes; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili Tel No: (051) 407 1800/073 775 0709
	:	Please direct your application to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein, 1900 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 44/75</u>	:	<u>DIRECTOR: FINANCE REF NO: 25/40/KZN</u>
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office – Durban
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000
	:	Kwazulu-Natal: Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu
<u>POST 44/76</u>	:	<u>DIRECTOR: COURT OPERATIONS (X2 POSTS)</u>
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Provincial Office: Nelspruit Ref No: 2025/02/MP (X1 Post) Provincial Office: North West Ref No: 25/VA41/NW (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Management/Administration as recognised by SAQA; Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government); At least 5 years' experience at a middle/senior managerial level in a court management environment; Knowledge of the Law, International Law and Relations; Knowledge and understanding of the Constitutional law cases, Criminal, Civil and family cases; Knowledge and understanding of all relevant governance prescripts, including Treasury Regulations, Public Finance Management Act and budget management; practical experience in legislative drafting. 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;

<u>DUTIES</u>	:	People management and empowerment; Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity.
	:	Key Performance Areas: Manage court operations; Manage infrastructure, facilities and auxiliary services; Manage security service and monitor risk of all courts in the province; Manage ICT related services; Manage and monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mpumalanga: Mr DS Nkosi at 083 299 4906 North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	Mpumalanga: Quoting the relevant reference number, direct your application to; Postal address: The Provincial Head, Department of Justice & Constitutional Development; Private Bag X11249; Nelspruit; 1200 OR 4TH Floor Nedbank Building; 24 Brown Street; Nelspruit; 1200 OR https://forms.office.com/r/X2XaVPasWu North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

OTHER POSTS

<u>POST 44/77</u>	:	<u>DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 25/VA37/NW</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: North West An appropriate qualification (NQF level 6)/ Degree as recognized by SAQA in Translation/Language Practice/ BA in Languages/Linguistics; A minimum of 3 years' experience of which 3 years should be at managerial (Assistant Director) level; Knowledge of relevant Legal Frameworks and the Constitution; 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 and 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.
<u>DUTIES</u>	:	Key Performance Areas: Manage the development of language and Court interpreting strategies and policies; Monitor performance on the implementation of language and court interpreting services; Facilitate language policy awareness; Manage language service stakeholder and customer relations; Manage human, finance and other resource.
<u>ENQUIRIES</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR https://forms.office.com/r/X2XaVPasWu
<u>POST 44/78</u>	:	<u>DEPUTY DIRECTOR: JUDICIAL PLANNING AND SUPPORT REF NO: 25/124/CA</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF level 7) as recognized by SAQA in LLB; A minimum of 3 years' experience in civil justice environment at managerial (Assistant Director) level; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Interpretation of statutes Knowledge and understanding of the Constitution. Skills And Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness;

<u>DUTIES</u>	:	Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy; Team leadership. Key Performance Areas: Initiate the review and development of the civil justice system policy and strategy; Undertake the review and implementation of the Civil Justice Strategy and appraise performance of the civil justice system; Develop, consult and review recommendations for civil justice policies, court administration and judicial policies and strategies; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu
<u>POST 44/79</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 25/VA40/NW</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Atamelang
	:	Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Planning and organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR https://forms.office.com/r/X2XaVPasWu
<u>POST 44/80</u>	:	<u>SECRETARY TO THE DIRECTOR: FINANCE REF NO: 25/VA38/ NW</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office NW- Mafikeng
	:	Grade 12 (with typing as subject or Secretarial Certificate). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, Power Point and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).
<u>DUTIES</u>	:	Key Performance Areas: Provides a secretarial/receptionist support service to the manager; Provides a clerical support service to the manager; Provides support to the manager regarding meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
	:	Interested applicants must submit their applications for employment to The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://forms.office.com/r/X2XaVPasWu
<u>POST 44/81</u>	:	<u>REGISTRY CLERK REF NO: 77/2025/SA/WC</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENRE</u>	:	Office of the State Attorney, Cape Town

<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organising; Good interpersonal relations; Language skills; Flexibility; Good communication (verbal and written) skills; Teamwork.
<u>DUTIES</u>	:	Key Performance Areas: Provide Registry Counter Services; Handle incoming and Outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the Registry function; Process documents for Archiving and/Disposal.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Koopmann Tel. (021) 462 5471
	:	Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms Paraffin
<u>POST 44/82</u>	:	<u>E-SCHEDULER CLERK (X2 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: Protea Ref No: 2025/80/GP (X1 Post) Magistrate Office: Palm Ridge Ref No: 2025/84/GP (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organizing skills. Communication skills (verbal and written); Customer Service Orientation; Problem analysis; Self -management; Teamwork; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Capture all new cases on the E-Scheduler system and other court books daily; Conduct charge sheets and data integrity audits; Provide any administrative support as required by management; Safeguarding of charge sheets, key to cabinets, stationery and computers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Maphoto Tel No: (011) 332 9000 or Ms P Raadt Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

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>	:	15 December 2025
<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 NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting. ERRATUM: Senior State Advocate (TRC) - Pretoria: Head Office with Ref No: Recruit 2025/66 advertised in Public Service Vacancy Circular 07 dated 21

February 2025 and Senior Public Prosecutor -CPP: Klerksdorp with Ref No: Recruit 2025/541 advertised in Public Service Vacancy Circular 41 dated 07 November 2025 are hereby withdrawn.

OTHER POSTS

<u>POST 44/83</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/575</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (Total cost package) Durban 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. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
<u>DUTIES</u>	:	To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.
<u>ENQUIRIES APPLICATIONS</u>	:	Pumla Mkosana Tel No: (031) 335 6603 e mail: Recruit2025575@npa.gov.za
<u>POST 44/84</u>	:	<u>CHIEF PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (Total cost package) CPP: Ladysmith Ref No: Recruit 2025/576 (Re-advert) CPP: Port Shepstone Ref No: Recruit 2025/577 (Re-advert) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.
<u>DUTIES</u>	:	Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and

		conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.
<u>ENQUIRIES</u>	:	CPP: Ladysmith & CPP: Port Shepstone Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: Ladysmith e mail: Recruit2025576@npa.gov.za CPP: Port Shepstone e mail: Recruit2025577@npa.gov.za
<u>POST 44/85</u>	:	<u>SENIOR STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package) DPP: Bloemfontein Ref No: Recruit 2025/578 (X3 Posts) DPP: Pietermaritzburg Ref No: Recruit 2025/579 (X3 Posts) (X1 Re-advert)
<u>REQUIREMENTS</u>	:	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. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<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, inter alia, 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. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	DPP: Bloemfontein e mail: Recruit2025578@npa.gov.za DPP: Pietermaritzburg e mail: Recruit2025579@npa.gov.za
<u>POST 44/86</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package) CPP: Mmabatho (Taung) Ref No: Recruit 2025/580 CPP: Pietermaritzburg Ref No: Recruit 2025/581 (Re-advert)
<u>REQUIREMENTS</u>	:	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</u>	:	CPP: Mmabatho (Taung) Flora Kalakgosi Tel No: (018) 381 9041
		CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: Mmabatho (Taung) e mail: Recruit2025580@npa.gov.za
		CPP: Pietermaritzburg e mail: Recruit2025581@npa.gov.za
<u>POST 44/87</u>	:	<u>SENIOR PUBLIC PROSECUTOR (TUTOR) REF NO: RECRUIT 2025/596</u>
		National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package)
<u>CENTRE</u>	:	CPP: Klerksdorp
<u>REQUIREMENTS</u>	:	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 Prosecutors. 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</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Klerksdorp e mail: Recruit2025596@npa.gov.za
<u>POST 44/88</u>	:	<u>STATE ADVOCATE</u>
		National Prosecutions Service
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg Ref No: Recruit 2025/582 (X4 Posts) (Re-advert)
		DPP: Mmabatho Ref No: Recruit 2025/583
<u>REQUIREMENTS</u>	:	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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Study and guide the investigations in 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 a case for court,

including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the 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. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES

: DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS

: DPP: Mmabatho Flora Kalagosi Tel No: (018) 381 9041
 : DPP: Pietermaritzburg e mail: Recruit2025582@npa.gov.za
 : DPP: Mmabatho e mail: Recruit2025583@npa.gov.za

POST 44/89

: **STATE ADVOCATE REF NO: RECRUIT 2025/584**
 : National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
 : DPP: Pretoria (STU)
 : 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. At least five years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Knowledge of income Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills, Written and verbal communication skills. Administrative skills. Able to work extended hours. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

DUTIES

: Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. 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 inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES
APPLICATIONS

: Godfrey Ramakuela Tel No: (012) 351 6808
 : e mail: Recruit2025584@npa.gov.za

POST 44/90

: **STATE ADVOCATE REF NO: RECRUIT 2025/585**
 : National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
 : CPP: Witbank (Secunda)
 : 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. Well-developed skills in legal research. Experience in guiding investigations and giving instructions in law and statutory offences. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills.
<u>DUTIES</u>	:	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 any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding investigations, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. Study appeals and review, prepare options and heads of argument in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. To ensure criminal and civil litigation in compliance with requirement legally impose upon the state regarding aspects of criminal activities relevant to the mandate of NPA on the management of Gender based violence and all matters incidental thereto. To track and monitor and facilitate matters through criminal Justice Systems. Manage the court roll at dedicated sexual offence court. Ensuring a reduction of turn around time finalization of cases in line with the mandate of NPA. Assist to improve the conviction rate. Supervise and train and develop relevant role players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	e mail: Recruit2025585@npa.gov.za
<u>POST 44/91</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/586</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R896 436 per annum (MMS Level 11), (Total cost package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF 7) or Three (3) year Diploma (NQF 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Minimum Five (5) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. 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. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc. Valid drivers' licence.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025586@npa.gov.za
<u>POST 44/92</u>	:	<u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2025/587</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<u>CENTRE</u>	:	CPP: Empangeni (Manguzi)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding

	investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	: Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	: Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	: e mail: Recruit2025587@npa.gov.za
<u>POST 44/93</u>	: <u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	: R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
<u>CENTRE</u>	: CPP: Witbank (Kwa-Mhlanga) Ref No: Recruit 2025/588 CPP: Witbank (Evander) Ref No: Recruit 2025/589 CPP: Ladysmith (Madadeni) Ref No: Recruit 2025/590 (Re-advert) CPP: Klerksdorp Ref No: Recruit 2025/595
<u>REQUIREMENTS</u>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills.
<u>DUTIES</u>	: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	: CPP: Witbank (Kwa-Mhlanga) & CPP: Witbank (Evander) Tebogo Mashile Tel No: (013) 045 0686 CPP: Ladysmith (Madadeni), Thabsile Radebe Tel No: (033) 392 8753 CPP: Klerksdorp, Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	: CPP: Witbank (Kwa-Mhlanga) e-mail: Recruit2025588@npa.gov.za CPP: Witbank (Evander) e-mail: Recruit2025589@npa.gov.za CPP: Ladysmith (Madadeni) e-mail: Recruit2025590@npa.gov.za CPP: Klerksdorp e-mail: Recruit2025595@npa.gov.za
<u>POST 44/94</u>	: <u>ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/591</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	: R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	: DPP: Cape Town

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years relevant experience working in Finance. In-depth knowledge of financial systems i.e BAS; LOGIS and PERSAL. In depth knowledge of Asset, Fleet and Facilities Regulations, PFMA and National Treasury Regulations and Public Service Act. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to meet strict deadlines.
<u>DUTIES</u>	:	Provide financial support services to the region. Compilation of the budget, manage expenditure against the budget, supervise the processing of invoices, all claims, compile and submit monthly finance statistics/reports, implement and monitor compliance with policies and procedures, manage petty cash, maintain commitment register and perform monthly reconciliation for BAS/PERSAL and any other relevant reconciliation. Provide supply chain administration services to the region. Monitor the provision of Asset Management services (including asset verification) within the region. Monitor and manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the region. Manage staff in the Finance/ Supply Chain/ Asset, Fleet and Facilities. Conduct quarterly individual staff assessments. Perform any other duties as deemed necessary by management.
<u>ENQUIRIES APPLICATIONS</u>	:	Angelene Jansen Tel No: (021) 487 7123 e mail: Recruit2025591@npa.gov.za
<u>POST 44/95</u>	:	<u>STATE ACCOUNTANT REF NO: RECRUIT 2025/592 (X2 POSTS)</u> Strategy, Operations and Compliance: Directorate: Financial Management - Sub Directorate Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits) Pretoria: Head Office An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management/ Accounting/Auditing or other relevant qualification. Minimum two (2) years relevant experience in the field of debt management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.
<u>DUTIES</u>	:	Receiving documents from business unit to create debt and check compliance. Recover debt. Clear suspense accounts. Transferring/ Refunding credit balances and resolving BAS/PERSAL exceptions. Capturing journals. Supervise finance clerks.
<u>ENQUIRIES APPLICATIONS</u>	:	Elizabeth Choma Tel No: (012) 845 6118 e mail: Recruit2025592@npa.gov.za
<u>POST 44/96</u>	:	<u>PARALEGAL REF NO: RECRUIT 2025/593</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits) Nelspruit Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal

		proceedings assistance. Case administration and document management. Provide administrative support services.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025593@npa.gov.za
<u>POST 44/97</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/594</u> Specialized Commercial Criminal Unit (Re-advert)
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw reports from ECR for submission to Supervisors and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	e mail: Recruit2025594@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.

**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 DPSSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA.

OTHER POSTS

<u>POST 44/98</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL SECTOR AND ECONOMIC RELATED LEGISLATIVE SERVICES REF NO: S118/2025</u> Division: Office of The General-Counsel (OGC) Purpose: To assist in the management of legislative aspects relating to financial sector and economic related legislation.
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum LLB degree. LLM qualification will be an added advantage. A course in legislative drafting will be an added advantage. A minimum 4 years' experience of which 2 years should be at an Assistant Director level obtained in a legal environment. Knowledge of International, Constitutional Law. Administrative law and interpretation of Statutes. Knowledge of Statutory interpretation and Legislative drafting skills.
<u>DUTIES</u>	:	Drafting and scrutinize financial sector and economic related legislation to be introduced by the Minister of Finance: Provide guidance to the National Treasury in respect of legislative processes pertaining to legislation. Participate in policy processes that require reflection or entrenchment in legislation. Provide oversight in respect of technical quality, adherence to best practice and consistency with the Constitution and other primary legislation of the National Treasury, where drafting capacity exists within the relevant division in the National Treasury or other institution falling under the auspices of the Minister of Finance. Assist in the costing/regulatory impact assessment of draft legislation. Prepare Bills (personally or through appropriate consultants) where no drafting capacity exists within the relevant division of the National Treasury or other relevant institution falling under the auspices of the Minister of Finance. Prepare and submit documentation required for the submission of Bills to Cabinet and Parliament. Oversee the facilitation of all aspects of the Parliamentary legislative process and Presidential Acts associated with legislation. Review draft legislation to be introduced in Parliament by other Ministries that impact upon the financial sector: Co-ordinate comments and inputs on draft legislation initiated by other national departments submitted to the National Treasury before Cabinet processes. Scrutinise legislation submitted to Cabinet Committees or Cabinet to prepare the Minister of Finance's input on the legislation, by highlighting provisions that may impact on the National Treasury, legislation administered by the National Treasury or the National Revenue Fund, impact the financial interests of the provincial and local spheres of government, and only be introduced by the Minister of Finance or with the Minister's approval. Draft/ edit financial sector & economic related regulations to be issued by the Minister of Finance: Provide oversight in respect of technical quality, adherence to best practice, and consistency with the Constitution and other primary legislation of the National Treasury, where drafting capacity exists within the various divisions in the National Treasury or other institutions falling under the auspices of the Minister of Finance. Prepare regulations (personally or through appropriate consultants) where no drafting capacity exists within the relevant division in the National Treasury or other institution falling under the auspices of the Minister of Finance. Prepare and submit documentation required for the promulgation of regulations. Scrutinise regulations require the Minister of Finance's concurrence in order to prepare the Minister of Finance's input on the regulations. Co-ordinate comments and input on draft regulations initiated by other national departments submitted to the National Treasury before promulgation. Review financial sector & economic related legislation administered by the Minister of Finance: Audit current legislation for technical quality, adherence to best practice and consistency with the Constitution and other primary legislation of the National Treasury. Assess current legislation against government policy objectives. Initiate reviews of legislation. Stakeholder Engagement: Establish appropriate relationships with the Office of the Chief State Law Advisor, relevant institutions under the auspices of the Minister of Finance and Parliamentary Legal Services.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	15 December 2025 at 12:00 pm (Midday)

<u>POST 44/99</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SECTOR DEVELOPMENT REF NO: S104/2025</u> Division: Tax And Financial Sector Policy (TFSP) Purpose: To conduct policy research in support of the development of a robust policy framework for financial sector regulation in South Africa.
<u>SALARY</u>	:	R582 444 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Economics or Finance or Business Economics or Bachelor of Commerce Law, A minimum 3 years' experience obtained in research and policy analysis, A minimum 3 years' experience obtained in policy development and structured research capacity, Knowledge of the broader legislative framework governing the financial services industry, Experience or exposure in thematic areas including consumer education and protection, fintech, the national payment system, and retail credit.
<u>DUTIES</u>	:	Financial Sector Policy Research and Development: Conduct research to enhance and strengthen the financial sector policy and regulatory framework in respect of consumer education and consumer protection, Support policy work aimed at promoting innovation and competition in the financial sector, focusing on new market entrants, FinTechs and National Payment System reforms, Contribute to policy development regarding improving access to financial services through specific policy interventions, Engage and collaborate with other Directorates on cross-cutting issues pertaining to consumer education and awareness to ensure a comprehensive financial sector policy framework. Stakeholder Engagement: Liaise with relevant stakeholders on matters pertaining to innovation, competition and a conducive legal and regulatory framework for market development. Multi-institutional approach to financial sector development: Provide well-researched inputs into policy development and legislative initiatives on consumer education and protection, fintech, the national payment system, and retail credit. Monitoring of compliance: Monitor the implementation of financial sector regulations and legislation and propose recommendations to improve compliance and enforcement.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	15 December 2025 at 12:00 pm (Midday)

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 (Act 55) 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**

: **Gauteng/ Pretoria:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

Free State High Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

CLOSING DATE

: 12 December 2025

NOTE

All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

ERRATUM: kindly note that the post of Assistant Director: Auxiliary Services with Ref No: 2025/313/OCJ advertised on Public Service Vacancy Circular 42 dated 14 November 2025 has been withdrawn, furthermore kindly note that the post of Accounting Clerk with Ref No: 2025/342/OCJ advertised on Public Service

Vacancy Circular 43 dated 21 November 2025 in Eastern Cape the centre is not Port Elizabeth, the correct centre is Eastern Cape Provincial Service Centre: East London.

OTHER POSTS

<u>POST 44/100</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 2025/350/OCJ</u> Re-advertisement, candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal
<u>REQUIREMENTS</u>	:	Grade 12 and a three (3) year Degree/Diploma in Public Management, Public Administration, or related fields or equivalent qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' experience in a corporate management/auxiliary services environment, of which two (2) years must be at a supervisory level. Experience in financial management will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial Management, Asset Management and Supply Chain Management. Understanding of Facilities and Security Management. Good communication skills (verbal and written). Strong administration and organisational skills. Excellent interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Computer literacy (MS Office). Report writing skills. Innovative and self-driven. Decision-making, problem solving and analysis skills.
<u>DUTIES</u>	:	Manage and coordinate human resource management and development matters (recruitment and selection, service benefits, PMDS). Manage and oversee finance processes. Manage supply chain management processes. Monitor compliance with service level agreements. Coordinate and facilitate internal audit and risk management services. Management of infrastructure and facilities support. Coordinate and manage security services. Develop and oversee disaster management and contingency plans. Ensure compliance with the Occupational Health and Safety Act. Ensure proper records management and the provision of messenger services. Management of transport services. Assist in implementing and monitoring internal controls. Assist in resolving audit queries and ensure completeness and accuracy. Assist the court manager to carry out delegated functions. Supervision of auxiliary services personnel.
<u>ENQUIRIES</u>	:	Technical and HR Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/350/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 44/101</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 2025/351/OCJ</u>
<u>SALARY</u>	:	R325 101 – R382 959.per annum (Level 07). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Gauteng Division of The High Court Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma in Public Management/Administration or equivalent qualification at (NQF 6). A minimum of one years' experience in Administration. Valid driver's license will be an added 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.
<u>DUTIES</u>	:	Train newly appointed Administration Clerks (DCRS) on technical and administration aspects of operating the Court Recording Machine. Ensure that tests are run on all court recording machines every morning before court sittings to check the microphone status and sound quality. Ensure that all Administration DCRS clerks are seated in court 15 minutes before court proceedings. Troubleshoot reported technical problems on court recording machines to resolve or confirm the reported problem. Log calls to helpdesk for Court Recording Machine problems that cannot be resolved by troubleshooting. Ensure that all clerks utilize headphones throughout court

proceedings and they playback recordings at intervals to monitor quality of the audio. Ensure court recordings are backed up and filed systematically. Ensure that CRT system uploads court recordings to the local server. Ensure Administration Clerks (DCRS) download court recordings to CD's or USBs. Facilitate transcription of Judgements for the purpose of backup. Ensure digital and physical court recordings (CDs and Transcriptions) are marked clearly with case details and parties' details. File physical court recordings (CDs and Transcriptions) in an access controlled strong room and in a systematic manner. Retrieve cases upon receipt of written request for transcriptions. Update the transcription register before court recordings are sent to the transcriber and after the transcribed records are received. Test court recording for audibility before sending it to the transcriber. Ensure the transcriber meets the turnaround time and implement penalties when the transcriber fails to comply with SLA. Liaise with the requester upon receipt of transcribed records. Follow up invoices with the transcriber and ensure are paid within 30 days. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees about all aspects of the work. Manage and lead performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms PN Shandu Tel No: (012) 315 7602 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/351/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 44/102</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/352/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Supreme Court of Appeal Grade 12 certificate, or equivalent qualification. An LLB degree will be an added advantage. A minimum of one-year relevant experience in general administration or court-related functions will be an added advantage. Understanding of appeal processes and petition procedures will be an added advantage. Skills and Competencies: Good administration and organizing skills, communication skills (written and verbal) computer literacy (MS Office), good interpersonal and public relations skills, ability to work under pressure and solve problems, numerical skills. Accuracy and attention to detail and customer service orientated.
<u>DUTIES</u>	:	Render efficient and effective support service to court. Attend to all stakeholder enquiries and correspondence. Ensure proper filing and safekeeping of all court records. Proper administration and filing of appeal and applications for leave to appeal. Perform general administration duties.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms S.R Basson Tel No: (051) 492 4623 HR Related Enquiries: Ms N, De La Rey/Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to: 2025/352/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : You can apply on www.psc.gov.za under “vacancies”. Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 12 December 2025; 16h30
- NOTE** : Applications must consist of a) A fully completed and signed Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. b) A recent comprehensive CV with a minimum of three (3) contactable referees with their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers' license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical and Integrity Assessments to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate obtained from the National School of Government (NSG) prior appointment for all SMS appointments is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid.

OTHER POSTS

- POST 44/103** : **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/MP/11/2025**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply).
- SALARY** : 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.
- CENTRE** : Public Service Commission Mpumalanga Provincial Office, Mbombela
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/ Bachelor's degree NQF level 7 in the field of Social Sciences/ Monitoring and Evaluation/ Public Administration / Development Management. 3-4 years' experience at an Assistant Director level or equivalent level in Research, Monitoring and Evaluation, Development of Public Administrative Practices, Data Management, Data Analysis, Project Planning and Management. Experience in inspections will be an added advantage. Knowledge of research practices, human resource practices,

corporate governance, financial management, public management and administration. Knowledge of project planning. Ability to develop research and monitoring tools. Knowledge of research methodologies and research software. Report writing skills, presentation skills, analytical skills, project management skills, people management skills, communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities) and be willing to travel and work extensively both in a team and with minimal supervision. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs. Must have a valid driver's license. (with exception to people with disabilities) and willingness to travel extensively.

<u>DUTIES</u>	:	Conduct service delivery inspections and research. Statistical reporting, data collection and analysis. Conduct Citizens forum, outreaches, awareness and stakeholder engagements. Promote Constitutional Values and Principles in the Province. Conduct monitoring and evaluation of Departmental quarterly and annual performance in compliance with Constitutional Values and Principles. Provide support in conducting research on Leadership and Human Resource Practices in the Public Service. Provide support to the Organisation through participation in various committees of the Organisation. Evaluate the performance of the Limpopo Provincial Public Service using indicators and standards for each of the CVPs in Section 195 of the Constitution. Design and develop research projects' proposals and/or project plans. Conduct monitoring and evaluation and research on Public Administration as per the mandate of the PSC. Evaluate Public Administration practices in the Provincial Departments and develop solutions to identified challenges. Conduct service delivery investigations and inspections. Conduct Research in Human Resource Management and Development Practices and develop solutions to identify challenges. Draft reports emanating from the key performance areas, including the report on Compliance of the Constitutional Values and Principles (Section 196).
<u>ENQUIRIES</u>	:	Mr T Matlhare Tel No: (013) 755-4070/1
<u>POST 44/104</u>	:	<u>CASUAL WORKER (CLEANERS) X9: REF NO: CW/OPSC /11 /2025 (X9 POSTS)</u> (Contract for Twelve (12) Months)
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02), (Hourly rate)
	:	North West (Mahikeng)
	:	Limpopo (Polokwane)
	:	Northern Cape (Kimberley)
	:	Mpumalanga (Mbombela)
	:	Gauteng (Johannesburg)
	:	Western Cape (Cape Town)
	:	KwaZulu Natal (Pietermaritzburg)
	:	Eastern Cape (Williamstown)
	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Grade 10 or ABET. No experience required. Good interpersonal skills. Ability to work independently. Good communication skills, planning skills, time management and problem-solving skills.
<u>DUTIES</u>	:	Cleaning of offices. Cleaning of restrooms. Perform messenger duties in the office. Provision of refreshments for meetings.
<u>ENQUIRIES</u>	:	Ms K Mothoagae/Ms M Phoshoko Tel No: (012) 352 1051/15

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).
<u>FOR ATTENTION</u>	:	Human Resource Admin & Recruitment
<u>CLOSING DATE</u>	:	12 December 2025 @ 16:30
<u>WEBSITE</u>	:	www.dpme.gov.za
<u>NOTE</u>	:	The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.

MANAGEMENT ECHELON

<u>POST 44/105</u>	:	<u>SENIOR SECTOR EXPERT: HEALTH REF NO: 19/2025</u> Chief Directorate: Health
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Bachelor's Degree (NQF Level 7) in Health Science / Public Health/ Medicine with at least 8 years relevant experience of which 5 years must be at Middle/Senior Managerial level. A valid code 8 Driver's license. A relevant NQF level 8 qualification or higher in Health Science/ Public Health/ Medicine will be an added advantage. Competencies and Skills: Must have good verbal and written communication skills. Good interpersonal skills. Problem solving and analysis skills. Knowledge requirements: Knowledge and understanding of the National Development Plan 2030, National Health Act, 2003, National Health Insurance Act, 2023 and Constitution of the Republic of South Africa (Act No. 108 of 1996). Knowledge of programme and Project Management. Knowledge and understanding of People Management and Empowerment. Personnel Attributes: Client orientation and customer focus. The ability to demonstrate honesty and integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for contributing to the development, monitoring and the periodic review of the Health Chapter of the Medium-Term Development Plan (MTDP) with a view to specifically strengthen and enhance the monitoring of public health care delivery to all South Africans as well as the performance of the health system against regional, continental and global commitments. This entails the development and periodic review of the Health Chapter of the Medium-Term Development Plan (MTDP), linked to the National Development Plan (NDP) 2030, as well as annual reviews of Annual Performance Plans (APPs) of all 10 Health Departments to ensure alignment with the MTDP 2024-2029 and NDP 2030. Continuous monitoring and Bi-Annual Reporting to the executive on progress towards the health chapter in the MTDP 2024-2029, as well as progress towards Sustainable Development Goals (SDGs) and other regional, continental and global commitments. Tracking of progress at the coalface of service delivery in the public sector across 3900 health facilities and provision of technical support for the continuous strengthening of the health system. Technical support for the DPME commissioned the evaluations of health sector programmes, in conjunction with the relevant Branch of DPME. Monitoring progress with the development and implementation of National Health Insurance (NHI) in South Africa, which will usher in Universal Health Coverage. The ensuring of the Branch/Chief Directorate/Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. The ensuring of effective and efficient Human Resources planning for the Branch/Chief Directorate/Directorate. Ensuring effective and efficient business/operational and performance annual planning, as well as sound corporate governance mechanisms for the for the Branch/Chief Directorate/Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Lehong Tel No: (012) 312-0540 Applications can also be emailed to Recruitment19@dpme.gov.za
<u>POST 44/106</u>	:	<u>DIRECTOR: BUSINESS APPLICATIONS DEVELOPMENT & SUPPORT REF NO: 20/2025</u> Directorate: Business Applications Development and Support Re-Advertisement, Applicants who previously applied need not re-apply.
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate NQF level 7 qualification in Information Technology/ Computer Science or equivalent with a minimum of 8 years relevant experience in Applications Development of which 5 years should be at Middle/Senior Managerial level. Certified specialised training courses such as C#, SharePoint, ASP.Net, SSRS and OSS tools will be an added advantage.

		Competencies and skills: Should have IT Project/ Programme Management, and financial management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of applications development i.e. MS SQL database and C#/ JavaScript/ asp. Net/, SharePoint and reporting tools are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
<u>DUTIES</u>	:	The successful incumbent will be responsible to manage business applications development and support services within the Department. This entails to manage business application development projects. Manage the development, maintenance and supporting of business applications. Modelling & designing databases. Researching and implementing the emerging technology. Management of Directorate Resources, i.e., Human Resources, Finances, Assets.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 312-0453
<u>APPLICATIONS</u>	:	Applications can also be emailed to Recruitment20@dpme.gov.za
<u>POST 44/107</u>	:	<u>DIRECTOR: FACILITIES AND SECURITY REF NO: 21/2025</u> Directorate: Security and Facilities Re-advertisement, Applicants who previously applied need not re-apply.
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant NQF level 7 Qualification in in Facility Management/ Security Management/ Social Science/ Public Administration and 8 years in the field of security and facilities management, of which 5 years should be at Middle/Senior Managerial level. Knowledge & Skills: PFMA, GPG and SACR policies and procedures, relevant legislation and Public Service Regulations, understanding of expectations of customers and knowledge of contracts. Management skills including people management and empowerment. Programme/ Project skills and financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.
<u>DUTIES</u>	:	The successful incumbent will be responsible for providing and coordinating security and facilities management. This entails providing of security management services. The providing of facilities and work environment management services. Manage and monitor the compliance with Occupational and Health Safety legislative mandates. Manage resources (Human/ Finance/Equipment/ Assets) of the directorate. The ensuring of the Branch/Chief Directorate/Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. The ensuring of effective and efficient Human Resources planning for the Branch/Chief Directorate/Directorate. The ensuring of effective and efficient business/operational and performance annual planning for the Branch/Chief Directorate/Directorate. The ensuring of sound corporate governance mechanisms for the Branch / Chief Directorate / Directorate.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 312-0453
<u>APPLICATIONS</u>	:	Applications can also be emailed to Recruitment21@dpme.gov.za

INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR THE FINANCIAL YEAR 2026-2028
The Department of Planning, Monitoring and Evaluation is offering opportunities to unemployed South African graduates and students from Higher Education institutions who have completed their degrees or diplomas or would like on-the-job, practical training to complete their qualifications. Applicants should indicate the field of study that they have completed and the correct reference number and note that the duration of the internship and in-service training for students from Universities, the Universities of Technology and the TVET Colleges will be 24 months.

<u>APPLICATIONS</u>	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Private Bag X944, Pretoria, 0028
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FOR ATTENTION
CLOSING DATE
WEBSITE
NOTE

: or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number).
 : Human Resource Admin & Recruitment
 : 12 December 2025 @ 16:30
 : www.dpme.gov.za
 : 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 as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. 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. 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. Applicants must be South African citizens, should not have a criminal record and should not have served/placed in the Public Service before in the developmental programmes (In-service Training, Learnership, etc). National Certificate learners should, on appointment, submit logbooks from their colleges.

INTERNSHIP PROGRAMME
24 MONTHS

OTHER POST

POST 44/108

: **INTERNSHIP PROGRAMME PUBLIC SECTOR MONITORING AND CAPACITY DEVELOPMENT REF NO: DPME/2025/05 (X1 POST)**
 : Chief Directorate: Capacity Development Coordination
 : Duration: 24 months

STIPEND
CENTRE
REQUIREMENTS
ENQUIRIES

: R7 860.50 per month
 : Pretoria
 : National Diploma/Degree in Public Administrations recognised by SAQA.
 : Ms Sharon Maloma Tel No: (012) 312 0457 and Mr Mongezi Davashe Tel No: (012) 312 0464
 : can also be emailed to Recruitmentintern05@dpme.gov.za

APPLICATIONS

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

<u>POST 44/109</u>	:	<u>ADMINISTRATION CLERK REF NO: FS 02/2025 (X15 POSTS)</u> Sub-Section: Case Management
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mayville: Forensic Science Laboratory: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Computer literacy, interpersonal communication (verbal and written) and organizational skills.
<u>DUTIES</u>	:	Core Functions: Perform case reception and registration duties; Perform case allocation to analysts according to the quality standards, Receive exhibits/ dockets from analysts, perform all relevant functions thereafter, client service, including communication, attend to case enquires and scanning of reports; Perform Dispatch functions according to the standards; Receive samples at sample storage areas; preparation of cases offsite archiving; Dispatch of analysed exhibits to Investigating Officers; Ensure compliance to Quality Management and Health and Safety standards.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Warrant Officer VW Chauke Tel No: (012) 421-0501 Tel No: (012) 421-0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address: Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street, Strelitzia Building, Arcadia, 0083. E-Mail address: MohlalaM2@saps.gov.za Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>NOTE</u>	:	Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp . All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licenses submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment if applicable to the post environment. Short-listed candidates for appointment 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 the 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. Appointments will be made in terms of the Public Service Act, 1994 (Act no 103 of 1994) as applicable to the post environment. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 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. 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.

CLOSING DATE : 12 December 2025 at 16:00

POST 44/110 : **SECURITY OFFICERS REF NO: HRD1/11/2025 (X16 POSTS)**

SALARY : R163 680 per annum (Level 03)

CENTRE : SAPS Academy, Philippi

REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal/ departmental convictions or criminal/ departmental 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; 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; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security services will be an added advantage; 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; Be willing to work shifts and extended hours.

DUTIES : 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 contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; 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; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Lieutenant Colonel Sereko Tel No: (021) 370 2665/02

APPLICATIONS : Direct your application to the following addresses: Postal Address: SAPS Academy Philippi, Private Bag X3, Parrow, Cape Town, 7499 OR Physical Address: SAPS Academy Philippi, New Eisleben Road, Philippi OR E-Mail address: Phillipisupport@saps.gov.za / Phillipihrm@saps.gov.za

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. 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.

CLOSING DATE : 12 December 2025 at 16:00

POST 44/111 : **SECURITY OFFICERS (X29 POSTS)**
Division: Supply Chain Management

SALARY CENTRE : R163 680 per annum (Level 03)
: Corporate Support Services: Financial Services (Auxiliary Services): Silverton, Pretoria Ref No: SCM 1/2025 (X5 Posts)
SC Performance Management & Services: SCM Head Office: Pretoria West Auction Centre, Pretoria Ref No: SCM 2/2025 (X7 Posts)
SC Performance Management & Services: SCM Head Office: Silverton Auction Centre, Pretoria Ref No: SCM 3/2025 (X7 Posts)
SC Performance Management & Services: Transport Management: New Vehicle Store Benoni: Gauteng Province Ref No: SCM 4/2025 (X2 Posts)
Movable Government Property & Services: Clothing and Distribution Management: Limpopo Uniform Shop (Lebowakgomo): Limpopo Province Ref No: SCM 5/2025
Movable Government Property & Services: Clothing and Distribution Management: Eastern Cape Uniform Shop (Bisho): Eastern Cape Province Ref No: SCM 6/2025 (X2 Posts)
Movable Government Property & Services: Clothing and Distribution Management: Free State Uniform Shop (Thaba-Nchu): Free State Province Ref No: SCM 7/2025
Movable Government Property & Services: Clothing and Distribution Management: Northern Cape Uniform Shop (Kimberley): Northern Cape Province Ref No: SCM 8/2025
Movable Government Property & Services: Clothing and Distribution Management: Provisioning Warehouse (Pinetown) KwaZulu Natal Province Ref No: SCM 9/2025 (X2 Posts)
Movable Government Property & Services: Clothing and Distribution Management: Provisioning Warehouse (Epping) Western Cape Province Ref No: SCM 10/2025

REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal/ departmental convictions or criminal/ departmental 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; 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; Be willing to maintain firearm

competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security services will be an added advantage; 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; Be willing to work shifts and extended hours.

DUTIES

: 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 contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; 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; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES

: Lt Col MPP Moleko/ PPO S Babana/ PO FH Mudau/ PO B Thulare/ AC LT Rammego Tel No: (012) 841 7118 / 7123 / 7217/ 7392 / 7322

APPLICATIONS

: Direct your application to the following addresses: Postal Address: The Divisional Commissioner: Supply Chain Management, Human Resource Management, Private Bag X254, Pretoria, 0001 (For attention: Lt Col MPP Moleko) (please note that posted applications must reach the indicated office on or before the closing date and time specified in the advertisement i.e. 2025-12-12) OR Physical Address: No 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) OR E-Mail address: BabanaS@saps.gov.za / MudauF@saps.gov.za/ThulareBusi@saps.gov.za/ ammegoLT@saps.gov.za

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, and academic 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. 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.

CLOSING DATE

:

12 December 2025 at 16:00

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.



- APPLICATIONS** : All applications must be submitted online on the following link:
www.statssa.gov.za/recruitment
- CLOSING DATE** : 12 December 2025
- NOTE** : 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 and 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. 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. 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.

OTHER POST

- POST 44/112** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN & JOB EVALUATION REF NO: 01/11/25HO (X5 POSTS)**
 Term: 12 Months Fixed Term Contract
- SALARY** : R468 459 per annum (Level 09)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A three-year tertiary qualification in any of the following fields, Human Resources/ Organisational Development/ Organisation Design/ Work Study/ Management Sciences. At least 2 to 3 years' relevant experience in organisational design, job design, job evaluation and work study. Exposure on organisational functionality assessment (OFA) will be an added advantage. Computer skills in MS Office Suite (e.g. MS Word, MS Excel, PowerPoint); structure design system (e.g. Orgplus); and job evaluation system (e.g. Equate / Evaluate / etc). Communication and supervisory skills. Knowledge of applicable regulatory frameworks. An innovative thinker who is assertive, team –orientated and customer focused, Ability to handle stressful situations, Ability to handle high work volumes, Ability to work under pressure to meet tight deadlines. Willingness to travel.
- DUTIES** : Develop and review organisational and functional structures. Develop and review job descriptions. Conduct job evaluation and implement applicable resolutions and directives. Conduct work study investigations. Coordinate organisational functionality assessment (OFA) projects. Supervise Junior Officers.
- ENQUIRIES** : Ms S Khoza Tel No: (012) 310 8097

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email @DTARecruit202511@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>CLOSING DATE</u>	:	12 December 2025
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

<u>POST 44/113</u>	:	<u>DEPUTY DIRECTOR: PARTNERSHIPS REF NO: 2025/11</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), an all-inclusive remuneration package, (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3-year degree in Public Administration/Management or relevant equivalent qualification at NQF level 7 in the public administration fields. 5 years' experience at junior management level/Assistant Director level plus at least five years' experience in partnerships, advanced research, policy analysis, implementation and monitoring and evaluation. Knowledge of the traditional leadership sector will serve as an added advantage. A valid driver's licence. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Knowledge of government systems, processes. Coordination and facilitation skills. Monitoring and evaluation techniques and skills. Research and policy analysis. Data analysis, analytics and interpretation. Report writing and presentation skills. Advanced computer literacy (database management, Word, Excel and PowerPoint skills). Knowledge of the Traditional Leadership sector Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Coordinate the development of partnership-related policy and support framework aligned with TKLA and national priorities. Support the review of support frameworks to strengthen traditional leadership through effective partnerships. Establish and oversee the partnerships database and ensure proper data governance. Support the monitoring of the implementation of partnership agreements to ensure they meet established goals and objectives. Support the development

of detailed reports on the procurement and management of partnerships in compliance with the Traditional and Khoi-San Leadership Act. Provide strategic advisory and capacity support to traditional leadership structures on socio-economic development initiatives.

ENQUIRIES

: Mr. M. Mpisi Tel No: (012) 065 3426

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

The Department of Cooperative Governance & Traditional Affairs is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

<u>APPLICATIONS</u>	:	Applications must be submitted only via the provincial e-Recruitment system available at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za . The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: recruitment@eccogta.gov.za . Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. Hand-Delivered/ Emailed / Faxed / Posted applications will not be accepted.
<u>FOR ATTENTION</u>	:	Mr M. Matebese
<u>CLOSING DATE</u>	:	12 December 2025. No Late applications will be accepted
<u>NOTE</u>	:	Applications must be submitted in the latest Z83 effective from 01 January 2021 obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf (An unsigned Z83 usually disqualifies an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and therefore unassignable – applicants who apply via the system will therefore not be disqualified). Should an application be received using the incorrect application for employment (Z83)/old such an application will not be considered. A Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable references as well as copies (copies need not be certified) of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. It is mandatory for manual applications to be signed for in the Register Book. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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. Suitable 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 a security clearance process. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities and women are encouraged 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. 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 assessment. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for recommended candidates, to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment).

MANAGEMENT ECHELON

POST 44/114 : **DEPUTY DIRECTOR-GENERAL: DEVELOPMENT AND PLANNING REF NO: COGTA 01/11/2025**

SALARY : R1 813 182 – R2 042 535 per annum (Level 15)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus NQF Level 8 qualification in Social Science / Development Planning / Project Management / Public Administration / Public Management / Administration as recognised by SAQA. A minimum of eight (8) years' experience at Senior Management Level. SMS Pre-entry Certificate (Nyukela) as endorsed by NSG must be submitted prior appointment. A valid Code 8 Drivers' Licence. Competencies: Strategic capability and leadership. Programme and Project Management. Budgeting and Financial Management. Change management. Knowledge Management. Knowledge Management. Service Delivery Innovation. Problem solving and analysis. People Management and Empowerment.

DUTIES : Provide and drive strategic direction for the branch and ensure the formulation and implementation of strategic policies which will enable the branch administration to successfully fulfil its role in supporting the Municipalities. Convene branch quarterly performance review meetings. Convene monthly management meetings. Oversee the execution of the Value Chain for the department. Oversee co-ordination of integrated planning in Municipalities. Supporting land-use management brought effective Spatial planning mechanisms. Oversee co-ordination and facilitation Land Survey and Cadastral information systems. Ensure enhancement of effective land use management. Ensure monitoring and evaluation of provision of Municipal Support and Performance Management. Oversee rendering of Valuation services. Oversee co-ordination and monitoring of integrated Basic and Development Services. Oversee coordination of LED /URP and Small-Town Regeneration. Ensure monitoring and co-ordination of Municipal infrastructure services. Oversee co-ordination and monitoring of the delivery of Free Basic Services. Oversee and monitor Disaster Management and Emergency Services. Ensure establishment and maintenance of Institutional Disaster Management Capacity and implement effective Risk Reduction activities. Oversee coordination of Disaster Recovery (Relief Rehabilitation and Reconstruction). Oversee coordination of provincial fire brigade function and capacitate municipalities in accordance with applicable legislation. Manage the allocated resources of the Branch. Ensure that the preparations of the budget are in line with the strategic plans and objectives of the department. Formulate and manage the component's budget against its strategic objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Ensuring that spending is maximized in line strategic objective. Liaise with budget and account payable sections on monthly basis for budget projection purposes.

ENQUIRIES : Ms. N Mabusela at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 44/115 : **CHIEF DIRECTOR: HOUSE OF TRADITIONAL & KHOI-SAN LEADERS REF NO: COGTA 02/11/2025**
(Re-advertisement: Applicants who have previously applied must re-apply)

SALARY : R1 494 900 – R1 787 328 per annum (Level 14)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus NQF Level 7 in Social Sciences/ Anthropology / Sociology / Public Administration / Public Management. Pre-entry SMS certification for the Senior Management Service as endorsed by National School of Government (NSG) submitted prior to appointment. A minimum of five (5) years' experience at a Senior Management Level. A valid Code 8 Drivers' Licence. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory framework, including the Public Financial Management Act, Treasury Regulations and Public Service Act Regulations. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project Management Skills. Possess experience in the stakeholder management, negotiation and corporate

DUTIES

governance. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Report writing skills.

: Provide and manage secretariat and culture preservation service for the Provincial House Coordinate and facilitate initiation programme across the province. Render communication and protocol services. Conduct investigations on claims and disputes referred to the House in terms of Legislation. Provide effective secretarial activities services for the Provincial House of Traditional Leaders. Provide administrative support to the House. Manage financial and supply chain management services for the House. Provide library services to the House. Provide advice and guidance to the Provincial House on matters pertaining to the Traditional Institutions. Manage and facilitate dissemination of information pertaining to legislations that affects the institution from other spheres of government. Maintain the compliance to legislative framework. Support the Provincial House Leadership to achieve its statutory mandate. Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support, and afford staff adequate training and development opportunities. Ensure timeous development of job description, implementation of workplans and Personal Development Plans (PDP) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets. Provide & drive strategic direction for the Chief Directorate & ensure the formulation and implementation of strategic policies which enable the Chief Directorate /Administration to successfully fulfil its role in the delivering services to the communities/clients. Facilitate the provision of administrative support to the EC Provincial House of Traditional and Khoisan leader. Facilitate the overall operations of the House i.e. House sittings, Committee sittings and EXCO sittings. Facilitate and coordinate the customary male initiation programme provincially. Facilitate the coordination of programmes focusing on the promotion of tradition, culture and custom. Ensure that good relations are maintained between the Chief Directorate and stakeholders such as SALGA, Municipalities, Standing, Standing Committees, Treasury, OTP, NGO's, Traditional Leaders etc. Responsible for efficient management of the Chief Directorate, including the effective utilisation and training of staff, the maintenance of discipline, promotion of sound labour relations, budget management and implementation of action plans and the proper use of state property. Ensure compliance with PFMA Act 103 of 1994, Public Service Act and Public Regulations, Municipal Structures Act, Municipal Systems Act, Traditional and Khoi- San Leadership Act NO.3 of 2019 the Constitution of Republic of South Africa no. 108 of 1996, chapter 12, Eastern Cape Customary Male Initiation Practice Act No. 5 of 2016. Customary Male Initiation Act No. 2 of 2021, Heritage Resource Act no 25 of 1999, and other relevant legislations and mandates that are relevant to the department and also governing local government and traditional leadership institutions.

ENQUIRIES

: Ms. N Mabusela at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 44/116

: **DIRECTOR: VALUATION SERVICES REF NO: COGTA 03/11/2025**
(Re-advertisement: applicants who have previously applied must re-apply)

SALARY CENTRE REQUIREMENTS

: R1 266 714 – R1 492 122 per annum (Level 13)
: Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 7)
: Bachelor's degree in real estate (Property Valuations) as recognised by South African Council for Property Valuers (SACPVP A valid Code 8 Drivers' Licence. Pre-entry SMS certification for the Senior Management Service as endorsed by National School of Government (NSG) submitted prior to appointment. A minimum of five (5) years' experience at Middle/Senior Management Level. A valid driver's license 08 (B). Competencies: Extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act 2004, as amended and Property Regulations. Knowledge and computer skills in as far as Ms Word and PowerPoint, Presentation, Communication (verbal and written) and report writing.

<u>DUTIES</u>	:	Provide and facilitate intergovernmental relations as well as municipal international (twining arrangements). Manage, coordinate and participate in local district /regional intergovernmental structures. Monitor and coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion agreements/ memoranda of understanding between municipalities, sector/departments and other relevant stakeholders. Ensure compliance with IGR Framework Act no 13/ 2005, Local Government Municipal Structure Act. (Act no 117 of 1998) and the Local Government Municipal Structures Act no 32 of 2000. Facilitate the development, consolidation and submission of reports for efficient management of the directorate, including the effective utilization and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

OTHER POSTS

<u>POST 44/117</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR GRADE A: MUNICIPAL INFRASTRUCTURE REF NO: COGTA 04/11/2025</u>
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<u>SALARY</u>	:	R1 099 488 – R1 250 907 per annum, (OSD)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Senior Certificate plus BSC Land Survey / Geomatics – NQF Level 7) 4 years post professional registration experience (PLATO); Cadastral, Topographical Survey and Computer aided drafting; Project Management, People Management. South African Geomatics Council MS office, competence in survey data processing; GIS Software, operation of survey equipment, EB, Geographic Information Systems (GIS). Competencies: Extensive knowledge of Cadastral surveys and topographical surveys, local government legislation including but not limited to the Municipal Systems Act (MSA) and the Public Finance Management Act (PFMA) and Land Use Management legislations. Have strong project management, financial management, interpersonal and people management skills. Considerable knowledge in Geographic Information System (GIS).

<u>DUTIES</u>	:	Plan and facilitate cadastral and topographical surveys in the Municipalities. Assist in the formulation and interpretation of Land Survey and Planning legislation, and processes. Assist in the efficient management of the directorate, including effective utilization, mentoring, and training of staff. High maintenance of discipline; promotion of sound labour relations, and proper use of state resources. Assist in the formulation of strategic plans and administration of operational plans of the directorate, ensuring that the goals and objectives determined are achieved. Assist in coordinating and directing programmes of technical support regarding Land Survey services to Local Government structures. Provide information on Land Survey related issues to the Municipalities and other clients.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

<u>POST 44/118</u>	:	<u>DEPUTY DIRECTOR: LOGISTIC MANAGEMENT REF NO: COGTA 05/11/2025</u>
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<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, plus undergraduate qualification (NQF Level 6/7) in Logistics / Supply Chain Management /BCom/ Cost Management or equivalent appropriate tertiary qualification as recognise by SAQA. A minimum of three years' relevant experience at an Assistant Director Level / Junior Management in Logistics Management environment. Computer Literacy Microsoft Power (Excel, word and PowerPoint). Competencies: Knowledge and understanding of the Supply Chain Management, LOGIS System and Logistics Management processes. Leadership skills, People Management and empowerment skills, change management skills and analysing with problem solving skills. Communication Skills. Writing and Presentation Skills. Stakeholder Management Skills. Knowledge understanding and application of the following prescripts: Public Finance Management Act, PPPFA, National

		Treasury Regulations, Preferential Procurement Regulations 2022. Sound organizational skills. High level of reliability.
<u>DUTIES</u>	:	Manage logistics management through rendering and monitoring generation of orders as well as transit processes. Render and manage requisition, receiving and distribution of goods and services through placement of orders, inventory and transit management. Manage and providing guidance on matching of documents ensuring timeous processing of and submission for payment of invoices. Manage, maintain and report on commitments, accruals and payable monthly and quarterly. Provide guidance and adequate support for development of staff within logistics. Monitor the planning, organising and delegation of work, analyse and evaluate staff performance.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 44/119</u>	:	<u>MESSENGER DRIVER: AMAMPONDOMISE KINGDOM REF NO: COGTA: 06/11/2025</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Qumbu
<u>REQUIREMENTS</u>	:	A Grade 10 qualification or 7-12 months relevant experience. Valid code 08 driver's license. Knowledge of the city or (cities) in which the functions will be performed.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and delivery other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks regarding the vehicle and goods handled. Render a clerical support / messenger vehicle in the relevant office. Collect and deliver documentation and related terms in the department. Copy and fax documents. Assist in the registry.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 44/120</u>	:	<u>CLEANER: SECURITY MANAGEMENT & WORK ENVIRONMENT REF NO: COGTA: 07/11/2025 (X8 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	ABET (Level 4 or NQF Level 1-3). No experience. Competencies: Ability to use cleaning material, good communication skills, ability to work in a team and maintain good interpersonal relationships.
<u>DUTIES</u>	:	Clean and create an orderly working environment. Operate cleaning machines. Ensure that boardroom, offices, and kitchen are clean. Emptying dustbins, wipe skirtings and window seals. Wash glasses and dishes Prepare tea and other refreshments.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 44/121</u>	:	<u>GENERAL WORKER: SECURITY & WORK ENVIRONMENT REF NO: COGTA: 08/11/2025</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Abet Level 4 or NQF Level 1 – 3 with no working experience.
<u>DUTIES</u>	:	Responsible for cleaning the Grounds at COGTA: buildings using variety of tools such as spade etc, assist in removing refuse and other unwanted goods from the building, Loading, off load goods and any material to the relevant destinations and delivering moving of Office equipment and other delegated duties.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 44/122</u>	:	<u>GENERAL WORKER: AMAMPONDOMISE KINGDOM REF NO: COGTA: 09/11/2025</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Qumbu
<u>REQUIREMENTS</u>	:	Abet Level 4 or NQF level 1 – 3 with no working experience.

DUTIES : Responsible for cleaning the Grounds at COGTA: buildings using variety of tools such as spade etc, assist in removing refuse and other unwanted goods from the building, Loading, off load goods and any material to the relevant destinations and delivering moving of Office equipment and other delegated duties.

ENQUIRIES : Ms. N Mabusela at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

PROVINCIAL TREASURY

APPLICATIONS : Applicants must strictly apply using only the provincial e-Recruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>

The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitmentenquiries@ectreasury.gov.za. (NB: For e-recruitment enquiries: Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: erecruitmentenquiries@ectreasury.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

FOR ATTENTION : Ms T. Nkonyile
CLOSING DATE : 12 December 2025. No Late applications will be accepted.
NOTE : Applications must be submitted in the latest Z83 effective from 01 January 2021 obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> (An unsigned Z83 usually disqualifies an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and therefore unassignable – applicants who apply via the system will therefore not be disqualified). Should an application be received using the incorrect application for employment (Z83)/old such an application will not be considered. A Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable references as well as copies (copies need not be certified) of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. It is mandatory for manual applications to be signed for in the Register Book. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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. Suitable 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 a security clearance process. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities and women are encouraged 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. 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 assessment. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for recommended candidates, to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms->

pre-entry-programme (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment).

MANGEMENT ECHELON

<u>POST 44/123</u>	:	<u>DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE</u> <u>MANAGEMENT REF NO: PT 01/11/2025</u> Purpose: To support, monitor infrastructure performance of municipalities and contribute to funding framework and long-term planning for municipalities.
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF Level 7 as recognised by SAQA) in Built Environment / Quantity Surveying / Finance / Management Accounting / Commerce / Economics / Project Management coupled with 5 years' experience at middle or senior management level in Finance environment with an emphasis in supporting, monitoring infrastructure performance of municipalities and contribute to funding framework and long-term planning for municipalities. SMS pre-entry submitted prior to appointment. Valid driver's licence is compulsory. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Supply Chain Management policies and practices. Risk Management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management. Planning and organising. Technical report writing, Negotiation and facilitation, Change Management. Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning.
<u>DUTIES</u>	:	Oversee Technical Advisory Support and make inputs with the Assessment on Integrated Infrastructure Planning Processes for Department and Municipalities in Line with Infrastructure Delivery and Procurement Management: Ensure Assessment of Local Government Infrastructure Asset Management planning processes. Manage and Facilitate institutionalisation of Comprehensive Municipal Infrastructure Plans (CMIP). Analyse and report in infrastructure inputs into CMIP and IDP, (Roads and storm water services, water services, sanitation services, waste disposal services, electricity services, community facilities and municipal buildings). Ensure Strengthening and support infrastructure institutional structures. Manage capacity building sessions in accordance with the approved Provincial IDMS and issued Framework for Infrastructure Delivery and Procurement Management (FIDPM). Oversee Assessment of capacity and training needs. Facilitate and conduct capacitation sessions on IDMS, FIDPM and relevant prescripts. Ensure Monitoring and Evaluation of Assessment Reports on Budget and Expenditure Outcomes Affirmed Through Physical Verification of Infrastructure Projects for Department and Municipalities: Ensure Assessment of Section 71 reports. Ensure Validation and alignment between Municipalities database and sector specific reporting models. Manage Verification of Value for money of project implemented by stakeholders. Assess and collect project data, conduct site visits to determine accuracy and completeness of projects on site. Ensure Monitoring and Review of Construction Procurement Strategy to Ensure Procurement Optimisation in Relation to FIDPM: Manage and reduce real costs with incentive to remove waste from the process and delivery of better underlying value for money. Ensure technical assistance to provincial departments and municipalities in the preparation of PPP/Concession schemes. Monitor technical due diligence and all environmental and social issues. Formulation of appropriate transaction structure and overall support up to financial closure. Oversee and report on DoRA human resources reports. Manage Area of Responsibility: Coordination of Estimate of Capital Expenditure (ECE) for the province. Manage resources and performance of expenditure review reports within the Directorate. Manage the performance,

training and development of officials. Manage the budget, financial resources and physical assets.

ENQUIRIES : Ms T. Nkonyile 083 8755 707 / Ms. B Ndayi 060 573 5574 / Mr Z. Mahambi 065 689 0216

For e-Recruitment Enquiries: send an email to: erecruitmentenquiries@ectreasury.gov.za

NOTE : EE Target: African Male / Coloured Female / Indian Female with disability.

OTHER POST

POST 44/124 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: PT 02/11/2025**

Purpose: To support, monitor infrastructure performance of municipalities and contribute to funding framework and long-term planning for municipalities.

SALARY : R896 436 per annum (Level 11), (all-inclusive)

CENTRE : Bhisho

REQUIREMENTS : Degree (NQF level 7 as recognised by SAQA) in Civil Engineering. A minimum of 5 years' work experience in the Municipal Infrastructure Delivery of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal infrastructure performance environment is essential. Valid driver's licence is compulsory. Professional registration as Engineer or Technologist or Technician with Engineering Council of South Africa (ECSA) will be an added advantage. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service, Risk Management policies and practices, Supply chain management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Budget submission. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

DUTIES : Conduct Technical Advisory Support and Make Inputs with the Assessment on Integrated Infrastructure Planning Processes for Department and Municipalities in Line with Infrastructure Delivery and Procurement Management: Assessment of Local Government Infrastructure Asset Management planning processes. Facilitate institutionalisation of Comprehensive Municipal Infrastructure Plans (CMIP). Analyse and report in infrastructure inputs into CMIP and IDP, (Roads and storm water services, wear services, sanitation services, waste disposal services, electricity services, community facilities and municipal buildings). Strengthen and support infrastructure institutional structures. Facilitate capacity building sessions in accordance with the approved Provincial IDMS and issued Framework for Infrastructure Delivery and Procurement Management (FIDPM). Assessment of capacity and training needs. Facilitate and conduct capacitation sessions on IDMS, FIDPM and relevant prescripts. Produce, Monitoring and Evaluation Assessment Reports on Budget and Expenditure Outcomes Affirmed through Physical Verification of Infrastructure Projects for Department and Municipalities: Assessment of Section 71 reports. Validation and alignment between Municipalities database and sector specific reporting models. Verification of Value for money of project implemented by stakeholders. Assess and collect project data, conduct site visits to determine accuracy and completeness of projects on site. Monitor and Review Construction Procurement Strategy to Ensure Procurement Optimisation in Relation to FIDPM: To reduce real costs with incentive to remove waste from the process and delivery of better underlying value for money. Provide technical assistance to provincial departments and municipalities in the preparation of PPP/Concession schemes. Monitor technical due diligence and all environmental and social issues. Formulation of appropriate transaction structure and overall support up to financial closure. Manage Area of

Responsibility; Coordination of Estimate of Capital Expenditure (ECE) for the province. Manage resources and performance of expenditure review reports within the Directorate. Manage the performance, training and development of officials. Manage the budget, financial resources and physical assets.

ENQUIRIES

: Ms T. Nkonyile 083 8755 707 / Ms. B Ndayi 060 573 5574 / Mr Z. Mahambi 065 689 0216

For e-Recruitment Enquiries: send an email to: erecruitmentenquiries@ectreasury.gov.za

NOTE

: EE Target: African Male with disability / Coloured Female / White Female with disability / Indian Female.

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: Applicants must strictly apply using only the provincial e-Recruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>

The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to recruitment@ecdsd.gov.za. (NB: For e-recruitment enquiries: Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: recruitment@ecdsd.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

CLOSING DATE
NOTE

: 12 December 2025. No Late applications will be accepted.

: Applications must be submitted in the latest Z83 effective from 01 January 2021 obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> (An unsigned Z83 usually disqualifies an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and therefore unassignable – applicants who apply via the system will therefore not be disqualified). Should an application be received using the incorrect application for employment (Z83)/old such an application will not be considered. A Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable references as well as copies (copies need not be certified) of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. It is mandatory for manual applications to be signed for in the Register Book. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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. Suitable 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 a security clearance process. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities and women are encouraged 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. 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 assessment.

ENQUIRIES

: Mr Y Singqandu Tel No: (043) 605 5042
E-Recruitment Enquiries: recruitment@ecdsd.gov.za

POST 44/125 : **COMMUNITY DEVELOPMENT MANAGER: YOUTH DEVELOPMENT**
GRADE 1 REF NO: DSD 01/11/2025

SALARY : R970 686 – R1 109 877 per annum, (OSD), all-inclusive remuneration package
CENTRE : Provincial Office, Bisho
REQUIREMENTS :

An appropriate three-year tertiary qualification in Community Development/Social Science/Developmental Studies or in any other proven related field. A minimum of 10 years of recognisable experience in Community Development after obtaining the required qualification, of which 5 years must be at a community development supervisory level. A valid driver's license is a prerequisite. Competencies: Comprehensive knowledge of youth development policies and frameworks, including the National Youth Policy, National Development Plan, and Sustainable Development Goals (SDGs). Strong leadership, strategic planning, and Programme management skills. Excellent communication and stakeholder engagement abilities. Proven ability to design, implement, and evaluate youth-focused programmes. Sound understanding of inclusive and rights-based community development practices. Knowledge of public sector financial and human resource management.

DUTIES : Plan, coordinate, and implement youth development programmes that enhance support of youth development initiatives, leadership, skills development, and economic participation. Identify and respond to the needs of youth, especially vulnerable groups, and facilitate partnerships with government, civil society, and private sector stakeholders. The incumbent will promote youth entrepreneurship and cooperative initiatives, skills development programmes, linking youth with socio-economic opportunities and ensure programmes align with national and provincial policies. Develop and monitor policies, strategies and frameworks to evaluate Programme impact, manage resources efficiently, and advocate for youth mainstreaming in all community development initiatives.

ENQUIRIES : Mr. Y Singqandu Tel No: (043) 605 5042/59
e-Recruitment Technical Support: Recruitment@ecdsc.gov.za

NOTE : EE Target: White/Coloured Male & PWD

POST 44/126 : **COMMUNITY DEVELOPMENT MANAGER GRADE 1 REF NO: DSD**
02/11/2025

SALARY : R970 686 – R1 109 877 per annum, (OSD), all-inclusive remuneration package
CENTRE : Chris Hani: District Office, Queenstown
REQUIREMENTS :

An appropriate three-year tertiary qualification in Community Development/Social Science/Developmental Studies or in any other proven related field. A minimum of 10 years of recognizable experience in Community Development after obtaining the required qualification, of which 5 years must be at a community development supervisory level. A valid driver's license is a prerequisite. Competencies: Extensive understanding of theories and systems in community development, including knowledge of individual and group behaviour, community dynamics, and current legislation. Strong leadership, communication, and organizational skills. Ability to manage resources effectively and work collaboratively with various stakeholders.

DUTIES : To manage the identification, planning, and implementation of integrated and transformative social development programs delivered by the unit or sub-directorate in partnership with key stakeholders. The aim is to empower human and social capital through a community development approach towards sustainable livelihoods. Oversee the delivery of community development programs, ensuring they align with national policies and effectively address community needs. Engage with various stakeholders, including government departments, non-governmental organizations, and community groups, to facilitate integrated service delivery. Ensure the effective implementation of policies related to community development, monitoring compliance and evaluating outcomes. Oversee the efficient utilization of human and financial resources within the Community Development Unit. Develop and implement monitoring and evaluation frameworks to assess the impact of community development programs.

ENQUIRIES : Chris Hani enquiries may be directed to Ms N Mzinjana Tel No: (045) 808 3709
e-Recruitment Technical Support: Recruitment@ecdsc.gov.za

NOTE : EE Target: White/Coloured Male & PWD

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

APPLICATIONS

- : Applications must be submitted via one of the following options:
- (i) provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: erecruitment@ecsrac.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. OR submit via one of the following options: direct to a specific relevant centre:
 - (ii) **Head Office: Qonce:** Enquiries – Ms S Mpafa, Mrs. R. E. Swartbooi and Mr M Cezula Tel No: (043) 492 1405/ 0949/ 1400. Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605.
 - (iii) **OR Tambo District:** Attention Mr. S. Stuma Tel No: (047) 495 0853, Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.
 - (iv) **Joe Gqabi District:** Attention Mr P. Masepe / Ms. Ninifie/ Ms Fiki Tel No: (051) 492 4806, Hand deliver to: No. 02 Cole Street, Maletswai.
 - (v) **Bayworld Museum:** Enquiries: Mr L Mini/ Mr V Ketelo Tel No: (041) 584 0650. Hand deliver to: 23 Beach Road, Humewood, Gqeberha.

Applicants are encouraged to use e-recruitment system. People with disabilities who meet the requirements will be given preference

CLOSING DATE NOTE

- : 12 December 2025. No Late applications will be accepted.
- : Applications must be submitted in the latest Z83 effective from 01 January 2021 obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> (An unsigned Z83 usually disqualifies an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and therefore unassignable – applicants who apply via the system will therefore not be disqualified). Should an application be received using the incorrect application for employment (Z83)/old such an application will not be considered. A Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable references as well as copies (copies need not be certified) of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. It is mandatory for manual applications to be signed for in the Register Book. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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. Suitable 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 a security clearance process. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities and women are encouraged 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. 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 assessment.

OTHER POSTS

<u>POST 44/127</u>	:	<u>CULTURAL OFFICER REF NO: DSRAC 01/11/2025</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), an all-inclusive remuneration
<u>CENTRE</u>	:	OR Tambo District – Ngquza Arts Centre (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF Level 6) in Arts and Culture or any relevant qualification with 1 to 2 years relevant experience at production level. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about cultural programs. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts). Cultural and Creative Industries MasterPlan. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid driving licence.
<u>DUTIES</u>	:	Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and performing artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft roster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
<u>ENQUIRIES</u>	:	S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with disabilities are encouraged to apply.
<u>POST 44/128</u>	:	<u>REGISTRY CLERK: (SCM CLERK) REF NO: DSRAC 02/11/2025</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05), an all-inclusive remuneration
<u>CENTRE</u>	:	Joe Gqabi District (Maletswai)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Records Management will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.

<u>ENQUIRIES</u>	:	P. Masepe Tel No: (051) 492 4806 (Maletswai)
	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities. Persons with disabilities are encouraged to apply.
<u>POST 44/129</u>	:	<u>ACCOUNTING CLERK: (FINANCE CLERK) SALARIES ADMINISTRATION</u> <u>REF NO: DSRAC 03/11/2025</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Internal Audit or Accounting or Cost & Management Accountant or Financial Management or other relevant qualifications will be an added advantage. Knowledge of financial systems (PERSAL, VULINDLELA & BAS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Provincial Treasury Guidelines / Regulations and Public Finance Management Act (PFMA) will be an added advantage. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Check and capture all salary related transactions on PERSAL system. Receive and check to ensure correctness of all required documents from HR department and other stakeholders. Prepare and capture leave gratuities on PERSAL. Submit documents to internal control for compliance checking. Prepare BAS payments and journals. Recall and Reverse official's salaries where applicable. Capture change of official's banking details. Capturing of fuel reimbursement claims for official's salaries where it is applicable. Ensure record keeping and filing of salary related documents.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: (043) 492 1400 - Head Office (Qonce)
	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 44/130</u>	:	<u>ACCOUNTING CLERK: (FINANCE CLERK) TAX RECONCILIATION REF</u> <u>NO: DSRAC 04/11/2025</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Internal Audit or Accounting or Cost & Management Accountant or Financial Management or other relevant qualifications will be an added advantage. Knowledge of financial systems (PERSAL & BAS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Provincial Treasury Guidelines / Regulations and Public Finance Management Act (PFMA) will be an added advantage. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Capture journals on BAS. Capture debt take-on. Capture tax accumulations on PERSAL. Capture debt recovery deductions on PERSAL. Capture SARS third-party penalties A88 on PERSAL. Create debt files for newly authorised debts. Prepare the monthly Income Tax EMP201. Facilitate manual pay over to SARS. Capture salary-related payments on both BAS and PERSAL. Distribute payroll reports to cost centres.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: (043) 492 1400 - Head Office (Qonce)
	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 44/131</u>	:	<u>CLEANER REF NO: DSRAC 05/11/2025</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02), an all-inclusive remuneration
<u>CENTRE</u>	:	Bayworld Museum - Gqeberha

- REQUIREMENTS** : Grade 8 certificate or ABET level 4 or NQF level 1 - 3 with no experience. One (1) year experience as a cleaner will be an added advantage. Good interpersonal skills. Good verbal communication skills. Self – motivated.
- DUTIES** : Provisioning of cleaning services. Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing, and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Cleaning of bins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use.
- ENQUIRIES** : V. Ketelo Tel No: (041) 584 0650 – Bayworld Museum, (Gqeberha)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with disabilities are encouraged to apply.

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

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

<u>APPLICATIONS</u>	:	Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen Email: recruitment@dard.gov.za
<u>CLOSING DATE</u>	:	12 December 2025
<u>NOTE</u>	:	Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts, or the Department is affected by any process such as, but not limited to, restructuring or reorganization of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae which may be submitted as per the instruction in the application procedure. Note only the Z83 and detailed Curriculum Vitae should be attached. The Department of Agriculture and Rural Development will not be held responsible for server delays where applicants are permitted to use of the email address. Certified copies of Identity Document, Grade 12 Certificate, highest required qualifications and proof of professional registration as well as a driver's license, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). All shortlisted candidates are required to undertake a technical assessment. The Department reserves the right not to fill a position. In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the Department assures all applicants that any personal information provided during the recruitment process will be treated with the utmost confidentiality and used solely for recruitment purposes. Your privacy and data security are of paramount importance to us. By applying for any of these posts, you consent to the collection, processing (including dissemination to third parties for purposes of verification of qualifications, credit record, criminal record, etc), and storage of your personal information for recruitment and selection-related activities only. The Department is committed to safeguarding your privacy and maintaining the trust you place in us. 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. The Department 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 required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

<u>POST 44/132</u>	:	<u>DIRECTOR: STRUCTURED AGRICULTURAL TRAINING REF NO: DIR/ (X1 POST)</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13). 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 the 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>	:	Glen College Of Agriculture
	:	An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Agriculture / Education / Business Economics / Economics / Leadership / Management. 5 years of experience at a middle/senior managerial level. Driver's license. Certificate of successful completion of National School of the Government's SMS Pre-Entry programme prior appointment.
<u>DUTIES</u>	:	Overall manage and strategically direct all the Programmes under Structured Agricultural Training and Development, which include the following areas of responsibility: Higher Education and Training Services; Further Education and Training Services; Institute Support Services; Total Quality Management Services; and Institute Farm Management Services. Manage the development of strategies and policies and its implementation in accordance with agreed norms and standards and manage the implementation of National, Provincial and Departmental frameworks. Oversee quality assurance processes in higher and further education and training qualification offerings, which inter alia include the following: Ensure the development and maintenance of the Agricultural Training Institute Annual Quality Assurance Plan; Ensure the development, design and alignment of higher and Further education & Training curriculum to the required HEQC / FET standards; Manage the implementation of further education and training certification; Ensure compliance with the accreditation requirements and ensure the establishment of Agricultural Training Institute committees. Develop business models for enhancing income generation projects for the College. Oversee the implementation of applicable Acts and regulatory requirements (e.g. Higher Education Act 101 of 1997, Further Education and Training Act 98 of 1998, Skills Development Act 97 of 1998, South African Qualifications Authority Act 58 of 1995, National Development Plan, Public Service Act, 1994, PSR, 2016 (as amended), PFMA1999, Labour Relations Act, 1996, PAIA, Constitution of the Republic of South Africa, Act No 108. of 1996, BCEA, etc.). Manage the development of the 5 year strategic plan and the annual performance plan for the Directorate and monitor the implementation of all agricultural training and development requirements and report monthly, quarterly and annually to enhance the overall performance of the Directorate. Manage the utilization of all resources of the Directorate in line with relevant legislation. Advise and interact with various role players within and outside the Department on all issues relating to agricultural training and development to optimize productivity and accelerate economic growth in the in order to develop the Agricultural Sector. Identify potential risks, mitigate solutions and act pro-actively to facilitate implementation of solutions. Manage and coordinate a comprehensive array of programs, operations, campaigns and interventions aimed at the achievement of the priorities of the Directorate to support sustainability and growth within the Agricultural Sector.
<u>ENQUIRIES</u>	:	Dr K Mojabelo at Tel No: 072 711 1809

DEPARTMENT OF HEALTH

<u>CLOSING DATE</u>	:	12 December 2025
<u>NOTE</u>	:	Directions to applicants: Applications must only be done via the online recruitment platform for the Department at: https://ihealth.fshealth.gov.za/e-Recruitment/ 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 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 the application form will lead to disqualification of the application during the selection process. Applications filed by hand on the

Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from 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. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or post. Failure to upload and 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 appointments. Applicants are informed that costs associated with the recruitment processes i.e. travelling and accommodation will be at the expense of the applicants not the Department.

OTHER POSTS

<u>POST 44/133</u>	:	<u>DEPUTY DIRECTOR: MEDICAL ORTHOTICS AND PROSTHETICS REF NO: H/D/1/2025</u>
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein
	:	Matric plus National Diploma in Medical Orthotics and Prosthetics at NQF 6 as recognized by SAQA. 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: Valid driver's license. Knowledge And Skills: Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Knowledge and experience in policy making processes. Computer literacy (Microsoft Soft Office package) to enhance service delivery. Operational and general management of the Orthotic and Prosthetic Centres and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Ability to effectively and efficiently manage the Sub-Directorate resources. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) skills. Ability and willingness to work overtime including weekends and public holidays and to deputise the immediate supervisor should the need arises.
<u>DUTIES</u>	:	Provide a comprehensive strategic and operational leadership and management of Orthotic and Prosthetic service through the development, review, and the implementation the strategic and operational plans. Develop and facilitate inputs on legal prescripts, Acts, Policies, Circulars, Guidelines, and Procedures. Ensure comprehensive Clinical Governance of O&P services, including the development and implementation of clinical protocols, Quality Assurance and Quality Improvement plans, National Core Standards and OHS Act compliance. Ensure comprehensive people management and development of all staff in the component. Ensure good financial management to achieve maximum value for money. Ensure equitable distribution of resources to achieve optimal service delivery. Liaison with internal (DOH) and external (including institutions of Higher Learning) stakeholders to improve continuity of care in respect of training, research and innovation in the field. Utilize health information technology and other health information systems for

		enhancement of service delivery in the province. Facilitate performance information management, reporting and accountability.
<u>ENQUIRIES</u>	:	Mr. J. M. Mokgatle Tel No: (051) 408 1540/1
<u>APPLICATIONS</u>	:	Applications to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 44/134</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: H/D/2/2025</u>
<u>SALARY</u>	:	R896 436 - R1 055 958 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 Diploma/Degree/NQF7 in Internal auditing with minimum of 3-5 years of experience in Internal Auditing of which 3 years should be at managerial (ASD) level. Knowledge Required: Teammate software, Enterprise Risk Management Framework, Public Finance Management Act, King IV report on corporate governance and Treasury Regulations. Understanding and application of Global Internal Audit Standards. Registration with IIASA. Valid Driver's License. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours. Skills required: Communication, policy analysis, planning and organizing, people management, problem solving, time management, project management, facilitation and presentation skills. Knowledge And Skills: Possession or studying towards either one or more professional certificate: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certification in Control Self-Assessment (CCSA) will be an added advantage. Qualification and experience in Information Technology Audit.
<u>DUTIES</u>	:	Provide inputs in the development of the three-year rolling plan and annual internal audit plan for the first year of the three-year rolling plan. Provide inputs to the enhancement of audit methodologies and technologies. Allocate, supervise and manage audit projects. Provide internal audit assurance and consulting services to the department as may be required from time to time. Manage communication and relationships with clients and other stakeholders. Market and represent Internal Audit. Review and quality check internal audit reports. Manage performance, provide appropriate training and development for internal audit staff. Assist with the administration of Internal Audit.
<u>ENQUIRIES</u>	:	Mr. SM Lekola Tel No: (051) 408 1762/1585
<u>APPLICATIONS</u>	:	Applications to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 44/135</u>	:	<u>PNA7 ASSISTANT MANAGER NURSING AREA REF NO: H/P/9/2025</u>
<u>SALARY</u>	:	R693 096 - R813 732 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	:	Matric post graduate qualification Diploma/Degree in Nursing Administration or equivalent qualification that allows registration with South African Nursing Council. Current of registration {2025/2026} of the Health Professions Council of South Africa as a Professional Nurse. A minimum of 8 years' appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Computer literacy Valid driver's License. Knowledge And Skills: understanding of key indicators within these programs. Good communication skills. Ability to work independently and in a multi-disciplinary team context. Analytic thinking independent decision making and problem-solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills. Complaints management skills. Knowledge and understanding of the legislative framework governing the Public.
<u>DUTIES</u>	:	Improve quality of health information in the Free State Province, Manage and utilization of resources in accordance with relevant directives and Legislations, Support the training of the new clinical records and HPRSN of the PHC, Co-ordinate and monitor data quality assessment, Co-ordinate, conducting and capturing Patient experience survey by institutions/ facilities. Provide in-service training, mentoring and support subordinates to execute their functions effectively and efficiently. Support creation of audit trail in facilities to meet recommendations from AGSA. Review PIDS and NIDS for the department, participate in data quality and data alignment workshops on behalf of the Department and implement resolutions thereof. Ability to analyse data and

dissemination of information. Provide leadership and guidance to information management directorate on performance information reliability, accuracy and completeness as well as the development of data quality monitoring tools and implementation thereafter. Conduct support visit on quarterly basis to the district and facilities on aspects such as data quality and implementation of policies DHIMS and guideline and SOPs'. Lead the development and implementation of data elements and training them after. Identify and provide support to district and program managers. Design and implement training program that will improve data quality and use for the departmental staff members at all levels of care as well as performance tracking indicators. Support the directorate with planning and implementation of TB/HIV Integration (SMARTER) and DHIS 2 systems in the facilities as well as supporting preparations of district health plans in relation to information management. Analyse changes and patterns in key indicators, information management performance reports in order to make recommendations and strategies to close the gap. Implement capacity building activities to provincial, district and facility information offices in terms of data manipulation, data quality issues, records management and data element definitions and meta data. Conduct the ANC Survey for the Free State Province. Support DDC at the hospital/PHC set up and Rationalization of registers for PHC. Management together with the daily data capturing processes in institutions. Implement data sign off processes in the institutions and Reconciliation of data.

<u>ENQUIRIES APPLICATIONS</u>	:	Dr. P Chikobvu Tel No: (051) 408 1738/1704
	:	Applications to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 44/136</u>	:	<u>CHIEF MEDICAL ORTHOTIST PROSTHETIST REF NO: H/C/3/2025</u>
<u>SALARY</u>	:	Grade 1: R575 250 - R638 856.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 Orthotic 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. Valid Code driver's license. Knowledge And Skills: Strong innovative, leadership, problem solving, decision-making, negotiation and conflict-resolution skills. Computer literacy (Microsoft Soft Office package) to enhance service delivery. Operational of the Orthotic and Prosthetic Centre and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks; Ability to think and function independently as well as in a multidisciplinary team; Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) skills. Ability and willingness to work overtime including weekends and public holidays and to deputise the immediate supervisor should the need arises.
<u>DUTIES</u>	:	Operational Planning and coordination of Orthotics and Prosthetics and Orthopaedic Footwear Services. Supervise all aspects of human resource, Orthotics and Prosthetics and Orthopaedic Footwear production; Coordinate and participate in production work such as designing, measuring, manufacturing, fitting, repairing and adjusting all Orthotics and Prosthetic devices. Coordinate and participate in outreach service and maintaining services at satellite clinics. Prudent management of finances including Supply Chain Management; Provide supervision and training of students and all in-service trainees. Comprehensive clinical governance and clinical practice review including the development and implementation of clinical protocols, guidelines and SOP's; Liaison with internal and external to enhance continuity of care;
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. KR. Moathodi Tel No: (051) 405 1559
	:	Applications to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 44/137</u>	:	<u>CLINICAL PROGRAM COORDINATOR (PNA5) REF NO: H/C/4/2025</u>
<u>SALARY</u>	:	R549 192 - R629 121 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein
	:	Senior Certificate, Diploma/Degree in nursing or equivalent that allows registration with the South African Nursing Council. Current of registration

(2025/2026) of the Health Professions Council of South Africa as Professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after registration with SANC as a professional nurse. Valid driver's License. Computer literate. Knowledge And Skills: Knowledge of data use, data triangulation and target setting as well as understanding measurements of routine data accuracy are essential. Ability to work under pressure and should be able to deliver under tight deadlines together with willingness to work extra hours. Prepared to travel within the Free State Province and outside the province. Analytical skills coupled with good report writing, communication, presentation and interpersonal skills. Knowledge of legislation and policies regulating health data. Health Information Management Skills (Experience with Electronic)

DUTIES :

Coordinate and support the development, implementation, and evaluation of clinical programs and health information initiatives. Ensure alignment of health information programs with clinical standards, organizational goals, and regulatory requirements. Monitor project timelines, deliverables, and resources to ensure successful program delivery. Assist in the design and rollout of digital health initiatives, such as EMR implementations or upgrades. Ensure the accuracy, completeness, and timeliness of clinical data entry and documentation. Contribute to health data audits, reporting, and performance improvement initiatives. Assist with the development of data governance frameworks, policies, and procedures to ensure compliance with relevant legislation and standards. Provide training, education, and support to clinical staff on documentation best practices, HIM standards, and digital systems use. Foster clinical engagement and promote awareness of the importance of accurate data for patient care, research, and policy development. Lead or participate in working groups and committees related to HIM and clinical system enhancement. Assist with incident reviews or audits related to health data integrity and patient safety. Represent the HIM unit in internal and external forums and consultations. Build partnerships across departments to support integrated information management practices. Manage data risks associated with data quality and data confidentiality. Support the training of all data and records management systems throughout the province. Train and Coordinate and monitor data quality assessment, patient experience and antenatal care survey in institutions. Analyse data and dissemination of reports as well as supporting creation of audited trail at facilities as required by the Auditor General. Support, train and review of PIDS and NIDS for the department. Conduct support visits to districts and facilities on data quality and implementation of policies DHIMS, guidelines and SOPs. Support the directorate with planning and implementation of TB/HIV integration and DHIS 2 systems in the facilities. Implement capacity building activities to provincial, district and facility information offices in terms of data quality issues, records management and data element definitions and meta data. Implement data sign off processes in all the institutions and data reconciliation certificates.

ENQUIRIES : Dr. P Chikobvu Tel No: (051) 408 1738/1704
APPLICATIONS : Applications to be directed to: <https://ihealth.fshealth.gov.za/e-Recruitment/>

POST 44/138 : **MEDICAL ORTHOTIST PROSTHETIST REF NO: H/M/16/2025**

SALARY :

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.

CENTRE : Corporate Office, Bloemfontein
REQUIREMENTS :

Matric plus qualification in Medical Orthotic 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: Assess, plan, repair /manufacture medical orthotic prosthetic assistive devices for clients. Thorough knowledge of medical orthotic prosthetic service. Ability to work independently and in a team. An understanding of public service HR and Procurement procedures. Report writing skills. Good interpersonal relations. Computer literacy including MS Outlook, Word, Excel and PowerPoint, Virtual meeting platforms literacy. Ability to work under pressure. Ability and willingness to work overtime including

		weekends, shift work, and public holidays and to deputise the immediate supervisor should the need arises.
<u>DUTIES</u>	:	Responsible for the smooth running of the department and professional services to patients. General care of patients and safety of patients; Assist in planning and conducting multidisciplinary consultation and outreach clinics in the district. Supervise staff including Footwear Technicians, students and Community Service Medical Orthotist Prosthetists Responsible management of assets. Implementation of guidelines, clinical protocols and standard operating procedures.
<u>ENQUIRIES</u>	:	Mr. KR. Moathodi Tel No: (051) 4051559
<u>APPLICATIONS</u>	:	Applications to be send to: https://ihealth.fshealth.gov.za/e-Recruitment .
<u>POST 44/139</u>	:	<u>CHIEF NETWORK CONTROLLER REF NO: H/C/5/2025</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</u>	:	Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	:	Matric, plus diploma/degree/NQF6 qualification in Information Technology.3 years' functional experience valid driver's license Knowledge and Skills: Excellent Computer (MS Office), Excellent mathematical knowledge is essential, Knowledge of Reporting, Query tools and practices and should have the ability to troubleshoot. Knowledge of database security administration and user management, Good communication (written and verbal) & interpersonal skills, including patience as well as a highly enthusiastic attitude. Good understanding of how the public health service functions. Ability to analyse data and disseminate information. Collecting and recording of data. Knowledge of data security as well as being able to understand the Health Information policy. Health-related statistical experience is an added advantage. Knowledge of IT hardware management is an added advantage.
<u>DUTIES</u>	:	Keeping the district and institutions informed of set goals, updates and latest developments on information management systems. Ensuring that all set goals are implemented by the district and institutions as agreed. Continuous support to end-users and ensures data capturing is not hampered in any way. Conduct and support Health Information Systems and Data Management training, Current and future plan for all equipment and network requirements that are related to all the information management systems in the province. Plan and advice districts on suitable mechanisms to ensure all data computers are secure in the facilities and the data is secure in the system. Standardised minimum equipment and support structures. Perform routine checks to ensure all computers running with data are up to date with security patches. Proactive prevention and speedy reaction to ensure a zero downtime of computers, keep a record of all ICT resources at facilities (includes laptops, computers, modems, network cables etc.) Dealing with all ICT user-related queries. Updating of software and ETR.net, HPRS, web- DHIS, and TIER.net versions, etc as, needed. Support implementation of EMR and HMS2. Routine facility visits to ensure that systems (HPRS, ETR.net and TIER.net, we-DHIS, ICT, etc) challenges are addressed. Maintain all ICT data management equipment; perform age analysis of computers and report on equipment needs for the institutions. Educate the health facility and sub-district on all information management systems related to ICT policies. Assist with day-to-day problem solving for information management systems HPRS, web-DHIS, ETR.net and TIER.net users, etc as well as other users at institutions. Training of health care workers on the use of computers skills and be able to implement change management in this regard together with the ability to work under pressure, and should be able to deliver under tight deadlines, Support Health Information systems (Roll-out and Maintenance) Experience in driving and should be a holder of a valid driver's license and be prepared to travel within the Free State Province.
<u>ENQUIRIES</u>	:	Dr. P Chikobvu Tel No: (051) 408 1738/1704
<u>APPLICATIONS</u>	:	Applications to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 44/140</u>	:	<u>BROADCAST ENGINEER X 1 MULTIMEDIA REF NO: H/B/1/2025 (X2 POSTS)</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</u>	:	Corporate Office, Bloemfontein

<u>REQUIREMENTS</u>	:	Matric plus an undergraduate Degree qualification (NQF 7) 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>	:	Applications to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 44/141</u>	:	<u>INTERNAL AUDITOR REF NO: H/I/1/2025 (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</u>	:	Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	:	Matric plus Diploma/NQF6 in Internal auditing/Accounting/Risk Management. Valid Driver's License and ability to drive. A successful candidate must be willing to travel extensively and work irregular hours. 3 years experiences in audit environment. Knowledge and Skills: Knowledge of Teammate software.
<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</u>	:	Mr. SM Lekola Tel No: (051) 408 1585
<u>APPLICATIONS</u>	:	Applications to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 44/142</u>	:	<u>ORTHOPEDIC FOOTWEAR TECHNICIAN REF NO: H/O/1/2025 (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
<u>REQUIREMENTS</u>	:	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, adjust and align all surgical footwear and shoe modifications. Consult with the Medical Orthotist/Prosthetist in prescription of correct appliance 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. Stellenberg Tel No: (058) 3035123 Ext 239 and Mr. KR. Moathodi Tel No: (051) 4051559
<u>APPLICATIONS</u>	:	Applications to be send to: https://ihealth.fshealth.gov.za/e-Recruitment .

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

<u>APPLICATIONS</u>	:	must be submitted online at https://jobs.gauteng.gov.za alternatively email to gFleeTRecruitment@gauteng.gov.za . For general enquiries please conduct Human Resources on Tel No: (010) 345 1535.
<u>CLOSING DATE</u>	:	19 December 2025
<u>NOTE</u>	:	It is our intention to promote representative (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be submitted on form Z83(effective 01 January 2021), obtainable from any public service department or on internet at www.dpsa.gov.za /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). The logistics of which will be communicated by the Department. Department reserves the right not to make appointment to the advertised post. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

OTHER POST

<u>POST 44/143</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/023296</u> Chief Directorate: Financial and Management Accounting
<u>SALARY</u>	:	R896 436 per annum (Level 11)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Accounting or Financial Management. 3 years' relevant experience in financial accounting at supervisory/management (ASD) level. Knowledge of IFRS/GRAP Standards, PFMA/MFMA, Treasury Regulations and other applicable legislations. The role requires expertise in the preparation of financial statements, income and expenditure control, supported by strong knowledge of internal controls, audit processes and risk management. Proficiency in financial systems such as CaseWare, ERP platforms (e.g. SAP) and advanced Excel is essential. In addition, the incumbent must have knowledge of project management, change management, HR policies and stakeholder engagement to effectively lead teams and ensure accurate, compliant, and transparent financial reporting.
<u>DUTIES</u>	:	Managing the Strategic and Operational Functions of the Finance Sub-Directorate: Monitor relevant financial policies, legislation, and regulatory frameworks to ensure compliance and alignment with the latest developments; Develop, review, and maintain Standard Operating Procedures (SOPs) and financial management policies related to expenditure, revenue, and debtors; Ensure adherence to financial prescripts and internal controls; Provide expert guidance and support to internal stakeholders on financial matters and decision-making. Manage Expenditure, Revenue and debtors: Daily review of transactions and adjustments (journals) initiated by subordinates for compliance with all applicable GRAP standards; Oversee and monitor the timely processing and payment of all invoices; Provide strategic oversight of revenue billing processes to ensure accuracy and completeness of revenue; Address billing-related queries from client departments promptly and effectively; Conduct regular follow-ups on long outstanding debtors and ensure recovery efforts are documented; Monitor accounting processes

including the general ledger, trial balance, and reconciliation activities to ensure financial integrity. Preparation of Financial Statements and Reporting: Prepare and review accurate quarterly and annual financial statements in accordance with the Public Finance Management Act (PFMA); Compile and submit monthly income and expenditure reports; Contribute financial data and insights to the Annual Performance Report; Ensure all financial reports are prepared in line with GRAP. Coordinate Audit Compliance and Risk Management within the finance sub-directorate: Coordinate timely responses to audit findings and queries; Develop and implement action plans to address audit recommendations and prevent recurrence; Foster a culture of continuous improvement and risk awareness. Provide Sub-Directorate Leadership and Performance Management: Manage and support the performance and professional development of direct reports; Oversee HR-related functions including leave management and performance reviews; Maintain effective communication channels and promote collaboration across teams; Develop, implement, and monitor the operational plan of the sub-directorate, ensuring alignment with broader departmental goals; Manage work allocation processes and ensure high standards of output quality; Prepare and submit required reports and documentation accurately and on time; Represent the sub-directorate in internal committees and working groups as needed; Provide functional and technical advice to team members and stakeholders.

ENQUIRIES

: Ms. Andiswa Gingqi Tel No: (011) 372 - 8660

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

APPLICATIONS

- : must be posted to: The Acting Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Chief Director: Strategic Human Resource Management, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of Ms T.W. Zulu. "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 directly to the following email address recruitment@kznpremier.gov.za. The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

CLOSING DATE

- : 12 December 2025

NOTE

- : Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The KwaZulu-Natal Provincial Government reserves the right not to make this appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical assessment, candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the regulations.

MANAGEMENT ECHELON**POST 44/144**

- : **HEAD OF DEPARTMENT REF NO: DCSL/HOD/11/2025**
5 Year Fixed-term contract

SALARY

- : R1 813 182 per annum (Level 15), Inclusive remuneration package, plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual's needs.

CENTRE
REQUIREMENTS

- : Head Office – Pietermaritzburg
- : Applicants must be in possession of a post graduate qualification at NQF level 8 in LLB/ Criminology/ Public Administration/ Social Sciences as recognized by SAQA. Minimum of 10 years relevant experience at a senior management level. Computer Literacy. Valid driver's license. Knowledge and Skills: Strong strategic capabilities as well as leadership Significant managerial capability and experience in providing strategic leadership and direction in the sector. Extensive knowledge and understanding of national and provincial legislation Sound knowledge and understanding of all policies affecting the Department of Community Safety and Liaison Ability to engage leaders in government, businesses and labour at high level Experience in working with organized labour and unions Facilitation and organizing skills Good negotiation skills Experience in running an organization as well as interacting with senior officials/human resources within and outside the Public Sector Extensive knowledge and understanding of the Constitution of South Africa, Public Service Act, Public Service Regulations, Labour Relations act, Public Finance Management Act, Treasury Regulations Knowledge, interpretation and

Application of all Legislative Framework/ Policies Project Management Skills Financial Management Skills Strategic Management Skills and Planning Skills People Management and empowerment skills Analytical, creative and innovative thinking skills.

DUTIES

: Provide strategic direction and perform all functions attached to the Head of Department of Community Safety and Liaison in terms of the Public Service Act, 1994 as amended and Public Service Regulations, 2016. Ensure the effectiveness and efficiency of line function components dealing with the monitoring of police service delivery, the evaluation of complaints received about the police, social crime prevention and research, community policing, and victim empowerment and special inter-sectoral projects Formulate and ensure the implementation of policies, procedures, strategies and projects, including the determination and provision of training and development programmes within and external to the Department which will enable the Department to successfully fulfil its role in providing an effective and efficient service at all times The management of all resources, including human resources under his/her supervision in order to deliver on core functions Exercising of control of the utilisation of the KZN Department of Community Safety and Liaison in terms of prescribed Acts and Regulations to ensure the efficient and effective delivery of services to the people of the Province Provide expert advice to the Premier as the Executive Authority on a regular basis regarding all matters pertaining to the Department and legal support and security services as stipulated in the SAPS Act and MISS document Provide effective and efficient administrative systems The overall management of the rendering of efficient and professional departmental services to functionaries within Department and the general public with particular emphasis on service delivery within the Province.

ENQUIRIES

: Mr. S.G. Ngubane at 087 743 8922

DEPARTMENT OF HEALTH

“(We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department.)

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation when they shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

OTHER POST

POST 44/145

: **ASSISTANT DIRECTOR FINANCE: EXPENDITURE MANAGEMENT REF NO: G29/2025**
Cluster Financial Management

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09)
: Head Office
: A Senior Certificate (grade 12) or equivalent. 3 years National Diploma at NQF Level 6 or higher in Accounting or Financial Information Systems as recognised

DUTIES

: by SAQA. A minimum of 3 years' experience of financial systems or system administration and user support. Valid Driver's License (Minimum Code EB).
: Responsible for the facilitation, management and control of Official/Use profiles for the Treasury approved approved Financial Transversal System (BAS) within the Department. Includes access to the approved Human Resource System (PERSAL) for user verification/terminations. Responsible for the creation, facilitation, management and control of the various manually created interfaces for the approved Financial Transversal System (BAS) within the department. Includes the following interfaces: Telkom, Budget, Fleet, National Laboratory & HIV Grants. Responsible for the facilitation, management and control of the Treasury approved Financial Transversal System (BAS) in regard to software & hardware fault reporting, diagnose and solutions. Provide advice, guidance and input to policy. Consult with stakeholders and identify shortcomings in policies and legislation. Assist with the preparations of comments and recommendations. Dissemination of amendments, circulars, policies and legislation to relevant forums. Ensure the effective, efficient and economical management of allocated resources of the Division. Manage the human resources, Manage the allocated asserts, provide training, advice and guidance to staff Manage EPMDS Manage potential risks and mitigation strategies. Knowledge, Skills, Training And Competencies Required: South African Constitution, Bill of Rights, Human Rights Act, Labour Relations Act, Skills Development Act, Public Service Act Public Service Regulations, Knowledge on Security Management Act, Occupational Health and Safety Act. Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations and Practice Notes, Division of Revenue Act, Batho Pele. Human Resource Management, Financial Management, Risk Management, Conflict Management Organizational, Analytical, Motivational, computer literacy e.g. MS Office suite Relationship Management, facilitation, Interpersonal relations, Time Management, Change Management.

**ENQUIRIES
APPLICATIONS**

: Mrs NP Nzuza Tel No: (033) 395 2966
: All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1: North Tower (Attention: Mr. S Gambu) Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

CLOSING DATE

: 12 December 2025

DEPARTMENT OF SOCIAL DEVELOPMENT**APPLICATIONS**

: Direct or hand deliver applications for all advertised posts to the address as indicated below: -Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 For Attention: Mrs PN Mkhize OR apply online using <https://www.eservices.gov.za> (Sthesha Waya Waya).

**CLOSING DATE
NOTE**

: 12 December 2025
: Applications must be forwarded to the relevant address. Applications must indicate the correct reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to

empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. Candidates will be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Unfortunately, due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for shortlisted candidates. It is regretted that because of large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome. The content of this circular must without delay be brought to the attention of all potential applicants.

OTHER POSTS

<u>POST 44/146</u>	:	<u>MANAGER: COMMUNITY DEVELOPMENT REF NO: DSD01/09/2025UGU</u>
<u>SALARY</u>	:	Grade 1: R970 686 per annum
<u>CENTRE</u>	:	UGU District
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Community Development/ Development Studies/ Social Sciences. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in community policy development. A valid driver's license. Knowledge: Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations as amended as amended, Labour Relations Act, Research Methodology, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, National Development Plan, Provincial Growth and Development Plan, Knowledge of legislation for local government, Knowledge of Integrated Development Planning, Expert knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application, Expert knowledge and in depth understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions, Ability and competence to develop community development policies and strategies. Ability to influence individuals and groups to participate in their own self-empowerment ventures, Ability to undertake complex research, Ability to compile complex reports, Skills/Core Competencies: Inter-sectoral collaboration and partnership, Intergovernmental relations, Planning and organizing, Networking, Communication (written and verbal), Professional counselling, Policy development and analysis, Financial management, Presentation, Facilitation, Problem solving, Project management, Staff management, Time management, Language, Computer literacy, Numeracy skills.
<u>DUTIES</u>	:	Manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilization of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the community development and management fields to enhance service delivery; Plan and ensure that research on community development is undertaken.
<u>ENQUIRIES</u>	:	Ms TFP Khuzwayo Tel No: (039) 682 7562, Ugu District

POST 44/147 : **SOCIAL WORK POLICY DEVELOPER: PERSONS WITH DISABILITIES SERVICES REF NO: DSD02/09/2025 H/O**

SALARY : Grade 1: R453 201 per annum
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 8 years appropriate experiences in social work after registration as a Social Worker with the SACSSP. Knowledge: Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations as amended as amended, Public Finance Management Act, Treasury Regulations, Policy analysis and development, Labour Relations Act, Research Methodology, Ability to compile complex reports. Skills/Core Competencies: Communication, Planning and organizing, Policy analysis and development, Financial management, Writing, Professional counselling, Presentation, Monitoring and evaluation, Project management, Facilitation, Computer, Numeracy, Driving skills.

DUTIES : Keep up to date with new developments in the persons with disabilities services; Conduct research and development; Develop, implement and maintain persons with disabilities policies; Perform all the administrative functions required in persons with disabilities services.

ENQUIRIES : Ms TN Nkosi Tel No: (033) 264 2008

POST 44/148 : **SOCIAL WORK (X100 POSTS)**

SALARY : Grade 1: R325 200 per annum
CENTRE : Durban Service Office Ref No: DSD04/09/2025DURBAN (X5 Posts)
 Inanda Service Office: Ref No: DSD05/09/2025INANDA (X2 Posts)
 Phoenix Service Office: Ref No: DSD06/09/2025PHOENIX (X2 Posts)
 KwaMashu Service Office: Ref No: DSD07/09/2025MASHU (X2 Posts)
 Chatsworth Service Office: Ref No: DSD08/09/2025 CHARTSWORTH (X3 Posts)
 uMlazi Service Office: Ref No: DSD09/09/2025UMLAZI (X8 Posts)
 uMlazi CYCC Ref No: DSD10/09/2025UMLAZI CYCC (X2 Posts)
 uMbombulu Service Office: Ref No: DSD11/09/2025UMBUMBULU (X1 Post)
 Mpumalanga Service Office: Ref No: DSD12/09/2025MPUMALANGA (X1 Post)
 Bhamshela Service Office: Ref No: DSD13/09/2025BHAMSHELA (X1 Post)
 Mandeni Service Office: Ref No: DSD14/09/2025MANDENI (X1 Post)
 Pietermaritzburg Service Office: Ref No: DSD15/09/2025PIETERMARITZBURG (X2 Posts)
 Vulindlela Service Office: Ref No: DSD16/09/2025VULINDLELA (X1 Post)
 Impendle Service Office: Ref No: DSD17/09/2025IMPENDLE (X1 Post)
 UMshwathi Service Office: Ref No: DSD18/09/2025UMSHWATHI (X2 Posts)
 Mpofana Service Office: Ref No: DSD19/09/2025MPOFANA (X1 Post)
 Greater Kokstad Service Office: Ref No: DSD20/09/2025GREATER (X3 Posts)
 Ubuhlebezwe Service Office: Ref No: DSD21/09/2025UBUHLEBEZWE (X2 Posts)
 Ingwe Service Office: Ref No: DSD22/09/2025 INGWE (X2 Posts)
 Gamalakhe Service Office: Ref No: DSD23/09/2025GAMALAKHE (X2 Posts)
 Port Shepstone Service Office: Ref No: DSD24/09/2025PORT SHEPSTONE (X4 Posts)
 Phungashe Service Office: Ref No: DSD25/09/2025PHUNGASHE (X2 Posts)
 Umzumbe Service Office: Ref No: DSD26/09/2025UMZUMBE (X3 Posts)
 Mbabazane Service Office: Ref No: DSD27/09/2025MBABAZANE (X10 Posts)
 Mnambithi Service Office: Ref No: DSD28/09/2025MNAMBITHI (X2 Posts)
 Dukuza Service Office: Ref No: DSD29/09/2025DUKUZA (X2 Posts)
 Endumeni Service Office: Ref No: DSD30/09/2025ENDUMENI (X2 Posts)
 Greytown Service Office: Ref No: DSD31/09/2025GREYTOWN (X1 Post)
 Kranskop Service Office: Ref No: DSD32/09/2025KRANSKOP (X1 Post)
 Newcastle Service Office: Ref No: DSD33/09/2025NEWCASTLE (X1 Post)
 Madlangeni Service Office: Ref No: DSD34/09/2025MADLANGENI (X1 Post)
 Newcastle Child and Youth Care Centre: Ref No: DSD35/09/2025NEWCASTLE CYCC (X1 Post)
 Khanyani CYCC: Ref No: DSD36/09/2025KHANYANI (X1 Post)
 Edumbe Service Office: Ref No: DSD37/09/2025EDUMBE (X1 Post)

	Mahlabathini Service Office: Ref No: DSD38/09/2025MAHLABATHINI (X2 Posts)
	Ingwavuma Service Office: Ref No: DSD39/09/2025 INGWAVUMA (X4 Posts)
	Hlabisa Service Office: Ref No: DSD40/09/2025HLABISA (X2 Posts)
	Lower Umfolozi Service Office: Ref No: DSD41/09/2025LOWER (X1 Post)
	Melmoth Service Office: Ref No: DSD42/09/2025MELMOTH (X1 Post)
	Nkandla Service Office Ref No: DSD43/09/2025INKANDLA (X4 Posts)
	UMfolozi Service Office: Ref No: DSD44/09/2025UMFOLOZI (8 Posts)
	Ntambanana Service Office: Ref No: DSD45/09/2025NTAMBAXNANA (X2 Posts)
<u>REQUIREMENTS</u>	: Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services as a Social Worker. Only Shortlisted candidates will submit Proof of Current Registration with the South African Council for Social Services as a Social Worker. A valid driver's license. Knowledge: Public Service Act, Public Service Regulations as amended, Batho-Pele Principles, Knowledge and understanding of human behaviour and social systems. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities, The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively, The understanding and ability to provide social services towards protecting people who are vulnerable, at risk and unable to protect themselves, The ability to mentor and coach Social Auxiliary Workers Grade 1, to enable them to render an effective and efficient social work service, Employee Performance Management and Development System. Skills: Communication (verbal and written), Listening, Interpersonal, Computer Literacy, Research, Problem solving, Report writing, Time management, Presentation, Facilitation, Counselling, Numeracy, Language, Driving.
<u>DUTIES</u>	: Render a social services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support lower level employees such as Social Auxiliary Workers, and Student Social Workers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	: Ms T Blose Tel No: (031) 336 8776 Durban; Inanda; KwaMashu; Phoenix Ms NC Gebashe Tel No: (031) 336 8787 Chartswoth; Umlazi Service Office; Umlazi CYCC; Mbumbulu; Mpumalanga Ms SH Mfeka Tel No: (031) 336 8727 Bhamshela; Mandeni Ms NR Nala Tel No: (033) 341 790) Pietermaritzburg; Vulindlela; Impendle; Mshwathi; Mpofana Ms NND Dlunwane Tel No: (039) 259 7027 Greater Kokstad; Ubuhlebezwe; Ingwe Ms TFP Khuzwayo Tel No: (039) 682 7506 Gamalakhe; Port Shepstone; Phungashe; Umzumbe Ms NP Mhlongo Tel No: (036) 634 6600 Mbabazane; Mnambithi; Dukuza Ms RZ Lushaba Tel No: (034) 299 7550 Endumeni; Greytown; Kranskop Ms ZB Mdalose Tel No: (034) 317 1254 Newcastle; Madlangeni; NewcastleSOI; Khanyani Ms NHP Khanyile Tel No: (035) 874 8506 Edumbe; Mahlabathini Ms DN Mbonambi Tel No: (035) 571 1000 Ingwavuma; Hlabisa Ms NW Dludla Tel No: (035) 794 5018 Lower Umfolozi; Melmoth; Nkandla; Ntambanana; Umfolozi Service Offices
<u>POST 44/149</u>	: <u>PROFESSIONAL NURSE: AMAJUBA DISTRICT: KHANYANI TREATMENT CENTRE REF NO: DSD03/09/2025KHANYANI</u>
<u>SALARY</u>	: Grade 1: R324 384 per annum
<u>CENTRE</u>	: Khanyani Treatment Centre
<u>REQUIREMENTS</u>	: Qualifications: National Diploma in Nursing. Registration with the South African Nursing Council (SANC) as a Professional Nurse. Only Shortlisted candidates will submit Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A valid Driver's license. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations as amended, Public Finance Management Act, Treasury Regulations, Knowledge of nursing care processes and procedures, nursing

	statutes and other relevant legal frameworks, Nursing Act, Health Act, Occupational Health and Safety Act, Patients' rights Charter, Batho-Pele principles, Labour Relations Act, Employee Performance Management and Development System. Skills/Core Competencies: Communication, Interpersonal relations, Report writing, Facilitation, Presentation, Problem solving, Analytical thinking, Self- disciplined, Organizing, Computer literacy, Numeracy, Language skills.
<u>DUTIES</u>	: Provide direction and supervision for the implementation of the nursing plan (clinical/quality patient care); Implement standards, practices, criteria and indicators for quality nursing (quality of practices); 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; Manage resources of the Division.
<u>ENQUIRIES</u>	: Ms ZB Mdlalose Tel No: (034) 317 1254
<u>POST 44/150</u>	: <u>COMMUNITY DEVELOPMENT PRACTITIONER (X10 POSTS)</u>
<u>SALARY CENTRE</u>	: Grade 1: R278 169 per annum : Umfolozi Service Office; Ref No: DSD46/09/2025UMFOLOZI (X2 posts) : Melmoth Service Office; Ref No: DSD47/09/2025MELMOTH (X2 posts) : Inkanyezi Service Office; Ref No: DSD48/09/2025INKANYEZI : Ingwe Service Office; Ref No: DSD49/09/2025INGWE : Umuziwabantu Service Office; Ref No: DSD50/09/2025UMUZIWABANTU : Mbabazane Service Office; Ref No: DSD51/09/2025MBABAZANE : Edumbe Service Office; Ref No: DSD52/09/2025EDUMBE : Msinga Service Office; Ref No: DSD 53/09/2025MSINGA
<u>REQUIREMENTS</u>	: Qualifications: Bachelor's Degree in Community Development/ Development Studies. A Valid Driver's License. Knowledge: Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations as amended, Public Finance Management Act (PFMA), Treasury Regulations, Batho-Pele principles, Knowledge and understanding of human behaviour and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerment, Knowledge of community development work, skills, attitudes and values of communities, Ability and competence to coordinate community development structures and ability to manage projects, Ability to influence individuals and group to participate in their own self- empowerment, Understanding of social dynamics of communities, Employee Performance Management and Development System. Skills/ Core Competencies: Computer literacy, Planning and organizing, Communication (verbal and written), Financial management, Interpersonal, Presentation and facilitation, Monitoring and evaluation, Project management, Research, Report writing, Problem solving, Numeracy, Language, Driving skills.
<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 (e.g. in departments/provinces, NGOs, local community structures and faith based organizations) 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>	: Mrs. NW Dlodla Tel No: (035) 874 8602 UMfolozi, Melmoth, Inkanyezi : Ms NND Dlungwane Tel No: (039) 259 7027 Ingwe : Ms TFP Khuzwayo Tel No: (039) 682 7506 UMuziwabantu : Ms NP Mhlongo Tel No: (036) 634 6600 (036) 636 1000 Mbabazane : Ms NHP Khanyile Tel No: (035) 874 8506 Edumbe : Ms RZ Lushaba Tel No: (034) 299 7550 Msinga
<u>POST 44/151</u>	: <u>STAFF NURSE</u>
<u>SALARY CENTRE</u>	: Grade 1: R220 614 per annum : Khuseleka Ref No: DSD54/09/2025Khuseleka (X1 Post) : kwaBadala Ref No: DSD55/09/2025kwaBadala (X2 Posts)
<u>REQUIREMENTS</u>	: Qualifications: Grade 12 / Senior Certificate, Certificate in Nursing, Registration with the South African Nursing Council (SANC) as an Enrolled Nurse, Only Shortlisted candidates will submit proof of Current registration with the South

		African Nursing Council (SANC) as an Enrolled Nurse. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations as amended, Public Finance Management Act, Treasury Regulations, Knowledge of nursing care processes and procedures, nursing statuses, and other relevant legal frameworks; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho- Pele principles; Employment Performance Management and Development System. Skills/ Core Competencies: Communication (verbal and written), Report writing; Interpersonal relations, Presentation, Computer literacy, Numeracy, Language skills.
<u>DUTIES</u>	:	Implement basic residents care plans; Provide basic clinical nursing care; Maintain effective utilization of resources; Maintain professional growth / ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms NC Gebashe Tel No: (031) 336 8787 Khuseleka One Stop Centre Ms NW Dludla Tel No: (035) 794 5018 kwaBadala Centre for the Residential Care of Old Persons
<u>POST 44/152</u>	:	<u>FOOD SERVICE AID REF NO: DSD56/09/2025EXEC</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTER</u>	:	Head office, Pietermaritzburg:
<u>REQUIREMENTS</u>	:	Qualifications: ABET Level 4 (Grade 9). Knowledge: Basic health and safety standards, Basic hygiene standards, Batho- Pele Principles, Code of Conduct, Ability to operate elementary machines and equipment. Skills/ Core Competencies: Communication (verbal and written), Interpersonal relations, Basic numeracy, Basic literacy.
<u>DUTIES</u>	:	Prepare food on a daily basis; Prepare tea, coffee and other drinks during scheduled hours; Wash all dirty dishes to keep the kitchen tidy and hygienic; Report faults and problems.
<u>ENQUIRIES</u>	:	Mr PM Mpanza Tel No: (033) 264 2096

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

**APPLICATIONS**

- : Quoting the relevant references should be forwarded as follows Head office should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane.
- 11.2. Applications for Circuit and District - based posts must be submitted at the Education Districts Postal Address, Physical Address.
- Capricorn North:** The District Director Capricorn North Education District Private Bag X9711 Polokwane, 0700. Cnr Blaauwberg & Yster Street Ladanna, Polokwane.
- Capricorn South:** The District Director Capricorn South Education District, Private Bag X03, Chueniespoort, 0745, Old Parliament Complex.
- Lebowakgomo:** The District Director Sekhukhune South Education District, Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex Lebowakgomo.
- Sekhukhune East** The Acting District Director Sekhukhune East Education District Private Bag X 9041, Burgersfort, 1150. 83 Aloe Street, Stand No 2314, Ext 4, Aloeridge West, Burgersfort, 1150. The District Director
- Mopani East:** Education District Private Bag X578, Giyani, 0826. Old Parliament Building. Giyani.
- Mopani West Waterberg:** The District Director Mopani West Education District, Private Bag X4032, Tzaneen, 0850. 27 Peace Street Prosperitas Building, Tzaneen, 0850.
- Vhembe East:** The Acting District Director Vhembe East Education District, Private Bag X2250, Sibasa, 0970. Makwarela Old Parliament Building.
- Vhembe West:** The District Director Vhembe West Education District, Private Bag X2250, Sibasa, 0970. Block D Old Parliament Building Thohoyandou.
- Mogalakwena:** The District Director Mogalakwena Education District, Private Bag X601, Mahwelereng, 0626. 805 Rufus Seakamela Street, Mahwelereng, 0626.
- Waterberg:** The Acting District Director Waterberg Education District Private Bag X1040, Modimolle, 051084. Limpopo Street NTK Building, Modimolle, 0510.

Applications submitted via e-Recruitment system through the link a <https://erecruitment.limpopo.gov.za>

CLOSING DATE

- : 12 December 2025 (Applications received after the closing date and faxed copies will not be considered).

NOTE

- : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants

who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ [www.edu.gov.za /](http://www.edu.gov.za/) www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

OTHER POSTS

<u>POST 44/153</u>	:	<u>DRIVER (X8 POSTS)</u> Stores Services
<u>SALARY CENTRE</u>	:	R163 680 per annum Head Office, Fleet Management Ref No: LDoE 52/10/2025 (X1 Post) Capricorn South Ref No: LDoE 53/10/2025 (X1 Post) Mogalakwena Ref No: LDoE 54/10/2025 (X1 Post) Mopani West Ref No: LDoE 55/10/2025 (X1 Post) Sekhukhune South Ref No: LDoE 56/10/2025 (X1 Post) Sekhukhune East Ref No: LDoE 57/10/2025 (X1 Post) Vhembe Eas Ref No: LDoE 58/10/2025 (X1 Post) Vhembe West Ref No: LDoE 59/10/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent. Grade 12 or equivalent will be an added advantage. Valid drivers' license. 5 years' driving experience. Professional Driving Permit (PDP) will be an added advantage. Driving testing will be done on appointment.
<u>DUTIES</u>	:	Transporting staff. Planning of routes Loading and unloading materials Perform daily vehicle checks Arranging for routine servicing and repairs by repairs by reporting any defects Complete and maintain accurate records such as logbook for trips and deliveries Verify documents upon collection and delivery Ensure the security of the vehicle and its contents Report any accidents or incidents to the appropriate authorities. Safely operate the vehicle Follow all traffic laws Ability to plan routes Do basic vehicle maintenance checks Transport passengers, collection and delivery of goods Maintain logs and fuel usage and submit such on time to relevant offices.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.0.
<u>POST 44/154</u>	:	<u>STORES ASSISTANT (X9 POSTS)</u> Stores Services
<u>SALARY CENTRE</u>	:	R138 486.per annum Capricorn North Ref No:LDoE 60/10/2025 (X1 Post) Capricorn South Ref No: LDoE 61/10/2025 (X1 Post) Mogalakwena Ref No: LDoE 62/10/2025 (X1 Post) Mopani East Ref No: LDoE 63/10/2025 (X1 Post) Mopani West Ref No: LDoE 64/10/2025 (X1 Post) Sekhukhune East Ref No: LDoE 65/10/2025 (X1 Post) Sekhukhune South Ref No: LDoE 66/10/2025 (X1 Post) Vhembe East Ref No: LDoE 67/10/2025 (X1 Post) Vhembe West Ref No: LDoE 68/10/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent. Grade 12 will be an added advantage. Previous relevant experience will be an added advantage.
<u>DUTIES</u>	:	Receive and record inventories. Handling of requisition. Managing inventions and by issuing out and recording. Record and report shortages to the relevant authority.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 44/155</u>	:	<u>CLEANER (X68 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum Head office Ref No: LDoE 01/10/2025 (X7 Posts)

Capricorn North District Ref No: LDoE 02/10/2025 (X2 Posts)
 Capricorn North, Koloti Circuit Ref No: LDoE 03/10/2025 (X1 Post)
 Capricorn North, Bahlaloga Circuit Ref No: LDoE 04/10/2025 (X1 Post)
 Capricorn North, Maune Circuit Ref No: LDoE 05/10/2025 (X1 Post)
 Capricorn North, Moletji Circuit Ref No: LDoE 06/10/2025 (X1 Post)
 Capricorn South District Ref No: LDoE 07/10/2025 (X2 Posts)
 Capricorn South, Kgakotlou Circuit Ref No: LDoE 08/10/2025 (X1 Post)
 Capricorn South, Mankweng Circuit Ref No: LDoE 09/10/2025 (X1 Post)
 Capricorn South, Mogodumo Circuit Ref No: LDoE 10/10/2025 (X1 Post)
 Mogalakwena District Ref No: LDoE 11/10/2025 (X3 Posts)
 Mogalakwena, Baltimore Circuit Ref No: LDoE 12/10/2025 (X1 Post)
 Mogalakwena, Bakenberg South Circuit Ref No: LDoE 13/10/2025 (X1 Post)
 Mogalakwena, Mogalakwena Circuit Ref No: LDoE 14/10/2025 (X1 Post)
 Mopani East District Ref No: LDoE 15/10/2025 (X2 Posts)
 Mopani East, Lulekani Circuit Ref No: LDoE 16/10/2025 (X1 Post)
 Mopani East, Man'Ombe Circuit Ref No: LDoE 17/10/2025 (X1 Post)
 Mopani East, Mamaila Circuit Ref No: LDoE 18/10/2025 (X1 Post)
 Mopani East, Molototsi Circuit Ref No: LDoE 19/10/2025 (X1 Post)
 Mopani East, Nsami Circuit Ref No: LDoE 20/10/2025 (X1 Post)
 Mopani West District Ref No: LDoE 21/10/2025 (X2 Posts)
 Sekhukhune East District Ref No: LDoE 22/10/2025 (X2 Posts)
 Sekhukhune East, Bogwasha Circuit Ref No: LDoE 23/10/2025 (X1 Post)
 Sekhukhune East, Driekop Circuit Ref No: LDoE 24/10/2025 (X1 Post)
 Sekhukhune East, Mabulane Circuit Ref No: LDoE 25/10/2025 (X1 Post)
 Sekhukhune South Ref No: LDoE 26/10/2025 (X2 Posts)
 Sekhukhune South, Eensaam Circuit Ref No: LDoE 27/10/2025 (X1 Post)
 Sekhukhune South, Hlogotlou Circuit Ref No: LDoE 28/10/2025 (X1 Post)
 Sekhukhune South, Lepelle Circuit Ref No: LDoE 29/10/2025 (X1 Post)
 Sekhukhune South, Motetema Circuit Ref No: LDoE 30/10/2025 (X1 Post)
 Sekhukhune South, Moutse East Circuit Ref No: LDoE 31/10/2025 (X1 Post)
 Sekhukhune South, Moutse West Circuit Ref No: LDoE 32/10/2025 (X1 Post)
 Sekhukhune South, Phokwane Circuit Ref No: LDoE 33/10/2025 (X1 Post)
 Sekhukhune South, Rakgwadi Circuit Ref No: LDoE 34/10/2025 (X1 Post)
 Vhembe East District Ref No: LDoE 35/10/2025 (X2 Posts)
 Vhembe East, Luvuvhu Circuit Ref No: LDoE 36/10/2025 (X1 Post)
 Vhembe East, Malamulele Central Circuit Ref No: LDoE 37/10/2025 (X1 Post)
 Vhembe East, Malamulele South Circuit Ref No: LDoE 38/10/2025 (X1 Post)
 Vhembe East, Malamulele West Circuit Ref No: LDoE 39/10/2025 (X1 Post)
 Vhembe East, Mutshindudi Circuit Ref No: LDoE 40/10/2025 (X1 Post)
 Vhembe East, Sambandou Circuit Ref No: LDoE 41/10/2025 (X1 Post)
 Vhembe East, Sibasa Circuit Ref No: LDoE 42/10/2025 (X1 Post)
 Vhembe West District Ref No: LDoE 43/10/2025 (X2 Posts)
 Vhembe West, Lwamondo Circuit Ref No: LDoE 44/10/2025 (X1 Post)
 Vhembe West, Hlanganani Central Circuit Ref No: LDoE 45/10/2025 (X1 Post)
 Vhembe West, Hlanganani South Circuit Ref No: LDoE 46/10/2025 (1 Post)
 Vhembe West, Nzhelele East Circuit Ref No: LDoE 47/10/2025 (1 Post)
 Vhembe West, Soutpansberg North Circuit Ref No: LDoE 48/10/2025 (X1 Post)
 Vhembe West, Soutpansberg West Circuit Ref No: LDoE 49/10/2025 (X1 Post)
 Waterberg District Ref No: LDoE 50/10/2025 Ref No: (X2 Posts)
 Waterberg, Palala South Circuit Ref No: LDoE 51/10/2025 (X1 Post)

REQUIREMENTS

: Grade 10 or equivalent. Exposure in the cleaning environment. A cleaning certificate will be an added advantage.

DUTIES

: Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing floors, vacuum and shampooing floors, Cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing waste papers, freshen the office areas, Provide cleaning services: kitchen and restrooms by, clean basins, wash and keep stock of kitchen utensils, Provide cleaning services in restrooms, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment, cleaning of machines standards for teaching and learning. Extensive professional and practical experience in the field of education/curriculum is essential.

ENQUIRIES

: Mr Lukheli TV at Tel No: 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molohe KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

DEPARTMENT OF SOCIAL DEVELOPMENT

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached



APPLICATIONS

: Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. Applicants who previously participated in the learnership/internship are discourage from applying, if found you will be disqualified or terminated with immediate effects. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.

Applications for Head Office, Seshego Treatment Centre and Mavambe Secure Care Centre should be addressed to: The Head of Department, Limpopo Department of Social Development, Private Bag X9710, Polokwane, 0700 or hand-delivered at 21 Biccard Street, Olympic Towers, Ground Floor Office 030.

Applications should be addressed to various institution as per the applicant's need, for Head Office, Seshego Treatment Centre and Mavambe Secure Care Centre: Applications should be directed to Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.

Polokwane Welfare Complex: Applications should be directed Head of Institution, Private Bag X9713, Polokwane, 0700 or hand delivered at Plot 303 Strekloop, Polokwane.

Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg Polowane.

Sekhukhune District: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo.

Vhembe District/Thohoyandou Child & Youth care Centre: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.

Waterberg District: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.

Mopani District: The District Director, Private Bag X 9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.

CLOSING DATE

: 12 December 2025 at 15h00.

NOTE

: 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. 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. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver's license (where required) must be submitted. The Department reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The closing date for applications is 12 December 2025 at 15h00. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za / <https://erecruitment.limpopo.gov.za>

INTERSHIPS FOR THE PERIOD OF 24 MONTHS

OTHER POSTS

<u>POST 44/156</u>	:	<u>INTERNSHIP – FINANCE: NGO FINANCIAL SUPPORT (X54 POSTS)</u> (Period: 24 Months)
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	Capricorn District Polokwane Municipality: Dikgale Clinic Ref No: DSD/2025/212 (X1 Post) Seshego One Stop Centre Ref No: DSD/2025/213 (X1 Post) Andrew Mehlahe One Stop Centre Ref No: DSD/2025/214 (X1 Post) Moletjje Thusong Centre Ref No: DSD/2025/215 (X1 Post) Lepelle-Nkumpi Municipality: Studio 2 DSD Office Ref No: DSD/2025/216 (X1 Post) Sekutupu DSD Local Office Ref No: DSD/2025/217 (X1 Post) Blouberg Municipality: Kibi Clinic Ref No: DSD/2025/218 (X1 Post) Senwabarwana One Stop Centre Ref No: DSD/2025/218 (X1 Post) Molemole Municipality: Molemole One Stop Centre Ref No: DSD/2025/219 (X1 Post) Mopani District: Ba-Phalaborwa Municipality: Namakgale One Stop Centre Ref No: DSD/2025/220 (X1 Post) Lulekani DSD Local Office Ref No: DSD/2025/221 (X1 Post) Greater Giyani Municipality: Giyani One Stop Centre Ref No: DSD/2025/222 (X1 Post) Ndzumeri DSD Local Office Ref No: DSD/2025/223 (X1 Post) Basani DSD Local Office Ref No: DSD/2025/223 (X1 Post) Gawula One Stop Centre Ref No: DSD/2025/224 (X1 Post) Greater Letaba Municipality: Kgapane One Stop Centre Ref No: DSD/2025/225 (X1 Post) Lebaka One Stop Centre Ref No: DSD/2025/226 (X1 Post) Rotterdam One Stop Centre Ref No: DSD/2025/227 (X1 Post)

Greater Tzaneen Municipality:

Dr CN Phathudi One Stop Centre Ref: DSD/2025/228 (X1 Post)
 Tzaneen Town Public Works Ref No: DSD/2025/229 (X1 Post)
 Nkowa-Nkowa DSD Local Office DCO Ref No: DSD/2025/230 (1 Post)

Maruleng Municipality:

Sekororo One Stop Centre Ref: DSD/2025/231 (X1 Post)
 The Oaks Clinic Ref No: DSD/2025/232 (X1 Post)

Waterberg District:**Bela-Bela Municipality**

Bela-Bela One Stop Centre Ref No: DSD/2025/233 (X1 Post)

Lephalale Municipality:

Witpoort One Stop Centre Ref No: DSD/2025/234 (X1 Post)

Modimolle-Mookgophong Municipality:

Phagameng One Stop Centre Ref No: DSD/2025/235 (X1 Post)

Mogalakwena Municipality:

Thabaleshoba One Stop Centre Ref No: DSD/2025/236 (X1 Post)
 Bakenberg One Stop Centre Ref No: DSD/2025/237 (1 Post)
 Mahwelereng One Stop Centre Ref No: DSD/2025/238 (X1 Post)

Thabazimbi Municipality:

Thabazimbi One Stop Centre Ref No: DSD/2025/239. (1 Post)

Sekhukhune District:**Elias Motsoaledi Municipality**

Lukau One Stop Centre Ref No: DSD/2025/240 (X1 Post)
 Sempupuru One Stop Centre Ref No: DSD/2025/241. (X1 Post)

Ephraim Mogale Municipality:

Matlala One Stop Centre Ref: DSD/2025/242 (X1 Post)
 Leewfontein One Stop Centre Ref: DSD/2025/243 (X1 Post)

Fetakgomo-Tubatse Municipality:

Fetakgomo One Stop Centre Ref No: DSD/2025/244 (X1 Post)
 Thusong Multipurpose Centre Ref No: DSD/2025/245 (X1 Post)
 Praktiseer One Stop Centre Ref No: DSD/2025/246 (X1 Post)
 Mecklenburg Hospital DSD Office Ref: DSD/2025/247 (X1 Post)
 Leboeng Clinic Ref No: DSD/2025/248 (X1 Post)

Makhuduthamaga Municipality:

Jane Furse One Stop Centre Ref No: DSD/2025/249 (X2 Posts)

Vhembe District:**Collins Chabane Municipality**

Vhembe District Office Ref No: DSD/2025/250 (X2 Posts)
 Malamulele Welfare Office Ref No: DSD/2025/251 (X1 Post)
 Saselamane DSD Local Office Ref No: DSD/2025/252 (X1 Post)
 Vuwani One Stop Centre Ref No: DSD/2025/253 (X1 Post)

Makhado Municipality:

Waterval Clinic Ref No: DSD/2025/254 (X1 Post)
 Rabali One Stop Centre Ref No: DSD/2025/255 (X1 Post)

Musina Municipality:

Musina One Stop Centre Ref: DSD/2025/256 (X1 Post)
 Madimbo Thusong Centre Ref No: DSD/2025/257 (X1 Post)

Thulamela Municipality:

Makwarela SASSA Office Ref No: DSD/2025/258 (X2 Posts)
 Mutale One Stop Centre Ref No: DSD/2025/259 (X1 Post)
 Provincial Office Ref No: DSD/2025/260 (X1 Post)

REQUIREMENTS

: An appropriate qualification at NQF 6 or equivalent qualifications in Accounting / Financial Management / Internal Audit / Management Accounting as recognised by SAQA. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy (Preferably MS. Word, MS. Excel & MS. Outlook). Numerical Skills. Communication skills. Report writing skills. Analytical skills.

DUTIES

: Key Performance Areas: Assist in onboarding NGOs, explaining funding conditions, and offering basic financial literacy support. Verify completeness of reports, flag inconsistencies, and prepare summary checklists for departmental review. Check expenditure items with approved funding allocation and help NGO with variance analysis. Assist in training sessions, and help NGOs implement basic financial tools (e.g., financial planning, budgeting, cash books, and reporting templates). Assist with preparation of NGOs' monthly and quarterly financial reports. Assist with audit findings, track corrective actions, and prepare supporting documentation for follow-up.

ENQUIRIES

: General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semak e at Tel No:015 230 4422 / 4315 / 4375 / 4434.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND & ENVIRONMENTAL AFFAIRS**

- APPLICATIONS** : Applications quoting relevant reference number should either be hand delivered, posted or e-mailed to the following addresses:
Ehlanzeni District Office: to the District Director, Block 4, Aqua Street, P.O Box 266, Riverside Park, Mbombela, (1200) or Email: dardlearecruitment-ehls@mpg.gov.za. For
Bohlabela District Office: to the District Director, 101 Main Road, Private Bag X1321, Thulamahashe, (1365) or Email: dardlearecruitment-ehln@mpg.gov.za. For
Gert Sibande District Office: The District Director, 44 Church Street, Private Bag X 9071, Ermelo (2350) or Email: dardlearecruitment-gs@mpg.gov.za.
Nkangala District Office: to the District Director, Ebhudweni Building, Government Complex, Private Bag X 4017, KwaMhlanga (1022) or Email: dardlearecruitment-nka@mpg.gov.za. Please ensure that you email your application to the relevant email.
- CLOSING DATE** : 12 December 2025 at 16:00
- NOTE** : Applications must include only fully completed and signed new Z83 form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive Curriculum Vitae. All required information on the Z83 form must be provided. If more than one position is applied for, a separate application for each post should be completed. Failure to complete/disclose all required information in the application will automatically disqualify the applicant. Certified copies of Identity Document, qualifications and related documents need not to accompany the application, instead they will be submitted only by shortlisted candidates to Human Resources on the day of the interview. Due to the large number of applications anticipated, correspondence will only be limited to shortlisted candidates. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Shortlisted candidates will be required to be available for interviews at a date and time to be determined by the Department. All shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks, criminal checks, credit and social media). Applicants must declare any pending criminal, 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 vetting process. The successful candidate will be required to enter into an employment contract with the Department. The Department reserves the right not to fill a position. Important: No Payment of any kind is required when applying for these positions.

UNEMPLOYED AGRICULTURAL GRADUATE PROGRAMME: TWENTY-FOUR (24) MONTHS
The Department of Agriculture, Rural Development, Land and Environmental Affairs invites unemployed South African Agricultural graduates to apply for the 24 months Graduate Placement Programme. Applicants must not have participated in any developmental programme previously (subject to verification). It is the Department's intention to promote representivity (race, gender and disability). Persons with disabilities are therefore encouraged to apply.

OTHER POSTS

- POST 44/157** : **AGRICULTURAL GRADUATE PROGRAMME: CROP AND LIVESTOCK PRODUCTION REF NO: DARLEA/2025/12/01 (X2 POSTS)**
- SALARY** : R94 326 per annum
CENTRE : Mkhondo Municipality
REQUIREMENTS : National Diploma Animal/ Crop Production
ENQUIRIES : Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
- POST 44/158** : **AGRICULTURAL GRADUATE PROGRAMME: CROP PRODUCTION REF NO: DARLEA/2025/12/02**
- SALARY** : R94 326 per annum

<u>CENTRE</u>	:	Mkhondo Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
<u>POST 44/159</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: ANIMAL PRODUCTION REF NO: DARLEA/2025/12/03 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Msukaligwa Municipality
<u>REQUIREMENTS</u>	:	National Diploma Animal Production
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
<u>POST 44/160</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP AND ANIMAL PRODUCTION REF NO: DARLEA/2025/12/04 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Msukaligwa Municipality
<u>REQUIREMENTS</u>	:	National Diploma Animal / Crop Production
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
<u>POST 44/161</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP PRODUCTION REF NO: DARLEA/2025/12/05 (X7 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Chief Albert Luthuli Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
<u>POST 44/162</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP AND ANIMAL PRODUCTION REF NO: DARLEA/2025/12/06</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Chief Albert Luthuli Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production/ Animal Production
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
<u>POST 44/163</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP AND ANIMAL PRODUCTION REF NO: DARLEA/2025/12/07 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Dr Pixley ka Isaka Seme Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production/ Animal Production
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
<u>POST 44/164</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: ANIMAL PRODUCTION REF NO: DARLEA/2025/12/08</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Dr Pixley ka Isaka Seme Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production/ Animal Production
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
<u>POST 44/165</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP AND ANIMAL PRODUCTION REF NO: DARLEA/2025/12/09</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Govan Mbeki Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production/ Animal Production/ Mixed Farming
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
<u>POST 44/166</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: POULTRY PRODUCTION REF NO: DARLEA/2025/12/10 (X3 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Govan Mbeki Municipality
<u>REQUIREMENTS</u>	:	National Diploma Animal Production
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076

<u>POST 44/167</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: VEGETABLE PRODUCTION REF NO: DARLEA/2025/12/11 (X3 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Govan Mbeki Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
<u>POST 44/168</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: POULTRY PRODUCTION REF NO: DARLEA/2025/12/12 (X10 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Lekwa Municipality
<u>REQUIREMENTS</u>	:	National Diploma Animal Production
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo or Ms. K.L Mdlalose Tel No: (017) 8192076
<u>POST 44/169</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP PRODUCTION REF NO: DARLEA/2025/12/13 (X10 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Bushbuckridge South Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Ms. O.S Ndhlovu at 076 4614054/ Mr. D Mathebula at 076 914 3883
<u>POST 44/170</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP AND ANIMAL PRODUCTION REF NO: DARLEA/2025/12/14 (X4 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Bushbuckridge South Municipality
<u>REQUIREMENTS</u>	:	National Diploma Animal/ Crop Production/ Mixed Farming
<u>ENQUIRIES</u>	:	Ms. O.S Ndhlovu at 076 4614054/ Mr. D Mathebula at 076 914 3883
<u>POST 44/171</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP AND ANIMAL PRODUCTION REF NO: DARLEA/2025/12/15</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Bushbuckridge North Municipality
<u>REQUIREMENTS</u>	:	National Diploma Animal/ Crop Production
<u>ENQUIRIES</u>	:	Ms. O.S Ndhlovu at 076 4614054/ Mr. D Mathebula at 076 914 3883
<u>POST 44/172</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: ANIMAL PRODUCTION REF NO: DARLEA/2025/12/16 (X4 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Bushbuckridge North Municipality
<u>REQUIREMENTS</u>	:	National Diploma Animal Production
<u>ENQUIRIES</u>	:	Ms. O.S Ndhlovu at 076 4614054/ Mr. D Mathebula at 076 914 3883
<u>POST 44/173</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP PRODUCTION REF NO: DARLEA/2025/12/17 (X12 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Bushbuckridge North Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Ms. O.S Ndhlovu at 076 461 4054/ Mr. D Mathebula at 076 914 3883
<u>POST 44/174</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: ANIMAL PRODUCTION REF NO: DARLEA/2025/12/18 (X4 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Thaba Chweu Municipality
<u>REQUIREMENTS</u>	:	National Diploma Animal Production
<u>ENQUIRIES</u>	:	Ms. O.S Ndhlovu at 0764614054/ Mr. D Mathebula at 0769143883

<u>POST 44/175</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP PRODUCTION REF NO: DARLEA/2025/12/19 (X9 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Mbombela Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Ms. M.H Sekoma/ Mr. G Ngwane Tel No: (013) 759 4000
<u>POST 44/176</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: MIXED PRODUCTION REF NO: DARLEA/2025/12/20 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Umjindi Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop / Animal Production
<u>ENQUIRIES</u>	:	Ms. M.H Sekoma/ Mr. G Ngwane Tel No: (013) 759 4000
<u>POST 44/177</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: HORTICULTURE REF NO: DARLEA/2025/12/21 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Umjindi Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Ms. M.H Sekoma/ Mr. G Ngwane Tel No: (013) 759 4000
<u>POST 44/178</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP PRODUCTION REF NO: DARLEA/2025/12/22 (X4 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Umjindi Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Ms. M.H Sekoma/ Mr. G Ngwane Tel No: (013) 759 4000
<u>POST 44/179</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: ANIMAL AND CROP PRODUCTION REF NO: DARLEA/2025/12/23 (X4 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Umjindi Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop / Animal Production
<u>ENQUIRIES</u>	:	Ms. M.H Sekoma/ Mr. G Ngwane Tel: 013 759 4000
<u>POST 44/180</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP PRODUCTION REF NO: DARLEA/2025/12/24 (X11 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Nkomazi Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Ms. M.H Sekoma/ Mr. G Ngwane Tel No: (013) 759 4000
<u>POST 44/181</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: ANIMAL PRODUCTION REF NO: DARLEA/2025/12/25 (X3 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Nkomazi Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Ms. M.H Sekoma/ Mr. G Ngwane Tel No: (013) 759 4000
<u>POST 44/182</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: ANIMAL AND CROP PRODUCTION REF NO: DARLEA/2025/12/26 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Emalahleni Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop/ Animal Production
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776

<u>POST 44/183</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: POULTRY AND VEGETABLE PRODUCTION REF NO: DARLEA/2025/12/27 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Emalahleni Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop/ Animal Production
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776
<u>POST 44/184</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: VEGETABLE PRODUCTION REF NO: DARLEA/2025/12/28 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Emalahleni Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776
<u>POST 44/185</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP PRODUCTION REF NO: DARLEA/2025/12/29 (X4 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Thembisile Hani Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776
<u>POST 44/186</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: POULTRY AND CROP PRODUCTION REF NO: DARLEA/2025/12/30 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Thembisile Hani Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop/ Animal Production
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776
<u>POST 44/187</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP AND LIVESTOCK PRODUCTION REF NO: DARLEA/2025/12/31 (02 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Steve Tshwete Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop/ Animal Production
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776
<u>POST 44/188</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: HORTICULTURE/ CROP PRODUCTION REF NO: DARLEA/2025/12/32 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Steve Tshwete Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop Production
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776
<u>POST 44/189</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: CROP AND LIVESTOCK PRODUCTION REF NO: DARLEA/2025/12/33 (02 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Emakhazeni Municipality
<u>REQUIREMENTS</u>	:	National Diploma Crop/ Animal Production
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776
<u>POST 44/190</u>	:	<u>AGRICULTURAL GRADUATE PROGRAMME: LIVESTOCK PRODUCTION REF NO: DARLEA/2025/12/34 (X2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Emakhazeni Municipality
<u>REQUIREMENTS</u>	:	National Diploma Animal Production
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776

POST 44/191 : **AGRICULTURAL GRADUATE PROGRAMME: VEGETABLES AND GRAINS PRODUCTION REF NO: DARLEA/2025/12/35 (X4 POSTS)**

SALARY : R94 326 per annum
CENTRE : Dr J.S Moroka Municipality
REQUIREMENTS : National Diploma Crop Production
ENQUIRIES : Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776

POST 44/192 : **AGRICULTURAL GRADUATE PROGRAMME: LAYERS AND VEGETABLES REF NO: DARLEA/2025/12/36 (X4 POSTS)**

SALARY : R94 326 per annum
CENTRE : Dr J.S Moroka Municipality
REQUIREMENTS : National Diploma Crop/ Animal Production
ENQUIRIES : Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776

POST 44/193 : **AGRICULTURAL GRADUATE PROGRAMME: CROP PRODUCTION REF NO: DARLEA/2025/12/37 (X5 POSTS)**

SALARY : R94 326 per annum
CENTRE : Victor Khanye Municipality
REQUIREMENTS : National Diploma Crop Production
ENQUIRIES : Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776

POST 44/194 : **AGRICULTURAL GRADUATE PROGRAMME: ANIMAL PRODUCTION REF NO: DARLEA/2025/12/38 (X2 POSTS)**

SALARY : R94 326 per annum
CENTRE : Victor Khanye Municipality
REQUIREMENTS : National Diploma Animal Production
ENQUIRIES : Mr. A Kekana at 079 630 1770/ Ms. I.T Masombuka at 072 747 7776

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

APPLICATIONS : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.

CLOSING DATE : 12 December 2025 @ 16h00
NOTE : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevents re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will also be subjected to practical assessments, will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is

performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. SMS Posts: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

MANAGEMENT ECHELON

<u>POST 44/195</u>	:	<u>CHIEF DIRECTOR: TRADE AND INDUSTRY DEVELOPMENT REF NO: DEDT 2025/26/17</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), total cost to employer that consists of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Business Administration/Business Management/ Economics with a minimum of five (05) years work experience at Middle/Senior managerial level in trade and investment promotion. Work experience in working with stakeholders at different spheres of Government, private sector and communities. A valid Driver's License. Good understanding and knowledge of government priorities including the National Development Plan. Proven track record in strategic planning, partnerships with private sector; and monitoring and evaluation of government performance, including organisational and communication skills, excellent research and writing skills. Ability to work across different levels within the Department and its entities and interact at a senior level. The successful candidate must possess strong strategic capability, analysis, leadership, programme, project management and financial and people management skills. Proven experience in Government policies and programmes. Sound knowledge and experience in Legislative Frameworks, Public Finance Management Act (PFMA), Public Service Act (PSA) and Project Management. Knowledge and skills: Computer skills (Microsoft Office Package), Good communication (written and verbal), Interpersonal Relations & Facilitation skills, Stakeholder networking, Organizational and Presentation skills. Ability to work independently as well as in a team under extreme pressure. Strong Project and team management skills. Strong oral and written communication skills, including report writing. Knowledge of Government budgeting processes. A preferable candidate must competently display these competencies: strategic capability, leadership, programme and project

DUTIES

management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus and communication, honesty and integrity.

- : Provide strategic direction and management of the programme: Manage the compilation of monthly, quarterly and annual reports. Manage and monitor personnel related issues. Manage and monitor budget and expenditure. Manage and monitor all identified risk and AG findings. Facilitate trade, export promotion and attract investment: Promote domestic and cross border trade activities; Enhance export of local produce and commodities to regional, african continental free trade area and new international market. Facilitate and support the implementation of multi-lateral trade and investment agreements concluded by the provincial government. Enhance training and skills development for small businesses, in order for them to access domestic and international markets for their produce. Develop policies, strategist and programmes toward attraction of both foreign and domestic investment. Facilitate the development of priority sectors of the Provincial economy: Develop and drive the implementation of policies, strategies and programmes to grow the priority sectors of the Provincial economy. Promote inclusive growth and development of industries in the priority sectors of the Provincial economy. Facilitate the implementation of national Master Plans of priority sectors. Promote partnership with strategic stakeholders to grow the priority sectors of the provincial economy. Enhance the training and skills development through the implementation of incubation programmes in all sectors. Facilitate and coordinate the implementation of strategic initiatives emanating from the priority sectors. Drive the implementation of the Mpumalanga Industrial Development Plan Roadmap. Facilitate the implementation of the Industrial Technology Parks in the areas of Green Energy, Petro-chemical, Agro-processing, and Mining and Metals beneficiation. Promote the development and strengthening of light Industrial Parks in the townships and identified rural notes in the Province.

**ENQUIRIES
APPLICATIONS**

- : Mr SJ Xaba Tel No: (013) 766 4164
: Email application to: recruitmentdedt2@mpg.gov.za

POST 44/196

- : **DIRECTOR: DISTRICT OFFICE: REF NO: DEDT/2025/26/18**

SALARY

- : R1 266 714 per annum (Level 13), total cost to employer that consists of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs

**CENTRE
REQUIREMENTS**

- : Nkangala District, Emalahleni
: An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Law / Public Management / Public Administration / Business Administration / Business Management / Economics with a minimum five (05) years relevant work experience at a middle/senior managerial level. A valid Driver's License. Good understanding and knowledge of government priorities including the National Development Plan. Proven track record in strategic planning, monitoring and evaluation of government performance. Excellent planning, organisational and communication skills, Excellent research and writing skills. Ability to work across levels within the Department and its entities and interact at a senior level. The successful candidate must possess strong strategic capability, analysis, leadership, programme, project management and financial and people management skills. Proven experience in Government policies and programmes. Sound knowledge and experience in Legislative Frameworks, Public Finance Management Act (PFMA), Public Service Act (PSA) and Project Management. Knowledge and skills: Computer skills (Microsoft Office Package), Good communication (written and verbal), Interpersonal Relations & Facilitation skills, Stakeholder networking, Organizational and Presentation skills. Ability to work independently as well as in a team under extreme pressure. Strong Project and team management skills. Strong oral and written communication skills, including report writing. Knowledge of Government budgeting processes. Competencies: A preferable candidate must display these competencies: strategic capability, leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication, honesty and integrity.

<u>DUTIES</u>	:	Provide overall management of the Regional Office which includes the following: Promote Economic Growth and Development of Local Economies. Facilitate and stimulate Enterprise Development. Stimulate Economic Growth through Industry Development, Trade and Investment Promotion and Sector Development. Ensure Compliance and Enforcement with legislation related to Commerce. Render Consumer Education and Advisory Services. Render Regional Administration support services. Provide leadership and strategic support in the region and across all departmental programmes aimed at economic development. Forge professional and healthy working relations with relevant stakeholders in all sectors of the economy. Provide support in the implementation of strategies and programmes aimed at economic development. Manage the administration in supply chain and financial management, human resource management, asset management Provide support in the implementation of the departmental strategic and operational plans.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SJ Xaba Tel No: (013) 766 4164
	:	Email application to: recruitmentdedt2@mpg.gov.za
<u>POST 44/197</u>	:	<u>DIRECTOR: MONITORING AND EVALUATION: REF NO: DEDT/2025/26/16</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), total cost to employer that consists of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An appropriate SAQA recognized NQF level (07) tertiary qualification in Public Management/Public Administration/ Econometrics/ Economics/ Monitoring and Evaluation with five (05) years work experience in economic impact assessment/monitoring and evaluation/ /socio-economic data analysis/ economic planning at a middle/senior managerial level. A valid Driver's License. Good understanding and knowledge of government priorities including the National Development Plan. Proven track record in strategic planning, monitoring and evaluation of government performance. Excellent planning, organisational and communication skills, Excellent research and writing skills. Ability to work across levels within the Department and its entities and interact at a senior level. The successful candidate must possess strong strategic capability, analysis, leadership, programme, project management and financial and people management skills. Proven experience in Government policies and programmes. Sound knowledge and experience in Legislative Frameworks, Public Finance Management Act (PFMA) and Project Management. Knowledge and skills: Computer skills (Microsoft Office Package), Good communication (written and verbal), Interpersonal Relations & Facilitation skills, Stakeholder networking, Organizational and Presentation skills. Ability to work independently as well as in a team under extreme pressure. Strong Project and team management skills. Strong oral and written communication skills, including report writing. Knowledge of Government budgeting processes. The preferable candidate must display these competencies: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.
<u>DUTIES</u>	:	Manage the development and implementation of monitoring and evaluation strategy in the Department. Conduct economic impact assessments to determine the changes that have been brought about through the implementation of economic plans and programmes. Monitor and evaluate the implementation of the Departmental priority programmes and projects. Evaluate the effectiveness of the economic policy interventions designed for sustain economic development. Disseminate monitoring and evaluation findings to relevant stakeholders and render an advisory service in this regard. Consult stakeholders within and outside of government. Manage the human resources and financial resources within the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SJ Xaba Tel No: (013) 766 4164
	:	Email application to: recruitmentdedt2@mpg.gov.za

OTHER POSTS

POST 44/198 : **ASSISTANT DIRECTOR: ECONOMIC EMPOWERMENT REF NO: DEDT/2025/26/19**

SALARY : R582 444 per annum (Level 10)
CENTRE : Nkangala District, Emalahleni
REQUIREMENTS : An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics/Business Management/Entrepreneurship/Business Administration with a minimum of three (3) years work experience in the economic empowerment/enterprise development environment. A valid driver's license. Knowledge of B-BBEE Act, B-BBEE Codes of Good Practice, Sector Charters, Employment Equity Act, Provincial & National Macro-economic policies. Good verbal and written communication skills, Analytical skills and Presentation skills. Advanced Computer skills (word, excel, power-point).

DUTIES : Facilitate the empowerment of black companies in the Nkangala District. Link black companies with the relevant funding support agencies in the country. Monitor the implementation of B-BBEE codes of good practice and Sector codes in all sectors of the provincial economy. Facilitate procurement by government and private sector from B-BBEE establishments. Support the activities of the Provincial B-BBEE Advisory Council. Facilitate development of database for B-BBEE companies in the district. Advise both private and public sector stakeholders on B-BBEE. Supervision of officials within the unit in the district and manage staff performance.

ENQUIRIES : Ms LP Mabaso Tel No: (013) 766 4424
APPLICATIONS : Email to recruitmentdedt3@mpg.gov.za

POST 44/199 : **ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DEDT 2025/26/21**

(Please note that this post is re-advertised and applicants who applied previously are encouraged to reapply)

SALARY : R582 444 per annum (Level 10)
CENTRE : Gert Sibande: Ermelo
REQUIREMENTS : An appropriate SAQA recognized NQF level six (06) tertiary qualification in Economics/Business Administration with three (3) years relevant work experience in trade and development promotion/sector development/industry development. Knowledge of the legal framework, Public Finance Management, International Trade and Promotion, work experience in export and training of emerging businesses, understanding of the South African economy, economic data and the ability to draw inference from them, understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Assist and provide support in the development and the implementation of export, investment promotion policies and strategies. Promote all opportunities. Lead the implementation of bi-lateral trade agreements. Facilitate and coordinate trade and commerce activities to support industry development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Provide support in the coordination of both domestic and international and trade exhibitions. Provide inputs in the preparation of awareness workshops for trade and investment sessions. Supervising staff as assigned including prioritizing and assigning work.

ENQUIRIES : Ms FP Sibiya Tel No: (013) 766 4490
APPLICATIONS : Email to recruitmentdedt4@mpg.gov.za

POST 44/200 : **COMMUNICATION OFFICER: STAKEHOLDER RELATIONS: REF NO: DEDT/2025/26/20**

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate SAQA NQF level 6 in Communication/Journalism/ Marketing/ Public Relations with three (3) years experience in communication

environment. Have an ability to work under pressure; prepared to work irregular hours (including weekends and public holidays); and travel extensively, when required to meet tight deadlines. Good understanding of the mandate of the Department in terms of applicable Acts, prescripts and regulations. A valid Drivers License. The successful candidate must be able to display the following competencies: multi-tasking, strong public relations, Project Management, time management and prioritising skills, with a pro-active approach, excellent written and verbal communication skills, and attention to detail, knowledge and understanding of government corporate ethos and values. The prospective candidate must be computer literate including the use of various software programmes at high proficiency level.

<u>DUTIES</u>	:	Regularly update stakeholder database; Coordinate the compilation of the Departmental Calendar of Events; Assist in co-ordinating Departmental Public Participation Programmes and campaigns; Manage all Departmental exhibitions; Produce content for both internal and external publications; Develop content for all information promotional material; Disseminate information and interact with stakeholders via Departmental social media platforms; Render branding service; Render photography service; Liaise and work closely with Departmental Public Entities and other stakeholders; Compile and submit required reports; Provide general administrative support; Perform any other relevant duties as directed.
<u>ENQUIRIES</u>	:	Ms. NC Ndhlala Tel No: (013) 766 4370
<u>APPLICATIONS</u>	:	Email to recruitmentdedt5@mpg.gov.za

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>CLOSING DATE</u>	:	12 December 2025
<u>NOTE</u>	:	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.

Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions.

MANAGEMENT ECHELON

<u>POST 44/201</u>	:	<u>DIRECTOR: LABOUR RELATIONS REF NO: MPDOH/NO/25/819</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Labour Relations / Human Resource Management / Labour Law / LLB as recognized by SAQA. A minimum of five (5) years' experience in middle management/senior management level in Labour Relations. Pre-entry certificate for Senior Management Service (Nyukela Certificate) submitted prior to appointment. Skills and Competencies: Sound Knowledge of Labour Relations, Human Resource Management, and Public Service prescripts, including Collective Agreements. In-depth knowledge of dispute resolution process/ procedure in the PSBCBC, and other related labour forums. Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws, and regulations; Good decision-making skills, including the ability to negotiate, advice, and influence line managers. Good analytical skills, conflict resolution, problem solving, facilitation skills, verbal and written communication; Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint, including report writing and presentation skills. Good interpersonal, Strategic Leadership, and Project Management, People Management and Empowerment, Financial Management, and Change Management. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid driver's License.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Chief Director: Human Resource Management and Development and will be responsible for providing strategic and leadership direction in the Labour Relations Directorate. Manage relationships with recognized Trade Unions in ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise. Conduct research on collective bargaining trends and advice management on Labour relations developments, particularly where policy and procedural changes may be required. Represent the Department in conciliations and or mediation processes and arbitration hearings. Coordinate and manage employee disciplinary process, conflict resolution process, and oversee dispute resolution. Manage relationships with recognized trade unions, ensuring cordial and constructive interaction and acting as management representative in cases relating to collective bargaining. Develop Labour Relations policies and procedure manuals in the Department in line with the relevant legislative frameworks. Ensure that line managers are effectively trained in handling labour relations matters. Develop and maintain labour relations service level agreements with internal and external stakeholders and represent the department in all Labour Relations Fora and ensure the effective, efficient, and economical management and utilization of resources allocated to the Directorate as outlined in the legislative framework for good governance. Analyse Labour Relations data, identify trends, prepare and submit reports to the Executive Management, Management of human resources and finances of the Directorate.
<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.

OTHER POSTS

<u>POST 44/202</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM REF NO: MPDOH/NO/25/820</u>
<u>SALARY</u>	:	R896 436 per annum. (Level 11), (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Mbombela (Nelspruit)
	:	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.
<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. NB: shortlisted candidates will be subjected to a training facilitation competency 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 44/203</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM REF NO: MPDOH/NOV/25/821</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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 License 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.
<u>DUTIES</u>	:	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. NB: shortlisted candidates will be subjected to a training facilitation competency 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 44/204</u>	:	<u>ASSISTANT DIRECTOR: LEGAL ADVISORY SERVICES REF NO: MPDOH/NOV/25/822</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus service benefits)
	:	Provincial Office, Mbombela
	:	Senior Certificate / Grade 12 plus Degree (NQF Level 7) in Law (LLB) as recognized by SAQA. At least three (3) years' experience in Legal Services environment. Valid driver's licence. Competencies: Applied public law, legislative analysis, review and drafting skills, contract drafting and management. Knowledge of the Constitution, Public Finance Management Act, Public Service Act 103 of 1994, National Health Act 63 of 2003, any other legislation and general legal. Knowledge and legislation applicable to the Public Health Sector. Ability to provide sound and professional advice on legal matters. Preference will be given to applicants with extensive experience in litigation management. Should be willing to work under pressure and be Computer literacy.
<u>DUTIES</u>	:	To manage legal advisory services. Manage provision of legal opinion. Manage interpretation and provision of advice on departmental laws and regulations. Liaise with the office of the state attorney on management of litigation matters, state law advisors and other relevant stakeholders on legal matters.
<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 44/205</u>	:	<u>INTERNAL AUDITOR REF NO: MPDOH/NOV/25/823</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits)
	:	Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Internal Auditing / Risk Management, Accounting and Cost Management as recognized by South African Qualifications Authority (SAQA). A minimum of one (1) year Internal Audit experience in the Internal Audit Environment. Registration with IIA (Institute for Internal Auditors) will be an added advantage. Valid driver's license. Skills And Competencies: Knowledge of Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors (IIA), Internal Audit framework and methodologies, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Interpersonal relations and Communication skills (verbal and written), Computer Literacy, ability to work in a team and under pressure. Client orientation and customer focus.
<u>DUTIES</u>	:	Evaluate the internal control systems, risk management and governance process of the Department. Gather relevant legislations, acts, policies; assist in the development of audit programme, execute the audits based on the audit programme; document all findings raised and provide supporting evidence; compiling working paper files and do filing and referencing Audit files. Conduct audits in compliance with Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors (IIA), Perform follow up audits to performance whether all agreed rectification plans have been implemented. Conduct ad hoc audits functions as requested.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 44/206 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF. NO: MPDOH/NOV/25/835 (X12 POSTS)**

SALARY : R324 384 – R382 107 per annum
CENTRE : Mmamethlake Hospital (Nkangala District)
REQUIREMENTS : 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.

DUTIES : 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.

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 44/207 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/NOV/25/840 (X5 POSTS)**

SALARY : R324 384 – R382 107 per annum
CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS : 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.

DUTIES : 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.

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 44/208 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/NOV/25/845 (X5 POSTS)**

SALARY : R264 750 – R298 482 per annum
CENTRE : Gert Sibane District:

		Tjakastad Clinic (X1 Post) New Scotland Clinic (X1 Post) Glenmore Clinic (X1 Post) Dundonald CHC (X1 Post) Trichardt Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2025). 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 behavior.
<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 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 44/209</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/NOV/25/851 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R264 750 per annum
	:	<u>Nkangala District:</u> Empumelelweni CHC (X1 Post) Nazareth Clinic (X1 Post) Sakhelwe Clinic (X1 Post) Verena CHC (X1 Post) Tweefontein H Clinic (X1 Post) Seabe CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2025). 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 behavior.
<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 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 44/210</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/NOV/25/861 (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R264 750 – R298 482 per annum
	:	<u>Ehlanzeni District:</u> Arthurseat Clinic (X1 Post) Ludlow Clinic (X1 Post) Thokozane Clinic (X1 Post) Eziweni Clinic (X1 Post)

	Sibuyile Clinic (X1 Post)
	Zwelisha Clinic (X1 Post)
	Tonga Block B Clinic (X1 Post)
	Tonga Block C Clinic (X1 Post)
	Komatipoort Clinic (X1 Post)
	Elandsfontein Clinic (X1 Post)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2025). 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 behavior.
<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 Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

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

<u>CLOSING DATE</u>	:	12 December 2025
<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). 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 44/211</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PSYCHIATRY) REF NO: NCDOH 149/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 – R549 192 per annum Grade 2: R583 989 – R713 253 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Health and DRTB Hospital Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A post - basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialities: Mental health nursing, child psychiatric nursing relevant speciality. Experience: Grade 1: Minimum of 4 years' experience appropriate/recognizable in nursing experience after registration as a Professional Nurse with the SANC as a Professional Nurse with the SANC in General Nursing, Grade 2: Minimum of 14 years appropriate/recognizable experience in nursing after registration as a 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Effective utilisation of resources. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Provide clinical services for severe chronic mental illness within a professional/legal framework. Provide clinical advice and support to MO's in managing Mental Illness. Effective management of human resources and assist with supervisory functions. Participate in training, research, mortality and morbidity meetings and clinical governance meetings. Management and completion of all administrative tasks related to nursing.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms VB Pearce Tel No: (053) 802 3604
	:	Please note applications can be hand delivered at the Human Resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 E-Mailed to NChealthhr@NCDOH.co.za . All applicants must complete the application register when an application is hand delivered.
<u>POST 44/212</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: NCDOH 150/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 961 per annum Grade 3: R 543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Health and DRTB Hospital
	:	A degree in Occupational Therapy. Registration with the HPCSA. One-year relevant experience after registration with the HPCSA as Occupational Therapist. Independent registration with HPCSA. A driver's licence will be an advantage. Experience: Grade 1: None or 1-year relevant experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. Grade 2: 10 years' appropriate experience after registration with HPCSA as an Occupational Therapist or 11 years' relevant experience, after registration as a Radiographer with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. Grade 3: 20 years' appropriate experience after registration with HPCSA as an Occupational Therapist or 21 years relevant Experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist.
<u>DUTIES</u>	:	Provide an Occupational Therapy service to Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy intervention for individual and group treatment for in – and out – patients primarily for Psychiatric patients and in all other areas of OT if deemed necessary by the HOD. Administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Plan and implement health awareness campaigns and staff in service training. Execute all patients and departmental related administrative tasks including data compilation, stock management, various internal and external meetings and submission of monthly reports. Administer PMDS and evaluation of support staff. Participate in the mentorship and training of community service therapists, OTT and students. Adhere to NCS and other quality assurance requirements. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards effective patient service
<u>ENQUIRIES APPLICATIONS</u>	:	Dr AJ Malgas Tel No: (053) 802 6300
	:	Please note applications can be hand delivered at the Northern Cape Mental Health Hospital HRM Admin or E-Mailed to NChealthhr@ncpg.gov.za . All applicants must complete the application register when an application is hand delivered.
<u>POST 44/213</u>	:	<u>SOCIAL WORKER REF NO: NCDOH 151/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R325 200 – R376 725 per annum Grade 2: R 397 119 – R453 201 per annum Grade 3: R477 564 – R553 083 per annum Grade 4: R585 441 – R715 023 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Health Hospital
	:	Registration with the South African Council of Social Professions as a Social Worker, Experience: Grade 1: None after registration with the SACSP as a Social Worker, Grade 2: A minimum of 10 years' appropriate experience as a Social Worker after registration with the SACSP, Grade 3: A minimum of 20 years' appropriate experience as a Social Worker after registration with the SACSP, Grade 4: A minimum of 30 years' appropriate experience as a Social Worker after registration with the SACSP. Skills Profile: Organizational skills, Job knowledge, good communication skills (verbal and written), Interpersonal skills, Conflict management skills, Problem Solving skills.

<u>DUTIES</u>	:	Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work services to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise / attend meetings with other departments and nongovernmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities. Supervise all administrative functions
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Marekwa Tel No: (053) 802 3600
	:	Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 E-Mailed to NChealthhr@ncpg.gov.za . All applicants must complete the application register when an application is hand delivered.
<u>POST 44/214</u>	:	<u>PROFESSIONAL NURSE GENERAL REF NO: NCDOH 152/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R376 458 per annum Grade 2: R396 132 – R459 726 per annum Grade 3: R476 367 – R601 638 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Health and DRTB Hospital
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse with psychiatry as a prerequisite. Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<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-sectorial and multi-disciplinary teamwork). Manage and monitor proper utilization of human, financial and physical resources: Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms VB Pearce Tel No: (053) 802 3604
	:	Please note applications can be hand delivered at the Human Resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 E-Mailed to nchealthhr@ncpg.gov.za All applicants must complete the application register when an application is hand delivered
<u>POST 44/215</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) REF NO: NCDOH 153/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Health and DRTB Hospital
	:	Registration with the South African Pharmacy Council (SAPC) as Pharmacist Assistant (Post Basic) Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post Basic) Grade 2: A minimum of 5 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC. Grade 3: A minimum of 13 years' appropriate

	experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC.
<u>DUTIES</u>	: Assist in training of Learner Basic Pharmacist Assistants. Procure, store and distribute medical stock throughout the institution. Optimally counsel patients. Effective stock control. Inform staff in all hospital departments with regard to medicine, relative medicine costs and cost-effective usage. Provide pharmaceutical service to hospital departments and primary health care facilities. Collect information for research purposes. Provide an effective support service to the Pharmacists within the District.
<u>ENQUIRIES</u>	: Ms. C Schoeman Tel No: (053) 802 3600
<u>APPLICATIONS</u>	: Please note applications can be hand delivered to the Northern Cape Mental Health Hospital HRM Admin or E-Mailed to NChealthhr@ncpg.gov.za . All applicants must complete the application register when an application is hand delivered.
<u>POST 44/216</u>	: <u>NURSING ASSISTANT GRADE REF NO: NCDOH 154/2025 (X10 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>	: Northern Cape Mental Health and DRTB Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None, Grade 2: A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	: Provide elementary nursing care in accordance with the scope of practice and nursing standards. Implement and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e., Acts, policies, SOP's, guidelines and protocols governing the public service and Nursing Practice. Demonstrate basic knowledge of ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors, and colleagues. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
<u>ENQUIRIES</u>	: Ms VB Pearce Tel No: (053) 802 3604
<u>APPLICATIONS</u>	: Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 E-Mailed to NChealthhr@ncpg.gov.za . All applicants must complete the application register when an application is hand delivered.

PROVINCIAL ADMINISTRATION: NORTH WEST

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department 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 and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 OR email to the relevant e-mail address associated with the post applied for.
- CLOSING DATE** : 12 December 2025 (Posted, Handed and E-mailed Applications must have reached the Department by 15h30 pm Walk-in and 00h00 Mid-night online).
- NOTE** : Please Note: On the subject line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All applications must be emailed to the correct indicated email address. All attachments for Online Submission must include Only Z83 Form and an Updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document. Failure to do so, your application will be disqualified. Compliance Note: 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: All fields must be fully completed. Part B: Date of birth and ID number are compulsory and other fields 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 C, D, E, F and G 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, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies/proof/certificates/attachments/drivers licence/qualifications on application. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s) only when shortlisted. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. 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 selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a

positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. 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. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post. The successful candidate will be required to enter into an employment contract and a performance agreement.

MANAGEMENT ECHELON

<u>POST 44/217</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 68/2025/26</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R1 266 741 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng
	:	Grade 12 Certificate. A relevant (NQF level 7) qualification in Supply Chain Management/ Finance/ Financial Management/ Economics/Auditing as recognised by SAQA coupled with five (5) years' experience at middle/senior managerial level within the Supply Chain Management Environment. A valid driver's license. Computer Literacy. The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG submitted prior to appointment. Knowledge: In-depth knowledge of legislative framework that governs the Public Service. Customer Service Principles (Batho Pele Principles). Risk Management. Understanding of Supply Chain Management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential Procurement Policy Framework. Public Finance Management Act (PFMA). Treasury regulations, Treasury/Practice Notes, Treasury and DPSA Circulars, Guidelines and Framework, understanding of budgeting and Financial Management best practices. Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). 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, Client orientation, Customer Focus and Communication Skills: Technical Proficiency. Business Report Writing Skills. Communication (verbal and written). Problem solving and decision making. People management and Empowerment. Customer Focus and responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment awareness.
<u>DUTIES</u>	:	Ensure the development and implementation of relevant policies, procedures and transversal contracts with respect to Supply Chain and Asset Management. Develop and manage the demand and acquisition processes. Manage Assets, Logistics, Contract Management, Demand as well as Acquisition management sub-directorates Develop, manage and maintain logistical information and supply chain management performance. Development of adequate risk management measures. Manage all resources of the Directorate. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. K Phatudi Tel No: (018) 200 8024/25
	:	E-Mail address: CSTMrecruitment01@nwpg.gov.za

DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS
The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply.

<u>APPLICATIONS</u>	:	Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Ethelia Masibi Tel No: (018) 388 3933 or Ms Katlego Sebaetse Tel No: (018) 388 3935, email: nwcogtarecruit@nwpg.gov.za
<u>CLOSING DATE</u>	:	12 December 2025, 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. OSD posts will be remunerated in accordance with relevant directives. Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the 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. NB: Senior Management Pre-entry Programme Certificate: No candidate shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: https://www.thensg.gov.za. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. 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. Appointment of the successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. 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. NB: Directions on how to fill in the New Z83 Form Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate and the post applies for by completing all relevant fields. The questions related to conditions that prevent re-appointment under part F must be answered, it requires an applicant to specify if any conditions may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A, B, C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

<u>POST 44/218</u>	:	<u>DIRECTOR: PROVINCIAL DISASTER MANAGEMENT CENTRE REF NO: 15/25-26</u> Chief Directorate: Development and Planning Directorate: Provincial Disaster Management Centre Job Purpose: To administer Provincial Disaster Management Centre.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), all-inclusive remuneration package Head Office Matric Certificate. Diploma/BTech/Degree (NQF level 7) in Disaster Management / Emergency Management / Environmental Science / Social Science / Risk Management / Development Studies / Public Administration and Management / Geography / Information Science / GIS / Geoinformatics as recognized by SAQA. Minimum 5 years' experience at Middle/Senior Managerial level in Municipal/Provincial Disaster Management Environment SMS Pre- Entry certificate submitted prior to appointment. Valid driver's licence. Competencies/Knowledge/Skills: In-depth knowledge of Disaster Management Act, National Disaster Management Framework, United Nations International strategy on Disaster reduction, Sendai Framework for Disaster Reduction, North West Disaster Management Framework, Municipal Indicative Disaster Risk Profile, Disaster Management processes, Public Financial Management Act, Treasury Regulations, Public Service regulations, Municipal Financial Management Act, Strategic Planning, Communication, Leadership, Policy, interpretation and Development Facilitation, Report Writing , Computer Literacy, Project Management Problem Solving Conflict management Planning Information Management Financial Management.
<u>DUTIES</u>	:	Coordinate implementation of Provincial Disaster Management systems and structures. Facilitate provision of disaster response and recovery coordination services. Coordinate disaster preparedness and planning services. Coordinate implementation of integrated information management and emergency communication systems. Coordinate implementation of Municipal Disaster Management systems and structures. Coordinate provision of fire and rescue services. Monitor provision of Provincial Disaster Management reception and administration services.
<u>ENQUIRES</u>	:	Mr. S Ramagaga Tel No: (018) 388 2329
<u>POST 44/219</u>	:	<u>DIRECTOR: COMMUNICATION MANAGEMENT SERVICES REF NO: 16/25-26</u> Chief Directorate: Corporate Management Services Directorate: Communication Management Services Job Purpose: To administer provision of communication management services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), all-inclusive remuneration package Head Office Matric Certificate. Diploma/B-Tech/Degree (NQF level 7) in Communications / Public Relations / Media Studie s/ Journalism / Marketing / Graphic Design/ Digital Media as recognised by SAQA. Minimum 5 year's relevant experience at Middle/Senior Managerial level in Communication Management environment. SMS Pre- Entry certificate submitted prior to appointment. valid driver's licence. Competencies/Knowledge/Skills: In-depth knowledge of Government Communications Policy Framework, Government Communication Information Strategy policy, Promotion to access Information Act, Protection of Personal Information Act, Media Development and Diversity Act, Public Service Act, Public Financial management Act, Treasury Regulations, Strategic Communication, Planning, Media Relation Financial Management ,Speech writing, Public Relations and Branding, Digital and Social Media Management, Stakeholder engagement Event coordination, Communication, Facilitation, Policy interpretation and development, Report Writing, Computer Literacy.
<u>DUTIES</u>	:	Coordinate provision of departmental corporate communication services. Facilitate provision of public and stakeholder relations services. Coordinate provision of departmental events management services. Coordinate provision of media relations services. Facilitate development of graphics and web design services. Monitor provision of language translation services.
<u>ENQUIRIES</u>	:	Ms M. Lehoko Tel No: (018) 388 5483

OTHER POSTS

<u>POST 44/220</u>	:	<u>CHIEF CIVIL ENGINEER (GRADE A) REF NO: 12/25-26</u> Chief Directorate: Development & Planning Directorate: Integrated Municipal Infrastructure Job Purpose: To coordinate implementation of municipal infrastructure technical services.
<u>SALARY</u>	:	R1 266 450 – R1 446 921 per annum, (OSD), all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric Certificate. Degree in Civil Engineering (B Eng/BSC (Eng) at (NQF level 7) as recognised by SAQA. 6 years of post-qualification experience as a professional engineer. Registration with ECSA as a professional Civil Engineer is compulsory. Valid Driver's licence. Competencies/Knowledge/Skills: In-depth knowledge of Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act, Municipal Systems Act, Division of Revenue Act, Municipal Infrastructure Framework, Construction Industry Development Board, IDP alignment, Spatial development frameworks, Municipal by laws, Engineering design and analysis, Programme and project management, Computer aided engineering applications, Technical consulting, Engineering and professional judgement, Legal and operational compliance, Engineering operational communication, Technical report writing, Financial Management, Communication, Leadership, Problem solving, Policy interpretation and development, Planning, Facilitation skills.
<u>DUTIES</u>	:	Facilitate development and implementation of municipal infrastructure plans and programmes. Monitor compliance to infrastructure Engineering norms, standards and programme conditions. Provide technical advice on implementation of municipal Infrastructure grants. Facilitate registration of infrastructure projects. Monitor maintenance of municipal infrastructure assets. Monitor Performance and progress on Infrastructure spending.
<u>ENQUIRIES</u>	:	Mr. E. Manaka Tel No: (018) 388 5890
<u>POST 44/221</u>	:	<u>CHIEF TOWN & REGIONAL PLANNER (GRADE A) REF NO: 13/25-26</u> Chief Directorate: Development & Planning Directorate: Municipal Development Planning Job Purpose: To coordinate implementation of Spatial planning and Land Use management programmes.
<u>SALARY</u>	:	R1 099 448 – R1 250 907 per annum, (OSD), all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric Certificate. Degree/BTech in Town and Regional planning/Urban and Regional Planning/Spatial planning (NQF level 7) as recognised by SAQA. 6 years post-qualification experience in Town and Regional Planning. Registration with SACPLAN is compulsory. Valid driver's licence. Competencies/Knowledge/Skills: In-depth knowledge of SPLUMA SPLUMA operational communication Geographical Information Systems, Title deed analysis and cadastral mapping, Structural, geotechnical and transportation, Municipal Systems Act, Municipal Finance Management Act, IDP alignment, Development Facilitation Act, National Development Plan, Environmental Management Act, Rural and Urban development regulations, Land Tenure Systems, Property Law, Public service Act, Public Finance Management Act, Treasury Regulations, Strategic Planning, Programme and project management, Technical consulting, Technical Report Writing, Financial Management, Public participation process, Communication, Leadership, Policy interpretation and development, Planning, Facilitation skills, Computer Literacy.
<u>DUTIES</u>	:	Facilitate development and review Land Use Scheme. Facilitate development and review Spatial Development frameworks. Facilitate implementation of municipal assessment of town planning applications. Facilitate implementation of municipal town planning capacity building programmes. Monitor implementation of National and Provincial Spatial planning and Land Use Management programmes.
<u>ENQUIRIES</u>	:	Mr. M Oagile Tel No: (018) 388 2329

<u>POST 44/222</u>	:	<u>DEPUTY DIRECTOR: ASSETS & DISPOSAL MANAGEMENT CHIEF</u> <u>DIRECTORATE: FINANCIAL MANAGEMENT SERVICES REF NO: 17/25-26</u> Directorate: Supply Chain Management Job Purpose: To coordinate provision of assets & disposal management services.
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric Certificate. Diploma/Degree (NQF level 6) in Asset Management/Acquisition Management/Supply Chain Management/Financial Information Systems/Financial Accounting/Financial Management/Operations Management/ as recognized by SAQA. Minimum 3 years relevant experience at Assistant Director level in Asset Management, Supply Chain Management/ Financial Administration valid driver's licence. Competencies/Knowledge/Skills: In-Depth Knowledge of Treasury Regulations ,Public Financial Management Act , Public Service Regulations, Asset Management policy, National Treasury policy, Supply Chain Management Act, Supply Chain Management framework , Minimum of Information Security Standards, Infrastructure Delivery Management System, Directive on Asset Disposal Procedures , Internal Audit Risk Management Framework, Green Procurement Guidelines Computer Literacy , Presentation, Report writing, Communication, Policy development and interpretation, Financial Management, Asset management, Problem solving, Project Management.
<u>DUTIES</u>	:	Facilitate implementation of asset disposal processes. Monitor safeguarding of assets. Monitor implementation of asset maintenance plans. Facilitate verification of movable assets. Facilitate investigation of theft, loss, damage, and mismanagement of assets.
<u>ENQUIRIES</u>	:	Ms. K Setlhabi Tel No: (018) 388 2947
<u>POST 44/223</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 18/25-26</u> Chief Directorate: Corporate Management Services Directorate: Strategic Management Services Job Purpose: To coordinate implementation of programmes monitoring and evaluation services.
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric Certificate Diploma/Degree (NQF level 6) in Public Administration or Management/ Development Studies/Monitoring and Evaluation /Business Management or Administration/ Social Science/ Economics/ Statistics /Auditing as recognised by SAQA. minimum 3 year's relevant experience at Assistant Director level in monitoring and evaluation, strategic planning and reporting, or data analysis and research Valid Driver's Licence. Competencies/Knowledge/Skills: In-depth knowledge of National Evaluation Policy Framework , Department of Planning, Monitoring and Evaluation guidelines, National Evaluation Policy Framework, Operational Planning, Annual Performance Plan and Strategic Plan development processes, Framework for Managing Programme Performance Information, Public Finance Management Act, Public Audit Act , Statistics Act, Treasury Regulations, Public Service Act and Regulations, Quantitative and qualitative research methods, Financial Management, Communication, Policy interpretation and development, Facilitation, Report Writing, Analytical thinking and problem-solving, Computer Literacy, Change Management, Data Collection and analysis, Project Planning, Strategic planning.
<u>DUTIES</u>	:	Facilitate Auditor General and Provincial Audit on predetermine objectives and responses. Facilitate development of Departmental Annual report. Monitor implementation of Provincial M&E system. Coordinate monthly reporting of the Annual Performance Plan, SOPA, Makgotla Resolutions programme of Action and Budget Speech Commitments. Coordination of quarterly performance reviews and conduct verification of reported performance. Monitor implementation of Performance Framework. Facilitate development of Accounting Officer's report.
<u>ENQUIRIES</u>	:	Mr M Radebe Tel No: (018) 388 4456

<u>POST 44/224</u>	:	<u>DEPUTY DIRECTOR MUNICIPAL MONITORING & EVALUATION REF NO: 19/25-26</u> Chief Directorate: Cooperative Governance Directorate: Municipal Performance Reporting & Evaluation Systems Job Purpose: To coordinate implementation of municipal monitoring and evaluation services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package Head Office Matric Certificate. Diploma/Degree (NQF level 6) in Local Government/Monitoring and Evaluation/Public Administration/Public Management /Statistics Management/Development Studies/Economics/ as recognized by SAQA. Minimum 3 years relevant experience at Assistant Director Level in Municipal Monitoring and Evaluation Valid Driver's Licence. Competencies/Knowledge/Skills: In-depth knowledge of Municipal Structure Act, Municipal Systems Act Municipal planning performance Municipal Monitoring and Evaluation Act, Municipal Finance Management Act, Division of Revenue Act, Public Service Act, Performance Management Framework, Public Finance Management Act, Financial Management, Statistics, Communication, Leadership, Policy interpretation and development, Facilitation, Report Writing, Conflict Management, Computer Literacy.
<u>DUTIES</u>	:	Facilitate implementation of municipal performance surveys. Facilitate implementation of Municipal Performance Assessment and Evaluations. Monitor state of local government. Facilitate implementation of municipal monitoring and evaluation process. Facilitate provision of municipal monitoring and evaluation capacity building programmes.
<u>ENQUIRIES</u>	:	Mr M Tladi Tel No: (018) 388 2312
<u>POST 44/225</u>	:	<u>TOWN & REGIONAL PLANNER (PRODUCTION) GRADE A REF NO: 14/25-26</u> Chief Directorate: Development & Planning Directorate: Municipal Development Planning Job Purpose: To facilitate implementation of Spatial planning and Land Use management programmes.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R761 157 – R816 852 per annum, all-inclusive remuneration package, (OSD) Head Office Matric Certificate. Degree/BTech in Town and Regional planning/Urban and Regional Planning/Spatial planning (NQF level 7) as recognised by SAQA. 3 years post-qualification experience in Town and Regional Planning. Registration with SACPLAN is compulsory. Valid driver's licence. Competencies/Knowledge/Skills: In-depth knowledge of SPLUMA, SPLUMA operational communication, Municipal Systems Act, Municipal Finance Management Act, IDP alignment, Structural, geotechnical and transportation, Development Facilitation Act, National Development Plan, Environmental Management Act ,Rural and Urban development regulations, Title deed analysis and cadastral mapping, Land Tenure Systems, Geographical Information Systems, Property Law, Public service Act, Public Finance Management Act, Treasury Regulations, Strategic Planning, Programme and project management, Technical consulting, Financial Management, Public participation process, Communication, Leadership, Policy interpretation and development, Technical Report Writing, Planning, Computer Literacy, Facilitation skills.
<u>DUTIES</u>	:	Monitor development and review of Land Use Scheme. Monitor development and review Spatial Development frameworks. Review municipal assessment of town planning applications. Monitor implementation of municipal Town planning capacity building programmes. Monitor implementation of National and Provincial Spatial planning and Land Use Management.
<u>ENQUIRIES</u>	:	Mr. M Oagile Tel No: (018) 388 2329

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 January 2026
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 44/226** : **PROJECT COORDINATOR YOUTH AND AFTER SCHOOL PROGRAMME**
OFFICE REF NO: CAS 45/2025
(3 Year Contract Position)

- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience. Competencies: Knowledge of the following: Partnerships and project management; Constitutional, legal and institutional arrangements governing the South African public sector; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Provincial policy development, and operational management, monitoring and review processes/practices; Strategy development and processes; Policies of the government of the day; Public communication, public education, public engagement, public finance, human resources and discourse management processes; Financial management processes, including a thorough understanding of the procurement and tendering processes, the PFMA, National and Provincial Treasury Regulations, and other relevant financial policies, prescripts, directives, and collective agreements; Human resource management processes and performance management in general; Labour Relations legislation and regulations; Provincial executive support systems and services; Modern systems of governance and administration as well as public service procedures, processes and systems; Good corporate governance norms and standards; Information systems that aid in the management of knowledge and information pertaining to the line function; Functioning of the province and the activities of sister departments/related functional areas; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills needed: partnership management; Ability to interpret and present complex data; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills(verbal and written); People management skills; Report writing skills; Numeracy; Literacy; Computer Literacy; Project Management; Accounting/Finance/ Audit. It will be advantageous to have a qualification at NQF level 7 or 8 as recognised by SAQA in Social Science or related field.

- DUTIES** : Manage and coordinate projects and partnerships in the Youth Service and After School Programme Sector; Build and review policy in the Youth Service and After School Programme sector; Build the capacity of the Youth Service and After School Programme sector; Plan and manage the work of and account for the overall performance of the component; People management; Financial Management.

- ENQUIRIES** : Ms J. Boule Tel No: (021) 483 6545

<u>POST 44/227</u>	:	<u>ADMINISTRATIVE OFFICER: YOUTH AND AFTER SCHOOL PROGRAMME OFFICE REF NO: CAS 43/2025</u> (3-Year Contract Position)
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience rendering executive support functions to top management. Competencies: Knowledge in the following: People management administration; Administration; Public Finance Management Act; Public Sector. Skills needed: Computer Literacy; Written and verbal communication; Project Management; Planning and organising skills including the development and management of workflows; Report writing skills. It will be advantageous to have the following: Experience in the public sector; Experience in Youth Sector; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	General administrative support; Financial administration; People management administration; Special projects and compliance reporting.
<u>ENQUIRIES</u>	:	Mr R Davids Tel No: (021) 483 9844
<u>POST 44/228</u>	:	<u>DATA ANALYST: YOUTH-SERVICE AND AFTER SCHOOL PROGRAMME SECTOR REF NO: CAS 44/2025</u> (3-Year Contract Position)
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Strategy Development, Management, Data Systems Development or Data Analysis; A minimum of 1year experience in the data field. Competencies: Knowledge of the following: Social Science; Information Sciences; Quantitative and qualitative analytical capability; Ability to perform the following: Interpret and present complex data and statistics for a non-technical audience (written, visually and verbally); Ability to work with people from diverse backgrounds; Skills needed: Organising and executing; Coping with pressures and setbacks; Written and verbal communication; Proven computer literacy; Programming and API development. It will be advantageous to have the following: Excellent Excel skills(pivot tables); A post graduate qualification; Experience working in the youth sector.
<u>DUTIES</u>	:	Data systems development and management including adapting and refining information systems and tools for data collection and management; Data management and analysis for both youth and beneficiary data including analysing data and identifying problems and potential solutions. This includes managing data capturing, merging of multiple data sets, analysis of results, analysis of trends and commentary on these to assist managers make evidence-based decisions; Building the capacity of partners and the admin team to support the data needs of the organization; Packaging data for presentations and decision making; Communications with stakeholders (internal and external) on data gathering, systems and analysis of data.
<u>ENQUIRIES</u>	:	Mr W Crawford Tel No: (021) 483 9844
<u>POST 44/229</u>	:	<u>ADMINISTRATION CLERK: YOUTH AND AFTER SCHOOL PROGRAMME OFFICE REF NO: CAS 42/2025</u> (3-Year Contract Position)
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05), plus 37%in lieu of benefits.
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Planning and organising skills; People skills. It will be advantageous to have the following: Relevant experience; Experience in the public sector; Degree; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

- DUTIES** : General clerical support; Financial administration clerical support; Logistics support; Record keeping; People management administration; Special projects and compliance reporting.
- ENQUIRIES** : Mr R Davids Tel No: (021) 483 9844

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 January 2026
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 44/230** : **DIRECTOR: CONNECTED BUSINESS REF NO: DEDAT 55/2025**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Relevant Bachelor's Degree at NQF level 7 as recognised by SAQA; 5 years' middle/ senior managerial experience in a public or private sector environment; and 5 years' experience in managing multi-stakeholder partnerships involving government, private sector, and civil society. Competencies: Extensive knowledge of applicable policies and procedures ; Basic knowledge and understanding of information systems; Knowledge of management principles; Knowledge of the Public Service Regulatory Framework; Knowledge of people management practices and processes; Knowledge of Labour relations; Financial management.
- DUTIES** : Strategically leverage government broadband infrastructure to support business growth and development in the Western Cape and design and drive programmes in this regard; Develop and facilitate an incentive programme that will enable entrepreneurs to access the Broadband infrastructure and serve as an assessment instrument to measure the effectiveness of the broadband infrastructure for job creation in the Western Cape economy. Develop and facilitate the implementation of support programmes for NGO's within the ICT and related environment which aligns with the objectives of the Western Cape Broadband Initiative. Coordination of all relevant stakeholders and public relations functions related to the projects under supervision. Drive the development and implementation of the Directorate's strategic and project/

business plans. This includes the monitoring and evaluation and reporting functions. People and Financial Management of the Directorate.

ENQUIRIES : Mr Tim Parle Tel No: (021) 483 9406

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 26 January 2026

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

OTHER POSTS

POST 44/231 : **CONTROL ENVIRONMENTAL OFFICER: WASTE POLICY AND MINIMISATION REF NO: EADP 23/2025**

SALARY CENTRE : Grade A: R612 480 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 4-year B-Degree/Honours (equivalent or higher qualification) in natural or physical sciences, environmental science or engineering field or an equivalent qualification; A minimum of 6 years post qualification experience in the field of waste and/or pollution management. Competencies: Knowledge and experience in the following: Policy development, monitoring and evaluation of policy and implementation; International multilateral agreements; Environmental resource economics; Cleaner production; Working with environmental legislation, policies and regulations that includes waste management; Skills needed: Computer literacy in MS Office Package; Written and verbal communication; Ability to work independently and as part of a team.

DUTIES : General management and administration, assets administration, financial and human resource management; Coordinate, review and provide specialist comments and advice to organs of state and other stakeholders and provide inputs to the state of waste and municipal reports; Management of waste minimisation projects; Review policy instruments and management of the development and implementation of policies, legislation, guidelines, norms and standards; It will be advantageous to have the following: A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply; Resource Economics knowledge or experience; Waste planning and minimisation; Impact management; Facilitation of public participation processes; Policy research and development; Awareness and capacity building w.r.t waste management; Managerial and administrative experience, that includes human resource management, financial management.

ENQUIRIES : Mr M Saliem Haider Tel No: (021) 483 2728

POST 44/232 : **CONTROL ENVIRONMENTAL OFFICER: AIR QUALITY PLANNING AND INFORMATION MANAGEMENT REF NO: EADP 26/2025**

SALARY CENTRE : Grade A: R612 480 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 4-year B-Degree/Honours (equivalent or higher qualification) in natural or physical sciences, environmental sciences or engineering field or an equivalent qualification; A minimum of 6 years post qualification relevant experience; A valid (Code B or higher) driving license. Competencies: Knowledge and understanding in the following: Environmental and/or air

	quality management systems, including integrated environmental management; Environmental legislation and policies, particularly relating to air quality management. Skills needed: Conflict Resolution / Time Management; Project Management and report writing skills; Planning, Financial and Human Resource Management; General Office / Administration: Supervisory and Mentoring, Budgeting and Financial Management; Excellent research and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc.); Ability to meet strict deadlines; Communication (written and verbal); Ability to work independently and as part of a team.
<u>DUTIES</u>	: Assist with the management of and provide strategic and specialist inputs on the development and administration of air quality management systems and policies (norms and standards, guidelines and air quality planning and information management); Support with the management of and contribute towards the development and implementation of air quality management planning and capacity building of staff, municipalities and industry; Management of and provide technical and subject specific comment and advice on technical reports (e.g., Air Quality reports, basic assessments, scoping and EIA's etc); Perform Financial and Human Resource Management, including general office management of the component; It will be advantageous to have the following: Specialist and technical knowledge and experience in integrated environmental management, particularly as it relates to air quality management processes and systems; Functional knowledge and experience in relevant environmental legislation and policies, particularly as it relates to Specific Environmental Management Acts promulgated in terms of the National Environmental Management Act; Functional knowledge and experience in integrated environmental management, particularly air quality management planning processes and/or activities as it relates to Specific Environmental Management Acts promulgated in terms of the National Environmental Management Act; Functional knowledge on related sectors/ fields, e.g. mining, agriculture, water, industry, spatial planning, town and regional planning, etc; Functional knowledge of strategic planning, and experience in human resource management, financial management requirements and relevant fiscal policies, regulations and legislation and administration procedures relating to the specific working environment; Functional knowledge of conflict management; Functional knowledge and experience in Project management; Willingness to travel.
<u>ENQUIRIES</u>	: Dr J Leaner Tel No: (021) 483 2888
<u>POST 44/233</u>	: <u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): WASTE MANAGEMENT PLANNING REF NO: EADP 25/2025</u>
<u>SALARY CENTRE</u>	: R498 816 per annum, (OSD as prescribed) : Department of Environmental Affairs and Development Planning, Western Cape Government.
<u>REQUIREMENTS</u>	: Relevant Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering or related fields; A valid (Code B) driving license. Competencies: Knowledge of the following: Waste Management; Environmental Monitoring and Auditing; Financial Management (basic); Legislation, regulations and policies regarding waste management and environmental management. Skills needed: Human resource management; Planning, Organising and Coordination; Sound interpersonal and communication skills (verbal and written), including report writing; Proven supervisory and mentoring skills; Data and information analysis – ability to interpret and analyse complex data and waste information (statistical); Computer literacy in MS Office Suite (strong preference for Microsoft Excel (PivotTables, advanced formulas) Word, PowerPoint, etc.); Teamwork - ability to work independently and to collaborate as part of a team; Facilitation – facilitate discussions (workshops/presentations); Research – conduct in-depth research; Problem solving – ability to resolve work related problems including complex datasets in developing solutions; Project Management - ability to plan, organise activities of projects, events.
<u>DUTIES</u>	: Administer the verification, validation, analysis and maintenance of waste information reported and captured on the Integrated Pollutant and Waste Information System (IPWIS); Manage the development and implementation of special projects and activities with regard to Information Management; Support and co-ordinate the exchange of data and the alignment of information systems

with other organs of state and the access of waste information; Support the co-ordination and facilitation of IPWIS capacity building to internal and external users; Provide specialist technical advice (comments) on complex technical scoping and environmental impact assessment reports and policy documents to organs of state and other stakeholders on integrated waste management; Assist with general office management i.e. Assist with the Financial and Human Resource Management and office administration; Provide specialised compliance promotion, monitoring and enforcement with respect to our statutory obligations (legislative framework); It will be advantageous to have the following: Experience in the environmental and waste field or the information management field; Candidate must be willing to travel; Experience in Environmental Management; Appropriate qualification that majors in Computer Sciences or Information Technology or Information Systems; Experience in the information management field; Extensive working experience in the environmental and waste field or the information management field; Candidate must be willing to travel; Experience in Environmental Management.

ENQUIRIES : Mr A Hoon Tel No: (021) 483 2712

DEPARTMENT OF HEALTH AND WELLNESS

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

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

OTHER POSTS

POST 44/234 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALITY: ALLERGOLOGY)**
(Contract Until 31 August 2026)

SALARY : 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).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Allergology. Registration with the Professional Council: Registration with the HPCSA as Medical Sub-Specialist in Allergology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Sub-Specialist in Allergology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Sub-Specialist in Allergology after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Sub-Specialist in Allergology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Sub-Specialist in Allergology after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Sub-Specialist in Allergology. Competencies (knowledge/skills): Clinical Skills required of an Allergist (e.g. Assessment, diagnosis and treatment of outpatients. Communication including report generation, letter writing, consultation in OPD setting. FCP (SA). Certificate of Allergology from the Colleges of Medicine South Africa.

DUTIES : Research. Teaching and Training/Supervision of Junior Staff. Clinical service provision at clinic level general allergy.

ENQUIRIES APPLICATIONS : Prof JG Peter Tel No: (021) 406-6889 or email: jonny.peter@uct.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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>	:	12 December 2025
<u>POST 44/235</u>	:	<u>MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (MEDICINE: GASTROENTEROLOGY)</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 Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Gastroenterology. Registration with the professional council: Registration with the HPCSA as a Medical Sub-Specialist in Gastroenterology. Experience: Grade 1: None after registration with the HPCSA as a Medical Sub-Specialist in Gastroenterology. 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 a Medical Sub-Specialist in Gastroenterology. 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 a Medical Sub-Specialist in Gastroenterology. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover for Medical Gastroenterology and General Medicine. Competencies (knowledge/skills): Clinical Skills required of a Medical Gastroenterologist i.e. assessment, diagnosis and treatment of both inpatient and outpatients. Proficiency in endoscopy, including but not limited to, gastroscopy, colonoscopy, ERCP, Endoscopic Ultrasound, Double Balloon Enteroscopy and associated endoscopic interventions. General medicine clinical skills. Ability to work in a team environment.
<u>DUTIES</u>	:	Active involvement and supervision of clinical research output. Management of clinic process, endoscopy flow and related areas. Communication including report generation and letter writing. Teaching and Training/Supervision and examination of medical students, junior doctors, medical registrars and senior registrars training in medical gastroenterology. -Clinical Service provision at both clinic and inpatient level.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof D Levin Tel No: (021) 406-6422 or email: dion.levin@uct.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for 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>	:	12 December 2025
<u>POST 44/236</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum

	Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with the Professional Council: Registration with HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Anaesthesiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/ skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.
<u>DUTIES</u>	: The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Provide comprehensive clinical services. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain Departmental team spirit and development.
<u>ENQUIRIES APPLICATIONS</u>	: Ms C Wyngaard Tel No: (021) 404-5004 : 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>	: 12 December 2025
<u>POST 44/237</u>	: <u>SENIOR REGISTRAR (MEDICAL) (HEPATOLOGY)</u> (3 Year Contract)
<u>SALARY</u>	: R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE 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 Specialist in Internal Medicine. Registration with the Professional

		Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Completion of the logbook of Gastrointestinal and Hepatology technical procedures. Communication including report generation, letter writing, consultation. Effective and efficient administration. Facilitation of management system. MMED and FCP (SA) Qualification.
<u>DUTIES</u>	:	Clinical Service Provision. Participate in the teaching programmes of the Department at a level appropriate to training and experience. Presentations at conferences. Initiate and complete appropriate research project for MPhil in advanced Hepatology and Liver Transplantation. Undertake and complete College of Medicine examination for the Certificate Hepatology (CMSA). Effective and efficient administration of clinical records and patient reports. Teaching and Training/Supervision of Junior Staff. Clinical Governance and Administration. Assessment, diagnosis and treatment of inpatients and outpatients with acute and chronic liver diseases as well as liver transplant patients at a level appropriate for training and experience. Assessment, diagnosis and treatment of inpatients and outpatients with acute and chronic gastrointestinal diseases, including core endoscopy skills.
<u>ENQUIRIES</u>	:	Dr M Sonderup Tel No: (021) 404-6422 or email: mark.sonderup@uct.ac.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 3 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. 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. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/238</u>	:	<u>PHARMACY SUPERVISOR GRADE 1</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Wellington CDC, Drakenstein Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Inherent requirements of the job: Valid Code (B/EB) drivers' license and willingness to travel in the sub-district. Willingness to work overtime when and if required. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy

		Council (SAPC). Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Outlook). Sound Management, communication and conflict handling skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Appropriate knowledge of National and Provincial Health Policies and the Pharmacy Act 53 of 1974.
<u>DUTIES</u>	:	Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational drug use and chairing of Sub-District Pharmacy and Therapeutic Committee Meetings.
<u>ENQUIRIES</u>	:	Dr R Gaffoor Tel No: (021) 877-6400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test and Competency test. The pool of applications will be considered for vacancies within Drakenstein Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/239</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with the professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's license, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime and community outreach. Competencies (knowledge/skills): Ability to oversee and report on all radiological studies and procedures. Preferred special interest in musculoskeletal radiology. Work with a team of hospital clinicians to optimise patient services. Knowledge and understanding of relevant legislation, hospital procedures and policies. Excellent written and verbal communication skills.
<u>DUTIES</u>	:	Clinical imaging service provision in reporting and of all imaging modalities. Ensure maintenance of quality care standard in radiology services. Guide staff, teaching, training and supervision of staff. Efficient use of resources, manage assets, consumables and services effectively.
<u>ENQUIRIES</u>	:	Prof C Ackerman Tel No: (021) 938-5622
<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

	as Medical Specialist in Radiology with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	: 12 December 2025
<u>POST 44/240</u>	: <u>SENIOR REGISTRAR (MEDICAL) (INFECTIOUS DISEASES)</u> (2-Year Contract)
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the professional council: Registration with the HPCSA as a Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's license. Commuted overtime is compulsory. Willingness to work after hours. The position will be full-time (40 hours per week). Registration with Stellenbosch University as a postgraduate student (MPhil ID). Competencies (knowledge/skills): Good communication skills. Experience in Infectious Diseases. Previous research experience. Infectious Diseases specific accredited courses attended e.g., PGDipID, DTM&H, HIV Dip.
<u>DUTIES</u>	: Successful completion of the MPhil (ID). Successful completion of the Cert ID (Phys) (SA) which includes all the logbook requirements of the College of Medicine. Participating fully in all activities of the division. Conducting research into infectious diseases prevalent in South Africa.
<u>ENQUIRIES APPLICATIONS</u>	: Prof JJ Taljaard Tel No: (021) 938-9645 or email: jjt@sun.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. -Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personnel. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their senior registrar contract should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as postgraduate students with Stellenbosch University according to the yearbook and guidelines. - "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Internal Medicine with the relevant council (including individuals who must apply for change in registration status)."
<u>CLOSING DATE</u>	: 12 December 2025
<u>POST 44/241</u>	: <u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R1 093 611 per annum, (A portion of the package can be structured according to the individual's personal needs).

<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha District Hospital
	:	Minimum educational qualification: Basic qualification accredited with the SA Pharmacy Council (SAPC) that allows registration with the SAPC as Pharmacist. Registration with the professional council: Registration with the SA Pharmacy Council as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Leadership and management experience. Training and experience in Medicine Management. Strong leadership skills regarding management, organisation and strategic planning. Project management skills and Computer Literacy. Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Ability to cope under pressure and maintain a high standard of professionalism.
<u>DUTIES</u>	:	The overall management of pharmaceutical services in the Khayelitsha District Hospital and surrounding ecosystem. Strategic planning and implementation regarding pharmacy staff needs in the Khayelitsha District Hospital and surrounding ecosystem. Planning of pharmaceutical budget and monitoring of pharmaceutical expenditure in the Khayelitsha District Hospital. Monitor and evaluate the implementation of Pharmacy related National, Provincial and District policies in the Khayelitsha District Hospital and surrounding ecosystem. Monitor and evaluate the standard of pharmaceutical service delivery in the Khayelitsha District Hospital and surrounding ecosystem.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr AL Martin Tel No: (021) 360-4427
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the 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. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/242</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (GENERAL SURGERY)</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>	:	Karl Bremer Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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: 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 Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime (average 16 hours per week) is mandatory. Competencies (knowledge/skills): Ability to render a high quality general surgical service. Strong ethical principles with leadership, conflict resolution, organisational &

		counselling skills. Willingness and ability to teach at undergraduate and post graduate level Digital systems competency.
<u>DUTIES</u>	:	Clinical service delivery in general surgery, including management of surgical patients in the emergency centre, wards and outpatient department. Pre-operative, intra-operative and post operative care of surgical patients with surgical skills appropriate for the level of experience. Management of inpatient and outpatient referrals as well as after hour management of obstetrics and gynaecological patients. Clinical governance in the form of resource stewardship, accurate medical record keeping, morbidity & mortality reviews and case audits. Teaching & training activities at undergraduate and postgraduate level with participation in the departmental and hospital academic programs. -Systems input and participation within the Metro East Ecosystem: Contribution to improvement of internal systems within the general surgery service – both within the hospital and the Metro East ecosystem and participation in the wider functions of the general surgical service within the hospital, both clinical and administrative, where reasonable and feasible.
<u>ENQUIRIES</u>	:	Dr S le Roux Tel No: (021) 918-1733
<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 a change in registration status). Candidates will be subjected to a practical assessment. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/243</u>	:	<u>REGISTRAR (MEDICAL) (OCCUPATIONAL MEDICINE)</u> (4-Year Contract Post)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Registrars will be required to register as post-graduate students for the MMed (Occupational Medicine) with the University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines. Each Registrar will be working from Red Cross War Memorial Children's Hospital and Groote Schuur Hospital but will be required to work across the platform. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internship and community service. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Previous research experience and publication is recommended. Post community service experience in a relevant clinical platform. A postgraduate diploma in occupational health.
<u>DUTIES</u>	:	Clinical Service Provision in the provincial Occupational Medicine referral service and the GSH Occupational Health Clinic. Effective Clinical Administration in patient records and compilation of patient reports. To conduct research and contribute to policy review and formulation in occupational health and safety. To train in the specialty of Occupational Medicine and to prepare for and complete the requirements that allow for registration as an Occupational Medicine specialist with the HPCSA. This includes the guidance and instruction of junior colleagues (medical students). To provide technical

	support in occupational health risk assessment and management of public sector healthcare facilities.
<u>ENQUIRIES</u>	: Mr N Benting Tel No: (021) 404-6367
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. Preference will be given to SA citizens/permanent residents with a valid identity document*. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). 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>	: 12 December 2025
<u>POST 44/244</u>	: <u>REGISTRAR (MEDICAL) (ANAESTHETICS)</u> (4-Year Contract Post)
<u>SALARY</u>	: R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Completion of FCA Part 1. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Experience in Anaesthesiology and Perioperative Medicine. Diploma in Anaesthesia (DA). Effective leadership & interpersonal skills. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge & appropriate use of equipment.
<u>DUTIES</u>	: Provision of safe anaesthetic care to patients. Intensive Care Therapy. Pre-op assessment of patients and advice to surgeons regarding work up. Post-operative analgesia and recovery of patients from anaesthesia. Learn the art and science of anaesthesia practice and ICU Medicine. Learn critical skills required by an anaesthetist. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of theatre lists/staff, especially after hours.

	Involvement in research/audits relating to anaesthesia, intensive care and pain management.
<u>ENQUIRIES</u>	: Email: Prof G Nethathe, gladness.nethathe@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. 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 Plain District Hospital, Victoria Hospital and George Provincial Hospital. 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 Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.
<u>CLOSING DATE</u>	: 12 December 2025
<u>POST 44/245</u>	: <u>REGISTRAR (MEDICAL) (OPHTHALMOLOGY)</u> (5-Year Contract Post)
<u>SALARY</u>	: R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) with patients and colleagues. Ability to work well within a group at all levels of authority. An interest and commitment to service. Appropriate experience in the field with proficiency in basic cataract surgery. Clinical and surgical experience in Ophthalmology as a medical officer. Computer literate to facilitate patient care, research and administration. FC Ophth (SA) part 1A (Paper 1 and 2).
<u>DUTIES</u>	: Clinical Service Provision. Teaching and Training. Management and administration. -Research and Professional Development. To be responsible for the consulting room provisioning.
<u>ENQUIRIES</u>	: Prof N du Toit Tel No: (021) 404-5008
<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). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. The 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. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines."
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/246</u>	:	<u>REGISTRAR (MEDICAL) (MEDICAL GENETICS)</u> (4-Year Contract)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professional council: Registration with the HPCSA as a Medical Practitioner. Competencies (knowledge/skills): Computer literacy. Ability to work well within a diverse group including clinicians, counsellors and scientists. Commitment to learning all aspects of medical genetics Experience and interest in teaching medical genetics. Commitment to relevant research. Ability to communicate with patients and families. An interest in and commitment to counselling. Experience in a relevant clinical, scientific or counselling field.
<u>DUTIES</u>	:	The clinical service includes patient management (medical care and genetic counselling) for genetic and congenital disorders, and liaison with the genetics laboratories. Clinical management of patients and families with or at risk of birth defects and genetic disorders. Participation in teaching medical genetics at different levels (undergraduates and other health care personnel). Participation in outreach and support programmes as it relates to genetics services Competent quality of care including clinical administration and audit. Conduct medical genetic research.
<u>ENQUIRIES</u>	:	Prof S Moosa Tel No: (021) 938-9218 or e-mail: shahidamoosa@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. An exciting opportunity exists for registrar training in the primary specialty of Medical

Genetics. This discipline applies clinical, genetic science, and genetic counselling principles to the management and prevention of genetic disorders and other birth defects. -Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. -Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/247</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL INTERNAL MEDICINE)</u> (4-Year Contract)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley Tygerberg Hospital (X4 Posts) Worcester Regional Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex and will be required to work across the platform. Competencies (knowledge/skills): FCP(SA) Part 1 completed. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Experience in Internal Medicine.
<u>DUTIES</u>	:	Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital. Perform onsite after-hours duties as per call roster. Provide supervised medical care in sub-specialty medical disciplines as per training program roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Internal Medicine specialist. Involvement in research/audits relating to Internal Medicine.
<u>ENQUIRIES</u>	:	Dr N Schrueder Tel No: (021) 938-5731
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. -"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/248</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY)</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>	:	Victoria Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/ skills): Ability to work in a team and with all levels of staff. Interest in developing an academic career.
<u>DUTIES</u>	:	To deliver comprehensive clinical psychiatric services to patients at Victoria Hospital with the aim of supplying primarily acute care and inpatient treatment. Facilitating referral for further care at the appropriate psychiatric hospital. To deliver safe, cost-effective and high-quality care at all times.

<u>ENQUIRIES</u>	:	Dr G Dunbar Tel No: (021) 799-1211, or email: graeme.dunbar@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. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/249</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (FORENSIC PATHOLOGY)</u> Chief Directorate: Emergency and Clinical Support 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>	:	Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute; Forensic Pathology Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with the 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 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 a Medical Practitioner with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as is required in South Africa. Grade 3: A minimum of 10 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 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: Valid Code B/EB driver's license. Will be required to perform medico-legal autopsies in the examination of unnatural death admissions. Will be required to deliver expert testimony in court proceedings and provide opinions for Prosecutors. Knowledge of the functioning of a Forensic Pathology Department. Ability to do the Diploma in Forensic Pathology. Exposure to Post-mortems, autopsy work and dissection. Appropriate experience in trauma related cases. Competencies (knowledge/skills): Above average ability to communicate clearly and discreetly in person and in writing. Above average Computer and Software literacy. Administration skill. Ability to teach medical students, Forensic Pathology Officers and Medical staff. Ability and willingness to perform duties outside of normal working hours and away from base of employment. Good interpersonal skills including effective service delivery within a group situation at all levels of authority.
<u>DUTIES</u>	:	Perform Post-mortems at Medical Officer level, completion of investigations and documentation in relevant cases, and completion of Post-mortem reports in 12 weeks. Expert evidence in court related cases, and Forensic opinions as requested by the Department of Justice. Attendance of and examination of incident cases. Support to the Head: Clinical Unit and Medical Specialists in all aspects required. Guidance of Forensic Pathology Officers with regard to performance of Post-mortems. Assist with teaching and training of Medical, Criminal investigation and justice groups in medico-legal autopsies and related investigations.

<u>ENQUIRIES</u>	:	Dr IH Alli, email: lekram.Alli@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 will be subjected to security clearance, qualification clearance, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 vacancies within Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute 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>	:	12 December 2025
<u>POST 44/250</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (FORENSIC PATHOLOGY)</u> (6 Month Contract) Chief Directorate: Emergency and Clinical Support 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>	:	Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with the 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 a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 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: Valid Code B/EB driver's license. Will be required to perform medico-legal autopsies in the examination of unnatural death admissions. Will be required to deliver expert testimony in court proceedings and provide opinions for prosecutors. Knowledge of the functioning of a Forensic Pathology Department. Ability to do the Diploma in Forensic Pathology. Exposure to Post-mortems, autopsy work and dissection. Appropriate experience in trauma related cases. Competencies (knowledge/skills): Above-average ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Administration skill. Ability to teach Medical students, Forensic Pathology Officers and Medical Staff. Ability and willingness to perform duties outside of normal working hours and away from base of employment. Good interpersonal skills including effective service delivery within a group situation at all levels of authority.
<u>DUTIES</u>	:	Perform post-mortems at Medical Officer level, completion of investigations and documentation in relevant cases, and completion of post-mortem reports

in 12 weeks. Expert evidence in court related cases, and Forensic opinions as requested by the Department of Justice. Attendance of and examination of incident cases. Support to the Head: Clinical Unit and Medical Specialists in all aspects required. Guidance of Forensic Pathology Officers with regard to performance of post-mortems. -Assist with teaching and training of Medical, Criminal investigation and Justice groups in medico-legal autopsies and related investigations.

ENQUIRIES : Dr IH Alli, email: lekram.Alli@uct.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment. Candidates may have to undergo profiling assessments prior to appointment. Candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for this 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 Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute, 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 : 12 December 2025

POST 44/251 : **MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)**
 Central Karoo District

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

CENTRE : Beaufort West Hospital (one will be stationed at Murraysburg Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professional council: Registration with the HPCSA as 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 who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Accredited Continued Professional Development as prescribed by the Medical and Dental Board of the HPCSA. Valid Driver's license (Code B/EB). Willingness to work after-hours duties, including nights, weekends, and public holidays when needed. Willingness to travel and support other facilities in the district. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Computer literacy (MS Word, Excel and PowerPoint). Will be required to work on HECTIS, SPV, ECCR, iPlan, ECM programs Ability to work independently and in a multi-disciplinary team. Independent and effective decision making. Demonstrate clinical leadership

	qualities, motivating and leading junior staff. Knowledge of patient rights and responsibilities as well as the PAWC Code of Conduct. Good writing skills to write and interpret complex reports. Advanced skills to examine, diagnose and treat patients and carry out appropriate procedures. Must be able to manage a wide range of medical emergencies, paediatric emergencies, general, trauma-medicine and obstetrics. Knowledge to manage social-, emotional- and psychological needs of patients and family. Knowledge of costs to ensure cost-effective quality service.
<u>DUTIES</u>	: Primary duties include providing primary and emergency medical care for acute and chronic conditions which also include management of maternal conditions and ensuring prompt and effective management and referral of various health issues encountered at Murraysburg hospital, Local clinics, and satellite clinics. The role involves conducting detailed examinations to accurately diagnose and manage a wide range of health conditions, alongside prescribing and administering appropriate treatments, medications, and therapies. The medical officer will provide clinical supervision and training to junior doctors, including undergraduate students and community service doctors, enhancing their professional development and adherence to clinical standards. The role is pivotal in promoting health and preventing disease through patient and community education. Administrative responsibilities include compliance with record-keeping practices, completion of mental health care user documents, participating in morbidity and mortality meetings, reviewing patient safety incidents, and ensuring timely completion of medico-legal documentation, including death certificates. The medical officer will also implement and monitor compliance with IDEAL hospital standards to promote clinical governance and high-quality healthcare services. The duties will involve active participation in multidisciplinary team meetings to enhance patient management and care integration across various health disciplines, along with referral processes. Evidence-based practices in clinical care will be promoted and applied to improve patient outcomes. Ethical behavior, professional development, and support to clinical manager.
<u>ENQUIRIES</u>	: Dr EM Human Tel No: (023) 414 - 8200
<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 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>	: 12 December 2025
<u>POST 44/252</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)</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>	: Worcester 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 the professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South

Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. 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. Knowledge and skills in urology will be an added advantage.

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

ENQUIRIES : Dr R Duvenage Tel No: (023) 348-1207
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 12 December 2025

POST 44/253 : **MEDICAL OFFICER: GRADE 1 TO 3 (ANAESTHESIA)**
 Chief Directorate: Metro Health Services

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

CENTRE : Karl Bremer Hospital
REQUIREMENTS : 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 Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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:** 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 Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical

Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality Anaesthesia service and appropriate experience in Anaesthesia at District level – including level 1 and 2 Obstetrics. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and post graduate level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.

DUTIES

: Clinical service delivery in Anaesthesia, including pre-operative assessments, general, regional & local anaesthesia, in-patient referrals for risk assessments and selected relevant procedural interventions in the wards and the Emergency Center. Clinical governance in the form of resource stewardship, accurate medical record keeping, morbidity & mortality reviews and case audits. Teaching and training activities, including supervision of junior doctors and participation in the hospital academic program. Systems input and participation within the Metro East Ecosystem: Contribution to improvement of internal systems within the Anaesthesia service – both within the hospital and the Metro East ecosystem. Participation in the wider functions of the Anaesthesia service within the hospital, both clinical and administrative, where reasonable and feasible.

ENQUIRIES APPLICATIONS

: Dr S le Roux Tel No: (021) 918 1733
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

CLOSING DATE

: 12 December 2025

POST 44/254

: **MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA AND EMERGENCY)**

SALARY

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

CENTRE REQUIREMENTS

: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **-Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the

HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to work commuted overtime (compulsory). Competencies (knowledge/skills): Ability to render high quality emergency care for Primary Tertiary and Secondary trauma adult and paediatric patients. Ability to render high quality teaching and training in emergency medicine and trauma to junior (community service) medical officers, interns and medical students. Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service, and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell and injured patients. Evidence of completion of Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS)/ Advanced Trauma Life Support (ATLS), or DipPEC.

DUTIES : Clinical services: effective and efficient patient management, clear documentation, evidence-based approach to patient management. Leadership: teaching undergraduate students, interns and community service medical officers, team management, floor management. Willingness to participate in audits, research and quality improvement projects. Professionalism: administration, work ethic, communication (written and verbal).

ENQUIRIES : Dr H Lategan, email: hendrickjlategan@sun.ac.za or Dr E Erasmus email: elaine.erasmus@westerncape.gov.za

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

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

CLOSING DATE : 12 December 2025

POST 44/255 : **FACILITY MANAGER (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Grabouw CHC, Theewaterskloof Sub-District
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Managerial position in an NGO, private organisation or public sector. Inherent requirements of the job: Valid code (B/EB) driver's license. Competencies (knowledge/skills): Proven leadership skills. Good interpersonal and people management skills. Knowledge of Public sector legislation. Computer literacy (MS Office). Health sector experience. Good communication and organizational skills.

DUTIES : General, operational and strategic management of a Community Health Centre, related service in the drainage area and implementation of the prescribed package of service. Strategic, operational planning, implementation of operational plans and quality assurance programmes and monitoring and evaluating thereof. Sound Financial, Supply Chain Management, Facility Management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local center operations and good communications with internal and external customers. Information and data management. Stakeholder engagement.

ENQUIRIES : Dr T Pillay Tel No: (028) 814-3700
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to competency assessment. The pool of applications will be

considered for vacancies within Overberg 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.
12 December 2025

CLOSING DATE

:

POST 44/256

:

PHARMACIST GRADE 1 TO 3

Chief Directorate: Metro Health Services

SALARY

:

Grade 1: R848 862 per annum

Grade 2: R917 634 per annum

Grade 3: R1 001 349 per annum

(A portion of the package can be structured according to the individual's personal needs).

CENTRE

:

Karl Bremer Hospital

REQUIREMENTS

:

Minimum educational qualification: Appropriate qualification that allows registration with the with the South African Pharmacy Council (SAPC) as a Pharmacist. Registration with the Professional Council: Registration with the South African Pharmacy Council as a Pharmacist. Experience: **Grade 1:** None after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 1 year relevant experience after registration as a pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with SAPC in respect of SA-qualified employees. 6 years relevant experience after registration as a pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 13 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 14 years of relevant experience after registration as a pharmacist with a recognized foreign Health Professional Council in respect to foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Valid driver's license. Willingness to perform after-hours duties when required. Competencies (knowledge/skills): Knowledge of the Acts about the practice of pharmacy and national and provincial health policies. Knowledge, insight, and previous similar experience in a Departmental Hospital or Primary Health Care Setting. Ability to cope under pressure and maintain a high standard of professionalism.

DUTIES

:

Effectively manage pharmaceutical stock through effective ordering, receipt, control, and provision of stock, including its safe disposal. Ensure quality provision of pharmaceutical care by adhering to policies and guidelines outlined by the South African Pharmacy Council, National Drug Policy, and national and provincial treatment guidelines. Effectively manages the human resources, finances, and administrative aspects relating to the clinic pharmacy. Effectively promote rational drug use and antibiotic stewardship. Ensure the clinic's pharmacy's compliance with relevant legislation and adherence to good pharmacy practice.

ENQUIRIES

:

Mr E Wajoodien Tel No: (021) 918-1404

APPLICATIONS

:

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

NOTE

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

CLOSING DATE

:

12 December 2025

<u>POST 44/257</u>	:	<u>COUNSELLOR GRADE 1 TO 3 (MENTAL HEALTH)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R712 599 per annum Grade 2: R811 662 per annum Grade 3: R916 437 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Saldanha Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with the Professional Council: Registration with the HPCSA as a registered counsellor. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Registered Counsellor. Grade 2: A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Grade 3: A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Sub-district/ District to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Knowledge and application of regulations, policies and procedures relevant to health programs. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Able to work independently and in a team, good presentation skills and computer literacy (i.e. MS Word, PowerPoint and Excel).
<u>DUTIES</u>	:	(Providing preventative and developmental counselling services and psychological interventions including psychological screening aimed to promote enhanced mental well-being. Perform all required administrative tasks related to clinical service delivery including report writing and providing feedback to clients/supervisor(s) on interventions. Plan, implement and manage projects and events with cost effective monitoring of resources by liaising in close collaboration with the Multi-Disciplinary Teams and Multisectoral teams on any support needed for projects. Participate in continuous professional development activities of self and others by attending required trainings and give feedback about the training to help improve Mental Health Services. Provide supervision and mentoring and support to lay counsellors and CHW's and attend regular clinical supervision engagements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Louw Tel No: (022) 709-5057 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may 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 appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. The pool of applications will be considered for vacancies within Saldanha Sub-District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/258</u>	:	<u>REGISTERED COUNCILLOR GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R712 599 per annum Grade 2: R811 662 per annum Grade 3: R916 437 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Drakenstein Sub-district (X1 Post) Breede Valley Sub-district (X1 Post)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a Registered Counsellor. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Counsellor. Grade 2: A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Counsellor. Grade 3: A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the sub-district/district to consult clients and attend meetings and training sessions. Competencies (knowledge/skills): Proven counselling skills with individuals and groups; set up of evidence-based community interventions; knowledge and/or experience in psychometric assessments, identification of mental health challenges and provide training. Work within your professional scope of practice. Refer appropriately. Knowledge and experience in providing mentoring and supervision of other lay health workers. Able to work independently and in a team, demonstrate good presentation skills; the ability to conduct training; Good intra- and interpersonal skills, maintenance of good professional relations, effective conflict resolution and to be adaptable and innovative in a high-pressured environment. Computer literacy (i.e. MS Word, PowerPoint and Excel).
<u>DUTIES</u>	:	Providing preventative and developmental counselling services to children, adults, couples and families including mental health screening of all patients, psychoeducation and mental health promotion. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis and at community level. Work within the multidisciplinary team and form part of the sub district and district mental health teams. Report writing and providing feedback to clients/supervisor(s) on interventions. Perform clinical administrative duties as keep accurate statistics and conduct training and workshops. Provide supervision, mentoring and support to lay health worker and attend regular clinical supervision.
<u>ENQUIRIES</u>	:	Drakenstein Sub-district - Ms S Raynardt/Dr R Gaffoor Tel No: (021) 877-6400 Breede Valley Sub-district – Ms L Phillips-Losch Tel No: (023) 348-8154
<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 do a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Drakenstein- and Breede Valley Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/259</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY, MOU)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Hanover Park Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse and Midwife. Post-basic qualification with a duration of at least one year in Advanced Midwifery and Neonatal Science accredited with the SANC. Registration with the professional council: Registration with SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-

	year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Inherent requirements of the job: A valid driver's license (Code B/EB). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	: The appointed candidate must provide holistic, quality pre-natal, obstetrics and neonatal care within standards (Ideal CHC) and legal framework. Personnel matters including supervision, Performance Management, Code of Conduct, Disciplinary matters. Participate in community involvement, stakeholder management. Effective management of support services which include information management wrt data collection, verification, data quality reports.
<u>ENQUIRIES</u>	: Ms E Diniso Tel No: (021) 692-4972
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the 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>	: 12 December 2025
<u>POST 44/260</u>	: <u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (5/8TH POST)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R545 442 (5/8th) per annum Grade 2: R634 191 (5/8th) per annum Grade 3: R734 280 (5/8th) per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	: Lentegour Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa as a Clinical Psychologist. Registration with the professional council: Registration with the 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: Will be required to perform after hour duties, including weekends and Public Holidays as operational needs so demand. Valid drivers' license. Competencies (knowledge/skills): Experience with mental health care users in both in and outpatient clinical settings and management of such services. The teaching, and training of intern psychologists. Ability to apply highly developed interpersonal and reflexive capacities in diverse settings in the workplace. Appropriate experience in health services and in particular child and adolescent mental health.
<u>DUTIES</u>	: To deliver and evaluate a comprehensive psychological service to mental health care users at Lentegour Hospital. To provide consultation to other health professionals, DSD and WCED. To provide and engage in training initiatives. To engage in ongoing professional development.
<u>ENQUIRIES</u>	: Dr M Lappeman Tel No: (021) 370-1326
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief

Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. -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>	:	12 December 2025
<u>POST 44/261</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT: NEURO CLINIC O)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Psychiatry. Registration with a professional council: Current registration with the SANC as a Professional Nurse and Psychiatry. 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: A valid (Code B/EB) driver's license. Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/ skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. The ability to function independently in a multidisciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide leadership, management, governance and supervision of nursing services. Ensure the provision of optimal, holistic nursing care within the parameters of professional, legal and ethical practices. Effectively manage human and financial resources with emphasis on compliance of policies, practice and protocols. Ensure effective adherence to quality improvement strategies in the execution of quality nursing care and clinical governance. Provide effective management support to nursing services, hospital management including afterhours coverage and night duty.
<u>ENQUIRIES</u>	:	Ms. S Fredericks Tel No: (021) 940-4424
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/262</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (RADIOLOGY) (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with the professional council: Registration with the HPCSA as a Radiographer in Ultrasound Radiography. Experience: Grade 1: None after registration with the HPCSA as a Radiographer in Ultrasound Radiography in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the

relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as a Radiographer in Ultrasound Radiography in respect of South African qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as a Radiographer in Ultrasound Radiography in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. Perform cranial, abdominal, vascular, musculoskeletal, obstetrics and gynaecology ultrasound. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanour, and the capacity to manage stressful situations calmly are essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.

<u>DUTIES</u>	:	Provide a sonography service to support the general specialist disciplines in Worcester Hospital and surrounding Geographical Service Area. Provision of patient centered ultrasound service by adhering to departmental protocols, procedures and professional conduct. Providing management of ultrasound services while producing Ultrasound imaging, reporting and statistics. Effective and efficient operational management of the sonography service within the Radiography department, including Human Resource Management, Finances and Asset Management where applicable. Support to managers and colleagues which provides effective interdepartmental communication. Adhering to self-development and training of students.
<u>ENQUIRIES</u>	:	Ms EM Dreyden Tel No: (023) 348-1129
<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. 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>	:	12 December 2025
<u>POST 44/263</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (TRAUMA AND OPD)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse with Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in

Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as 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/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate /recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to work in other wards inside hospital. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Outlook.) Knowledge of appropriate legislation, regulations and departmental Policies. Knowledge of the Hospital Emergency Centre Triage Information Systems (HECTIS) and South African Triage System (SATS) and Practical Approach to Care Kit (PACK). Knowledge and experience in human resource management, quality assurance, financial and supply chain procurement processes. Experience in the use of clinical equipment and control of budget implementation and monitoring of standards. Effective communication, Problem-solving, decision-making and resolution skills. PACK training or experience. Maintain and participate in inter-professional and multi-disciplinary teamwork and work independently.

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. RZ De Silva Tel No: (021) 808-6153
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of interview. The concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. "The pool of applications will be considered for vacancies within Stellenbosch 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 : 12 December 2025

POST 44/264 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)**
 Cape Winelands Health District

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

CENTRE : Slanghoek Mobile (X1 Post)
 De Doorns Clinic (X2 Posts)
 Breede Valley Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council 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 accredited with the SANC (R48). Registration with the Professions Council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General

nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A valid driver's license and willing to drive a mobile. Competencies (knowledge/skills): NIMART training or experience Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

<u>DUTIES</u>	:	Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms CW van Staden Tel No: (023) 348-1350
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. "The pool of applications will be considered for vacancies within Breede Valley Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/265</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (TRAUMA AND OPD)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital, Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse with Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as 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/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate /recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to work in other wards inside hospital. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Good communication skills (both written and verbal). PACK training or experience. Problem solving skills.

<u>DUTIES</u>	:	Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms RZ De Silva Tel No: (021) 808-6153
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of interview.-The concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. "The pool of applications will be considered for vacancies within Stellenbosch 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>	:	12 December 2025
<u>POST 44/266</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Delft Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: 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 a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/ skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Analytical thinking, independent decision making, problem-solving skills and ability to facilitate and promote training. Computer literacy (MS Office).
<u>DUTIES</u>	:	Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
<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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/267</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: HIGH CARE) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical & Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends and public holidays to meet the operational requirements. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Intensive /Critical care after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): Ability to maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit. Knowledge of practices or regimes within the relevant disciplines. Ability to work effectively within a multi-disciplinary team.
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Intensive and High care unit. Effective utilisation of Human and Material Resources. Participate in training, development and research. Supervise and assist Staff Nurses & Nursing Assistants. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Order medication and stock control.
<u>ENQUIRIES</u>	:	Ms P Hawksworth Tel No: (021) 799 1127
<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. Candidate will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical & Surgical Nursing Science: Critical Care Nursing: Nursing: General with the

South African Nursing Council. The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertisement.

<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/268</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PSYCHIATRY) (CLINICAL NURSE TRAINING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<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 with Psychiatry. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Psychiatry. 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 this period must be appropriate/recognisable experience after obtaining the relevant 1 year post basic qualification required for Psychiatry. Inherent requirements of the job: Willingness to provide relief duties on weekends and public holidays or when required. Competencies (knowledge/ skills): Computer literacy. Knowledge of relevant legislation and policy related to Nursing training and skills development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team. Appropriate and recognisable experience in training of nurses.
<u>DUTIES</u>	:	Facilitate and teach all training in relation to mental health and development programmes of the nursing and support personnel in the Nursing Component as well as other departments as required. Facilitate all induction and mentorship programmes in conjunction with HRD. Facilitate in-service training, skills update and competencies and skills of nursing personnel in mental health services. Facilitate developmental research in nursing science with specific interest in mental health nursing science. Facilitate student education and training with accredited service providers and tertiary institutions as well as placement to ensure achievement and maintenance of competence. Deliver a support service to the Nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Mr M Njongonkulu Tel No: (021) 503-5000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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: Advance Psychiatry Nursing Science. 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>	:	12 December 2025
<u>POST 44/269</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum

<u>CENTRE REQUIREMENTS</u>	:	Grade 2: R583 989 per annum Khayelitsha CHC
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with the professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Analytical thinking, independent decision making, problem-solving skills and ability to facilitate and promote training. Computer literacy (MS Word, GroupWise and Excel).
<u>DUTIES</u>	:	Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Mokitimi Tel No: (021) 360-4703
	:	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 Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency The pool of applications will be considered for vacancies within Khayelitsha Eastern Sub Structure, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/270</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE – INCLUDING RELIEF) (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	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 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 Nursing. Registration with the professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the

		SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Willingness to rotate through various theatres if and when required. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing specialty. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific specialty clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical specialty unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938-4000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of 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: Operating Theatre Nursing.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/271</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (VARIOUS COMPONENTS) (X5 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with the professional council: Registration with the SANC as Professional Nurse in Psychiatry. Experience: Grade 1: A Minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum period of 14 years actual service and/or appropriate/ recognizable post-registration experience in General Nursing. At least 10 years of this period must be appropriate/ recognizable experience in the Psychiatry after obtaining the relevant 1 year post basic qualification required for Psychiatry. Inherent requirements of the job: Driver's license Valid Code EB/EC drivers' license. Willingness to perform shift work, night duty and over weekends/public holidays. It will be required of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel and Outlook) Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
<u>DUTIES</u>	:	Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students,

	other categories of staff. -Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
<u>ENQUIRIES APPLICATIONS</u>	: Ms R Price Tel No: (021) 826-5826 : 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 the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 12 December 2025
<u>POST 44/272</u>	: <u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum : Lentegour Hospital : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal) Strong managerial and supervisory skills. Computer skills (MS Office and Outlook).
<u>DUTIES</u>	: Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. -Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. -Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans, and oversee the training of staff. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.
<u>ENQUIRIES APPLICATIONS</u>	: Mr S Petersen Tel No: (021) 370-1111 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 12 December 2025
<u>POST 44/273</u>	: <u>ANALYST DEVELOPER</u> Directorate: Management Accounting
<u>SALARY CENTRE</u>	: R468 459 per annum : Head Office, Cape Town (based at Bellville Health Park)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree (e.g. IT Degree, Mathematics, Accounting, or other subject with numerical orientation) or equivalent. Experience: Appropriate experience working with data and Information Systems. (e.g., gathering, cleaning, integrating, and analysing datasets. Inherent requirements of the job: A valid (Code B/EB) driver's license, Willingness to travel visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Problem solving, Analytical and innovating thinking. Computer literacy and proficiency with MS Word, Excel, Power Point and data management software. Report writing, Planning and organising and Sound knowledge of Microsoft Technologies that manipulate datasets (Azure) and SQL. Knowledge of SDLC (Software Development Life Cycle).
<u>DUTIES</u>	:	Finance business and systems analysis to understand the requirements of Finance reporting and analysis, work with IT in developing software development-design programs from program specifications to meet Finance requirements, resulting in draft model/project plan, Liaison with client/business partner and vendors to ensure that business requirements are met. Knowledge of Software Development and Coding, which includes various programming languages. Requirement Analysis and Solution Design, which includes gathering and analysing business requirements. Database management, which includes writing queries and stored procedures. Collaboration and Documentation (Entity relation diagrams, context diagrams, etc.). Develop Power BI dashboards and publish them.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr F Adonis Tel No: (021) 815-8643
	:	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>	:	12 December 2025
<u>POST 44/274</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS</u> Cape Winelands District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Cape Winelands District Office
	:	Minimum educational qualification: An appropriate 3-year National Diploma / Degree or equivalent qualification. Experience: Appropriate experience as Labour Relations Officer or related field. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Excellent leadership and interpersonal skills. Good knowledge and understanding of Labour Law and applicable common law principles. Excellent Computer literacy in MS Word, Excel, PowerPoint and Outlook. Ability to work under pressure and independently. Excellent report-writing skills.
<u>DUTIES</u>	:	Be a steward for health through employee relations' Governance and Leadership. Support/advice to all staff and supervisors of Cape Winelands District regarding employee relations. Give Employee Relations support within the various eco-systems e.g. facilitate training. Effective management of all disciplinary matters, disputes and harassment cases in the district. Support and ensure Organizational Rights driven IMLC's in the district. Coordinate and manage statistics/data regarding employee relations matters. Render a human resource function regarding the management of sub-ordinates through leadership.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W du Plessis Tel No: (023) 348-8100
	:	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 applications will be considered for vacancies within Cape Winelands District Office, 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>	:	12 December 2025
<u>POST 44/275</u>	:	<u>PHARMACIST INTERNSHIP</u> Chief Directorate: Emergency and Clinical Services Support (12 Month Contract)
<u>SALARY</u>	:	R440 226 per annum

<u>CENTRE</u>	:	Medicine Management, Bloods and Labs (based at Mitchell's Plain Community Health Centre)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Intern. Registration with the professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Intern. Competencies (knowledge/skills): Knowledge of and ability to comply with applicable Pharmacy legislation and National and Provincial Health Policies. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy.
<u>DUTIES</u>	:	Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Effective medicine supply management to ensure safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Adherence to policies, procedures and expenditure control. Assist with the training, education and development of pharmacy staff and other healthcare workers, and promotion of public health. Quality Management by demonstrating compliance with Regulated Norms and Standards, Occupational Health & Safety control and good pharmacy practices. All duties will be performed under the direct supervision of a pharmacist.
<u>ENQUIRIES</u>	:	Mr L Liddell Tel No: (021) 815-8878
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A comprehensive CV with referral letters from 3 referees. Certified copies of Matric Certificate, Identity Document, University academic record for the 3 years of study and South African Pharmacy Council (SAPC) student registration certificate. The interviews will take place via MS Teams. All applicants will be responsible for his/her own accommodation if needed as accommodation during internship will not be provided. 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. All short-listed candidates will undergo a technical competency test.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/276</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (INFORMATION TECHNOLOGY)</u> Overberg District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Overberg District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in a desktop support or IT helpdesk role. Appropriate Healthcare/Hospital/Primary Health Care facilities IT support experience. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to travel and overnight. Willingness to perform overtime duties when required. Render service in Theewaterskloof, Overstrand, Cape Agulhas and Swellendam Sub-districts. Competencies (knowledge/skills): Intermediate to advanced computer literacy especially in MS Office, M365 with good numerical and analytical skills to support report writing, interpretation, analysis of data management projects/interventions. Advanced knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health e.g. SINJANI, Clinicom PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365 environment. Knowledge and experience in planning and policy development process. Proficient in Windows OS, Microsoft Office, M365 and healthcare-related systems. Networking fundamentals and diagnostic skills essential.
<u>DUTIES</u>	:	Technical Support and Troubleshooting: Provide comprehensive first-line IT support to ensure the smooth operation of digital systems and infrastructure across healthcare and administrative environments. Proactive and reactive troubleshooting, user support, and system maintenance. IT and Network

Infrastructure Support and Maintenance focuses on ensuring the reliability, performance, and security of the organisation's IT infrastructure. Installation, configuration, maintenance, and monitoring of hardware and network systems that support both clinical and administrative operations. Security, Compliance & Documentation-Ensures that all IT operations and systems adhere to established security protocols, regulatory requirements, and documentation standards. Safeguarding sensitive data, maintaining operational integrity, and supporting audit readiness across healthcare and administrative environments. -IT Training for Clinical and Admin Teams- Empowering healthcare and administrative staff with the knowledge and skills needed to effectively use IT systems, tools, and devices in their daily operations. The goal is to improve digital literacy, enhance productivity, and ensure secure and accurate data handling across the organisation. Regular stakeholder engagement, support and feedback (written and verbal). Compiling and presentation of monthly Reports.

ENQUIRIES : Mr L Benjamin Tel No: (028) 214-5800
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test which may include a practical/computer literacy test. The pool of applications will be considered for vacancies within Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 12 December 2025

POST 44/277 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**

SALARY : R397 116 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Labour Relations. Competencies (knowledge/skills): Ability to work under pressure. Ability to work independently. Good communication skills (verbal and written). Good interpersonal, consultation, negotiation, decision-making, conflict management and presentation skills. In-depth understanding and ability to interpret of relevant legislation pertaining to labour relations.

DUTIES : Investigate misconduct cases and represent the employer at disciplinary hearings. Conduct grievance investigations and draft findings. Ensure compliance in terms of Monitoring and Evaluation in relation to Labour relations statistics and implementation of appropriate interventions. Facilitate appropriate Labour Related training to all employees. Ensure compliance in relation to Collective Bargaining. Provide support to investigating officers and assist with drafting charge sheets. Provide advice and support to management and all employees with regard to Labour related matters. Represent the Department at Conciliations.

ENQUIRIES : Mr M Boezak Tel No: (021) 938-5184
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 2 December 2025

POST 44/278 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SUPPLY CHAIN MANAGEMENT)**
 West Coast District

SALARY : R397 116 per annum
CENTRE : Vredenburg Hospital, Saldanha Sub-District
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma / Degree. Experience: Appropriate experience in Financial and Supply Management. Appropriate supervision experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Organizational leadership skills and an aptitude for working with financial figures. Computer literacy (MS Word, Excel and Microsoft Office) with knowledge of LOGIS and BAS systems. Sound Knowledge of applicable policies (PFMA, AO System, Financial delegations/instructions and NTR) Ability to work independently in a

		high-pressure environment, and with multiple projects at once, while complying to due dates.
<u>DUTIES</u>	:	Oversee Financial Administration (expenditure control, revenue control, verify and authorize and follow up on debt accounts and all other financial management responsibilities including draw and monitor expenditure reports and authorising payments on LOGIS and BAS and ensuring correct SCOA allocations. Oversee Supply Chain Management and Asset Administration by ensuring efficient application of procurement processes for all supply chain responsibilities including contract management. Ensure effective and efficient control over ordering and purchasing of goods and services. Execution of compliance control and effective reporting on financial statements, disclosure of assets, inventories and Financial and SCM indicators accurately and timely. Effective Utilization of Management of Subordinates, Management of Finance & SCM and provide support to supervisor including ADHOC oversight on Revenue Management if needed.
<u>ENQUIRIES</u>	:	Mr RJ Meyer Tel No: (022) 709 7287
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/279</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Degree/Diploma in Public Management, Finance or Supply Chain Management. Experience: Appropriate experience in procurement processes and systems. Appropriate supervisory experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). Excellent managerial, leadership and organizational skills. Appropriate knowledge of computerized Procurement Management Systems (Syspro). Knowledge of the Public Finance Management Act (PFMA), National, and Provincial Treasury Regulations, and the Accounting Officer's System of the Department of Health, including delegations.
<u>DUTIES</u>	:	Conclude a procurement plan in line with the budget and strategic objective of the institution. Market and product research. Identify high-usage items for the conclusion of mini-contracts and high-value contracts to minimize buyouts. Coordinate the process of transversal contracts for the 3 central hospitals. Conclude the drafting of specifications, SOP, MOU and give input into the procurement process. Report on all Demand Management activities to the relevant structures internally and externally. Management of human resources. Responsible for maintaining a positive culture within the SCM section which includes change management initiatives, innovation, conflict resolution and mitigating risks that could negatively affect the organisational culture.
<u>ENQUIRIES</u>	:	Ms S Dhayalan-Nair Tel No: (021) 404-3220
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/280</u>	:	<u>CASE MANAGER</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 three-year health related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS) and other tariff structures, prescripts regarding RAF, Managed Health Care or Hospital Information Systems and EDI (Electronic

		Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word, Clinicom and web-based programs (medical aids).
<u>DUTIES</u>	:	Assist with the management and implementation of Case Management policies, protocol and procedures in the hospital to ensure compliance within Case Management Component. Liaise with Medical Aid Schemes regarding authorization, updates and optimal fund utilization and provide quotation for procedures. Provide quotations for H2, H3 and Foreign patients. Conduct clinically audit accounts for proper discharge procedure followed and ensure that accounts reflect correct ICD 10 codes, authorization numbers, services and procedures utilized. Assist Hospital Fees with the identification of Prescribed Minimum Benefits. Compile statistical reports. Provide support in terms of hospital account queries and assist with follow-up of outstanding medical scheme balances (Medical EDI reports). Staff supervision and performance management.
<u>ENQUIRIES</u>	:	Ms S Gcwabe Tel No: (023) 348 - 6458
<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. This post does not form part of any Occupation Specific Dispensation. Shortlisted candidates will be subjected to a practical test. 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>	:	12 December 2025
<u>POST 44/281</u>	:	<u>ARTISAN FOREMAN GRADE A (MECHANICAL)</u>
<u>SALARY</u>	:	Grade A: R382 047 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years' experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: A valid driver's license. Do standby duties and emergency callouts as required. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy. In depth knowledge of Steam reticulation systems and medical gasses. Knowledge of pumps. Knowledge of OHS act.
<u>DUTIES</u>	:	Supervise staff in Workshop and produce designs and objects with material and equipment according to job specifications and standards. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice and ensure quality assurance of all work performed Repair and install Mechanical equipment at health facilities, plants and buildings according to standards. Keep registering of all work done, keep control of job cards and compile and submit reports as required. Ensure the adherence to safety standards, requirements and regulations. Perform administrative duties and assist the Chief Artisan with personnel progress reports. Assist the Chief Artisan with the ordering, procurement and control of maintenance material and equipment.
<u>ENQUIRIES</u>	:	Mr E Fransenburg Tel No: (021) 938- 4237
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/282</u>	:	<u>ARTISAN FOREMAN GRADE A (CAPRENTRY)</u>
<u>SALARY</u>	:	Grade A: R382 047 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 Years' experience as Artisan after obtaining the 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 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 plants, 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.
<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 this post. Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	: 12 December 2025
<u>POST 44/283</u>	: <u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> West Coast Health District
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL). Inherent requirement of the job: Valid driver's license. Competencies (knowledge/skills): Appropriate knowledge of Recruitment and Selection. Appropriate knowledge of People Management related policies and procedures in the Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills.
<u>DUTIES</u>	: Payroll Administration: Personnel Provisioning & Service Terminations, i.e. processing of appointments and ensuring the correct administration process for service terminations. Ensuring the correct processing of Service Benefits i.e. Housing benefit, leave administration, general service benefits and ensuring effective human resource management systems and practices are in place. Provide an effective general and transversal employment practices service. Monitoring, evaluation and correction of audit reports. Manage and control of subordinates and support to supervisor.
<u>ENQUIRIES</u>	: Mr LE Kortje Tel No: (022) 487-9200
<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>	: 12 December 2025
<u>POST 44/284</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	: Kleinvelei CHC extended hours, Khayelitsha Eastern 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 a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC 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: Willingness to work after hours. Willingness to rotate to other departments if required. Competencies (knowledge/skills): Ability to

		function and make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and PowerPoint) and MS Outlook.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. 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. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms A Lyners Tel No: (021) 904-4410
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 a change in registration status). The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be required to undertake a pre-entry assessment test/practical assessment and formal interview.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/285</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING / 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</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in the field. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) driver's license. Perform after hour repairs and standby duties. Competencies (knowledge/skills): Ability to do welding work. Good communication skills (verbal and written). Basic knowledge of refrigeration control circuits. Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993).
<u>DUTIES</u>	:	Repair and maintenance of air-conditioning and refrigeration systems including screw chillers refrigerators, air ducts, coils, various refrigeration compressors, heat-pump, VRV air-conditioning system, Daikin chillers, Hepa filters and reciprocating plants. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Control over tools and materials. Training and develop staff. Perform standby duties when necessary. Learn and comply with in-house systems and procedures.
<u>ENQUIRIES</u>	:	Mr K Mgcodo Tel No: (021) 404-6251
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a competency 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>	:	12 December 2025

<u>POST 44/286</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</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>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's license. Perform standby duties and work overtime when required. Competencies (knowledge/skills): Learn and comply with in-house systems and procedures. Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Good communication skills (verbal and written). High tension knowledge.
<u>DUTIES</u>	:	Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Mgcodo Tel No: (021) 404-6251 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for these posts. Shortlisted candidates maybe subjected to a competency 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>	:	12 December 2025
<u>POST 44/287</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)</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>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's license. Competencies (knowledge/skills): Ability to manage a workshop. Project Management Skills. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Good communication skills (verbal and written). Appropriate experience and knowledge in joinery and machining in carpentry field.
<u>DUTIES</u>	:	Carry out routine inspection, maintenance and repairs including alteration and installation of building/carpentry/furniture, fittings and in the manufacturing of assistive devices. Assist Artisan Foreman with administration, planning and schedules. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Do quality assurance on all maintenance and repair work performed and keep register of all work done. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations regarding carpentry department. Liaise with service providers and agents to negotiate quotations and maintenance. Supervise and training of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Mgcodo Tel No: (021) 404-6251 or Mr E Orgill Tel No: (021) 404-6208 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency 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>	:	12 December 2025
<u>POST 44/288</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (WELDING)</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>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's license. Perform after hour emergency repairs, standby and overtime duties. Competencies (knowledge/skills): Sound knowledge of welding techniques (arc, MIG, TIG, and gas). Ability to interpret and work from engineering drawings. Knowledge of fabrication and metal finishing processes. Knowledge and understanding of the Occupational Health and Safety Act. Good communication skills (verbal and written). Ability to plan, prioritize, and work independently or within a team.
<u>DUTIES</u>	:	Provide assistance and guidance to Artisan Assistants and Apprentices. Comply with safety standards and wear appropriate PPE at all times. Complete and return job cards, requisitions, and maintenance reports. Maintain tools and equipment in good working condition and ensure workshop cleanliness. Assist with mechanical installations and modifications. Manufacture, maintain, and repair metal structures, frames, brackets, and components as required. Perform welding, cutting, and fabrication work on hospital equipment, infrastructure, and plant systems.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Mgcodo Tel No: (021) 404-6251 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a competency 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>	:	12 December 2025
<u>POST 44/289</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital, Northern/Tygerberg Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in the Health Sector Commodities. Competencies (knowledge/ skills): Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills. Sound communication, organisational and interpersonal skills. Knowledge of Supply Chain Management processes, PFMA, the Accounting Officers System as well as knowledge of LOGIS, EPS and ESL.
<u>DUTIES</u>	:	Demand and acquisition (i.e. assist with identifying procurement plan items and ESL). Source quotations: Advertise requests on EPS to source quotations, perform an SCM evaluation of such quotes and guide users on how to evaluate. Generate and place orders with suppliers and maintain filing and complete adjudication of awarded orders on EPS. Prepare documentation for quotation committee meetings. Ensure that all transactions comply with legislative requirements. Handle telephonic and written enquiries from Directorates and Suppliers and perform relief duties within SCM component.
<u>ENQUIRIES</u>	:	Mr W Jacobs Tel No: (021) 918-1208

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/290</u>	:	<u>PRINCIPAL FOOD SERVICES SUPERVISOR</u> Cape Winelands Health District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Food Certificate. Experience: Appropriate and relevant Supervisory experience in a Food Service Unit. Inherent requirements of the job: Willingness to work shifts and overtime. Valid (Code B/EB) driver's license. Competencies (knowledge/ skills): Knowledge of cultural diversity and good communication/interpersonal skills. Working Knowledge of Disciplinary Procedures and the ability to maintain discipline and handle conflict. Sound organising skills and effective utilisation and supervision of the Food Service team. Knowledge of pest control, infection control, hygiene, occupational health and safety. Knowledge of HACCP (Hazard Analysis Critical Control Points and Food Safety Principles). Knowledge of therapeutic diets, food theory, preparation and cooking methods, production, quality and portion control according to standardised recipes in an Industrial Food Service Unit on a large scale. Computer literacy (Office Word and Excel), writing and numerical skills. Working knowledge of the ordering system (LOGIS). Knowledge of the National Guidelines for safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment.
<u>DUTIES</u>	:	Control food preparation and production for Normal and therapeutic diets. Supervise and maintain the preparation and distribution of meals to the wards according to prescribed standardized recipes and the standard operation plan and maintain temperature control during the various processes. Ensure and uphold strict quality control systems for food, as well as stock management and ensure safe operation of machinery and equipment. Responsible for personnel administration (i.e. SPMS reports, duty rosters, annual leave schedules, training of sub-ordinates, staff meetings and disciplinary procedures). Effective utilisation and supervision of the Food Service team. Process statistics to ensure that the food expenditure remains within the budget, as well as assisting in the compilation of menu/meal costing. -Responsible for Food Service computerised costing systems and statistics. Responsible for the procurement process (LOGIS), e.g. order and receive supplies in the Food Service Unit. Monitor all activities related to the operations of the Food Services Unit according to Provincial Food Services SOPs.
<u>ENQUIRIES</u>	:	Ms C Jacobs Tel No: (021) 808-6100
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. The pool of applications will be considered for vacancies within Stellenbosch 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>	:	12 December 2025
<u>POST 44/291</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (CASE MANAGEMENT)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competences that focus on the Key Performance areas of the post. Experience: Appropriate CLINICOM

	experience. Appropriate ICD10 coding. Competencies (knowledge/skills): Competent in MS Word and MS Excel. Knowledge of Hospital Fees Memorandum policies and procedures, Chapter 18, HIS/CLINICOM, UPFS and billing System and ICD10 Coding. Good communication, interpersonal, accounting, organizational and planning skills.
<u>DUTIES</u>	: Update daily medical aid patient records, verify valid authorization numbers, and review UPFS tick sheets and ICD-10 coding for accuracy. Maintain telephone and e-mail contact with service providers. Generate daily in- and outpatient lists for H2/3 and private patients from CLINICOM and ensure accurate processing through the billing system. Relief the Case Manager. Assist at the Pre-admission Clinic by providing patient admission quotations and ensuring proper filing and safekeeping of financial records.
<u>ENQUIRIES</u>	: Ms S Gcwabe Tel No: (023) 348-6458
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for 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>	: 12 December 2025
<u>POST 44/292</u>	: <u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Chief Directorate: Financial Accounting
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Head Office, Cape Town, Finance Section: Payments
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and or Accountancy as a passed subject. Experience: Appropriate experience in Finance Department. Appropriate working experience in LOGIS and BAS. Inherent requirement: Willingness to rotate with the Finance Section and relieve colleagues. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint, email) relevant knowledge, skills, and experience in processes, procedures, prescripts and legislative framework, PFMA, NTTR and PTI, and the Accounting Officer's System of the Department of Health, including delegations. Knowledge and experience of LOGIS and BAS. In-depth knowledge of SCOA codes and reports on LOGIS and BAS. Knowledge and experience in Supplier Reconciliation. Working knowledge of ledger accounts and debt. Ability to analyse and provide solutions to problems. Good interpersonal and organisational skills. Strong sense of confidentiality and trustworthiness. Good written and communication skills.
<u>DUTIES</u>	: Provide a financial administrative service & overall management of activities within the office. Render an effective and efficient Sundry Creditors payment function. Ensure that invoices are paid within 30 days. Administration of payments on the LOGIS system. Capture credit notes and Disallowances. Payment queries and forwarding of remittances advice. Check and verify payment segments as listed in the SCOA list. Register of invoices. Pair invoices with the orders. Administration of payment batches and general document control.
<u>ENQUIRIES</u>	: Ms A Van Niekerk Tel No: (021) 483 6754 or email: aakifah.vanniekerk@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>	: 12 December 2025
<u>POST 44/293</u>	: <u>ADMINISTRATION CLERK: WARDS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Hanover Park Community Health Centre
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative experience within a health care facility. Inherent requirements of the job: Willingness to work shifts and through different departments. Provide an after-hour service over weekends and public holidays. Competencies (knowledge/skills): Knowledge of Procedure Manuals

		(Chapter 18) and Unified Patient Fees Schedule (UPFS) Manual. Knowledge of patient information system i.e. CLINICOM, TIER.net and PHCIS. Ability to function under pressure. Good administrative skills. Computer literacy.
<u>DUTIES</u>	:	Perform patient assessment and keep record of patient's attendance. Perform system updates. CLINICOM and manual discharges. Update monthly stats manually. File patient laboratory results and folders and manage stationery/stores. Handle patient enquiries and provide support to Supervisor.
<u>ENQUIRIES</u>	:	Ms M James Tel No: (021) 684-1302
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the 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>	:	12 December 2025
<u>POST 44/294</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS) (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 the duties and key responsibility areas of this post. Inherent requirements of the job: Compelled to work irregular hours (i.e. 12-hour shifts/nights/weekends/public holidays) independently with no supervision. Be physically fit with an ability to lift loads, be on your feet and climb ladders all day. Competencies (knowledge/skills): An in-depth knowledge of the HIS CLINICOM Tracking system, proven knowledge of medical records processes and procedures. An ability to work independently with minimum supervision and effectively within a team and to work under pressure with a high degree of accuracy and care for long periods. Computer literacy. High ethical standards as incumbent will have access to confidential files. Good communication skills (verbal and written). High degree of accuracy and concentration for long periods.
<u>DUTIES</u>	:	Complete relevant CLINICOM Case Note Tracking system transactions and enquiries. Render an effective and efficient after hour medical records service and folder management. Create and maintain an effective filing system. Accurately and timeously file and retrieve all requested patient folders or case notes. Provide folder management support to ECM GSH health records digitization. Maintenance of filing system banks and patient folder covers.
<u>ENQUIRIES</u>	:	Mr NR Weeder Tel No: (021) 404-4056
<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>	:	12 December 2025
<u>POST 44/295</u>	:	<u>SECRETARY</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Harry Comay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12 plus Computing and Computer Applications. Experience: Appropriate experience in office administration as well as a meeting management skill (agendas, minutes and reports). Appropriate experience as a secretary in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's license, with willingness to drive a government vehicle. Competencies (knowledge/skills): Good communication and interpersonal skills, including good telephone etiquette. Ability to handle conflict and manage difficult clients. Ability to follow through instructions independently and to take initiative. Ability to function in a team and always maintain confidentiality. Office administration and maintaining a filing system. Typing and computer skills (MS Word, MS Office, Excel, Power Point, Teams and Outlook).
<u>DUTIES</u>	:	Maintain the effective and efficient general office administration and ad-hoc duties to the medical manager and the Clinical manager as well as their teams of the George Sub-district. Maintain effective filing systems, do

accommodation bookings and claim and stock management systems for Manager: Medical Services. Maintain electronic calendar, organize functions and meetings (do agendas, set up/book venues, do minutes and write reports). Provide clerical and administrative functions to the Hospital Facility Board. Effectively manage medical legal risk matters, enquiries and police reports. Engage with public requests and patient complaints, compliments and suggestions.

ENQUIRIES : Dr Z North Tel No: (044) 814 -1126
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a computer literacy test. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 12 December 2025

POST 44/296 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
 Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R217 092 per annum
 Grade 2: R252 840 per annum

CENTRE : Forensic Pathology Services, Worcester Laboratory
REQUIREMENTS : Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2:** 10 year's appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to work under pressure. Willingness to be trained in Forensic Investigation and Dissection. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing on travelling long distances and working standby duties/overtime. Competencies (knowledge/skills): Computer and software literacy in at least MS Word and Excel. Ability to be trained in 4X4 Vehicle handling. Ability to be trained in photography. Ability to communicate clearly and discreetly in person and in writing. Willingness to assist with duties in an X-ray room. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies. Will be required to deliver testimony in court proceedings.

DUTIES : Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.

ENQUIRIES : Mr P Albertyn Tel No: (023) 347-5353 or email: Paul.Albertyn@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates will be subjected to security clearance prior to appointment. The pool of applicants will be considered for vacancies within Forensic Pathology Service, Worcester Laboratory, 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 : 12 December 2025

POST 44/297 : **DENTAL ASSISTANT GRADE 1 TO 2**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R217 092 per annum
 Grade 2: R252 840 per annum

CENTRE : Oral Health Centre
REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Dental Assistant. Registration with the professional council: Registration with

	the HPCSA as a Dental Assistant. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Grade 2: A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Competencies (knowledge/skills): Excellent communication skills. Good interpersonal skills. Ability to use own initiative and work independently. Good problem-solving and conflict resolution. Good Computer literacy (MS Word, Excel and Outlook).
<u>DUTIES</u>	: Assisting Dentists and Students. Disinfect clinical areas before and after treatment. Setting out clinical tray and materials for each clinic. Assisting with surgical procedures in theatre. All used Dental instruments to sterilize after each clinical session. Booking/follow-up and confirmation of bookings for clinics.
<u>ENQUIRIES</u>	: Ms VL Naidoo Tel No: (021) 370-4479 or email: Veronica.Naidoo@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. Shortlisted 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. -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)".
<u>CLOSING DATE</u>	: 12 December 2025
<u>POST 44/298</u>	: <u>FOOD SERVICES SUPERVISOR</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: R193 359 per annum
<u>CENTRE</u>	: George Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate Food Service experience in an Industrial Food Service unit, within a hospital- or similar setting. Inherent requirements of the job: Willingness to work shifts (weekends and public holidays) and overtime. The physical ability to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Sound communication (read, speak and write) and numerical skills. Knowledge and skills about the operational procedures in an Industrial Food Service Unit. The ability to function in a group and to work under pressure. Knowledge of hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft Word and Excel. Knowledge of the National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment.
<u>DUTIES</u>	: Implement standard menu, production planning and correct procedures for receipt, storage, preparation, stock control, portioning and distribution of food, supplements, tube- and bottle feeds. Follow prescribed standardized recipes and standard operation procedures. Maintain temperature control during various processes. Communicate any feedback from staff, patients and/or ward staff to the food service manager. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control in food service unit and milk kitchen. Implement the food service financial management system, to ensure the food expenditure remains within the budget. Implement saving measures, check inventories and maintain security measures to limit the loss of stock, apparatus and equipment in the unit. Effective utilization and supervision of food service team, by means of allocating tasks and coordinating work schedules. Assist the Food Service Manager with checking duty rosters and HR related matters (recruitment and

	selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal).
<u>ENQUIRIES</u>	: Ms MJ Greyling Tel No: (044) 802-4423
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. 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>	: 12 December 2025
<u>POST 44/299</u>	: <u>BOILER OPERATOR (BOILER HOUSE) (X3 POSTS)</u>
<u>SALARY</u>	: R193 359 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 10 Certificate and an equivalent recognised National Steam Certificate. Experience: Appropriate experience working on large industrial boilers. Inherent requirements of the job: Must have an accredited qualification in the operation of coal fired John Thompson steam boilers. Required to do standby duties, and work nightshift and overtime. Competencies (knowledge/skills): Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn & comply with in-house systems & procedures. Strict adherence to the Occupational Health and Safety Act. Be able to work under-pressure and be willing to work shifts when required.
<u>DUTIES</u>	: Assist Artisan-Foreman with routine maintenance and repairs. Ensure adherence and compliance with Occupational Health standards and the Occupational Health and Safety Act. Ensure correct usage and flow of chemicals. Monitor boiler pressure in accordance with demand. Monitor the water/fuel level of the boiler. Perform administration functions.
<u>ENQUIRIES</u>	: Mr K Mgcodo 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 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. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	: 12 December 2025
<u>POST 44/300</u>	: <u>ARTISAN ASSISTANT (AIR CONDITIONING/REFRIGERATION) (X2 POSTS)</u>
<u>SALARY</u>	: R193 359 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience and knowledge of Air Conditioning, Refrigeration plant, equipment, cold room repairs and split air conditioning experience. Inherent requirements of the job: Perform after hours repairs and standby duties. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills (verbal and written). Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn & comply with in-house systems & procedures. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	: Perform minor repairs to air conditioning plant and equipment and assist with emergency breakdowns (including after-hour repairs and standby duties). Assist with the installation of new plant and equipment and alterations when required. Assist Artisans with repairs, Maintenance, Inspection of Plant, equipment, machinery and installation projects. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Training and development of staff. Clean areas where work has been carried out.
<u>ENQUIRIES</u>	: Mr K Mgcodo 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 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>	:	12 December 2025
<u>POST 44/301</u>	:	<u>ARTISAN ASSISTANT (CARPENTRY)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience and knowledge in joinery and machining in carpentry field. Inherent requirements of the job: Ability to lift, move and handle heavy power-tools. Competencies (knowledge/skills): Good communication skills (verbal and written). Ability to plan ahead (pro-active) and work independently as well as in a team. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	Assist in ordering and controlling the workshop, materials and tools. Complete and return repair requisitions and keep record of all repairs and perform the necessary administrative functions. Assist Artisans and Artisan Foreman in the performance of their duties. Maintain and repair hospital furniture and equipment. Assist with the execution of carpentry projects/repairs and maintenance at hospital.
<u>ENQUIRIES</u>	:	Mr K Mgcodo Tel No: (021) 404-6251 or Mr E Orgill Tel No: (021) 404-6208
<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 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>	:	12 December 2025
<u>POST 44/302</u>	:	<u>ARTISAN ASSISTANT (UPHOLSTERY)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience and knowledge in upholstery work, furniture repair, and operation of industrial sewing machines. Inherent requirements of the job: -Ability to lift, move and handle heavy materials and upholstery tools. Competencies (knowledge/skills): Knowledge of upholstery methods, materials, and tools. -Ability to measure, cut, and stitch upholstery fabrics. -Good communication skills (verbal and written). -Ability to work independently as well as in a team. -Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	Assist the Artisan Upholsterer with upholstery repair and maintenance work on hospital furniture and equipment. Replace or repair damaged upholstery materials, foam, and covers. -Operate industrial sewing machines, hand tools, and power equipment safely. Assist Artisans and Artisan Foreman in the performance of their duties. -Complete and return repair requisitions and keep record of all repairs. Assist in ordering and controlling workshop materials, fabrics, and tools.
<u>ENQUIRIES</u>	:	Mr K Mgcodo 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 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>	:	12 December 2025
<u>POST 44/303</u>	:	<u>DATA CAPTURER</u> West Coast District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Saldanha PHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate data capturing experience in a Health Facility. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to relief in other clinics. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point) Excellent filling, recordkeeping and data capturing skills. Ability to work under pressure and to meet deadlines. Sound knowledge of patient information electronic systems PHCIS, ETR.net, Tier.net, Ideal Clinic, Sinjani etc.
<u>DUTIES</u>	:	Ensure quality information management by validation and analysing of data. Ensure effective record keeping and data management, maintaining of an accurate database on health information systems. Help with general system management related problems and assist with reporting calls to IT Helpdesk. Assist with effective administration, i.e. handle telephonic enquiries, faxing, photocopying and filling of documentation including patient registrations on systems. Provide an effective support function to the supervisor/managers of the Health Facilities.
<u>ENQUIRIES</u>	:	Ms BD Breedekamp Tel No: (022) 709-5066
<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>	:	12 December 2025
<u>POST 44/304</u>	:	<u>URSING ASSISTANT GRADE 1 TO 3 (WARD 2 MALE PRE DISCHARGE AND SECURE WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Willingness to work overtime when needed. Willingness to rotate to other wards when required. Willingness to rotate between departments in the facility. Competencies (knowledge/ skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms T Rongwana Tel No: (021) 440-3339
<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 applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/305</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (NEW BEGINNINGS HOUSE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the professional council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Interpersonal skills
<u>DUTIES</u>	:	Assist patients with activities of daily living. To observe patients' behavior and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Ms R Venter Tel No: (021) 940-4424
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. "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)".
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/306</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (CHRONIC WARD FEMALE)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Cape Winelands TB Centre, Breede valley Sub-district
<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 nursing experience after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nurse Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and

		public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms R Van Rooyen Tel No: (023) 348 -1309
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 Cape Winelands TB Centre, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/307</u>	:	<u>TRADESMAN AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in tasks performed in a maintenance workshop within a hospital setting. Appropriate experience of workshop tools. Inherent requirements of the job: A valid (Code B) driver's license. Ability to operate and use required tools and equipment skillfully and safely. Ability to perform heavy physical labour. Competencies (knowledge/skills): Ability to handle tools, parts and materials. Ability to work in a team and independently. Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	:	Carry out minor maintenance and repairs tasks. Assist with repairs and emergency breakdowns (including after hours' repairs). Assist with the installation of plant equipment and alterations. Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the Artisans in the execution of their respective duties.
<u>ENQUIRIES</u>	:	Mr W Roos Tel No: (021) 440-3192
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within Metro Health Services (MHS) 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>	:	12 December 2025
<u>POST 44/308</u>	:	<u>CLEANER</u> Central Karoo District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Prince Albert Clinic
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment. Inherent requirements of the job: Physically able to lift and/or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic Clinic cleaning services. Willingness to rotate to other clinics in the Sub District. Competencies

		(knowledge/skills): Good interpersonal and communication skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to operate machinery and equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
<u>DUTIES</u>	:	General cleaning, housekeeping and maintenance (i.e. dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
<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 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.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/309</u>	:	<u>HOUSEHOLD AID (GENERAL CLEANING AND CRECHE SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic Numeracy and literacy skills. Experience: Appropriate experience working in a Creche environment. Inherent requirements of the job: Willingness to work shift and/or rotation basis. Ability to do physical tasks and operate household equipment. Competencies (knowledge/skills): Good interpersonal relations and communications skills (oral and written) with supervisor, colleagues and the public. Appropriate knowledge with the use of the cleaning equipment, materials and cleaning detergents; stock and linen. Basic knowledge of cleaning and laundry procedures.
<u>DUTIES</u>	:	Prepare plate and serve meals and beverages to children. Ensure the control of cleaning of household equipment, sorting, unpacking and washing dirty linen. Ensure daily counting of used linen and clean linen. Correct usage of equipment and chemicals also maintenance of general neatness and hygiene of the area. Attend in-service training appropriate to service delivery. Provide a hygienically clean, safe and secure environment. Support Supervisor and staff at the creche and other areas of Support Services.
<u>ENQUIRIES</u>	:	Ms A Brandt Tel No: (021) 830-2704
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/310</u>	:	<u>HOUSEHOLD AID</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Alan Blyth Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate household/cleaning experience in a health facility environment. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and shift duty. Willingness to relief in other departments according to operational requirements. Competencies (knowledge/skills): Appropriate knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Good communication

		and interpersonal skills. Appropriate knowledge of stock, assets, linen and equipment control. The ability to work under pressure. The ability to do physical tasks and operate heavy duty cleaning and household equipment.
<u>DUTIES</u>	:	Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals and drinks to patients. Support to housekeeping supervisor and adhere to policies and cleaning practices.
<u>ENQUIRIES</u>	:	Mr E Adcock Tel No: (028) 551 - 1010
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a 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.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/311</u>	:	<u>GROUNDSMAN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Ability to read and write. Experience: Appropriate Groundsman experience in a hospital environment. Inherent requirements of the job: Able to do manual labour and be physically fit. Willingness to work overtime, when required. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of Occupational Health and Safety. Be flexible and do routine work. Must be of sober habits. Capacity to work amongst people with disabilities or special mental healthcare needs. Ability to use and handle gardening equipment.
<u>DUTIES</u>	:	(Effective maintenance of hospital grounds. To render general and groundsman services. Perform all activities related to gardening and grounds, pruning of trees, cleaning of gutters etc. Effective removal of domestic and medical waste. Effective administration and support to Supervisor.
<u>ENQUIRIES</u>	:	Mr F Leukes Tel No: (021) 503-5066
<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 applicants will be considered for similar posts 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>	:	12 December 2025
<u>POST 44/312</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (ANAESTHETICS)</u> <u>(20 HOURS PER WEEK)</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with the Professional Council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Grade

3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Competencies (knowledge/ skills): Ability to function well in a team environment and a team player, with good inter-personal skills. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. MMed in Anaesthesia. Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Research experience. Strong educational or teaching experience background in both the under and post-graduate domains. Strong moral and ethical record in anaesthetic practice. Willingness to participate in the CMSA exams.

DUTIES : The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Build and maintain Departmental team spirit and development. Organise and contribute to the anaesthetic skills training courses. Contribute to the administration and management of the department. Outreach and support to referring institutions. Fellowship opportunity in cardiac or neuro anaesthesia. Manage and provide leadership to Registrars and contribute significantly to the administrative duties of the combined department including, assessments and performance management.

ENQUIRIES : Ms C Wyngaard Tel No: (021) 404-5004
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Please ensure that you attach an updated CV. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 12 December 2025

POST 44/313 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (3 HOUR SESSIONS PER WEEK)**
 Chief Directorate: Metro Health Services
 (3 Year Contract)

SALARY : Grade 1: R646 per hour
 Grade 2: R737 per hour
 Grade 3: R853 per hour

CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to manage all neonatal cases comprehensively including ventilation of

	tertiary level patients. Appropriate experience in bereavement and palliative care counselling. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively and research experience as a primary investigator or research supervisor. Computer literacy.
<u>DUTIES</u>	: Assistance in and management of neonatal services at MMH, including perinatal audit meetings, management decisions, patient counselling and management referrals from the drainage area. Conduct ward rounds and oversee the daily operations of the neonatal department. Clinical supervision of doctors in training/direct staff supervision: especially NICU acute neonatal emergencies and training on complex patients. Training of junior staff, and under- and postgraduate students. Liaise with the community neonatal care services rendered by the community-based health workers and department of social development. Adhere to requirements for all people management and financial matters.
<u>ENQUIRIES</u>	: Dr A Daniels Tel No: (021) 659-5562
<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>	: 12 December 2025
<u>POST 44/314</u>	: <u>MEDICAL OFFICER: GRADE 1 TO 3 (OCCUPATIONAL HEALTH) (20 SESSIONS)</u> 12 Months Contract
<u>SALARY</u>	: Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	: Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Ability to provide effective clinical occupational health services in conjunction with the OHS team. Ability to achieve and maintain good interpersonal relations with staff. Ability to provide effective clinical occupational health services. In conjunction with the OHS team Excellent

	report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for staff, promote advocacy and facilitate holistic treatment. Good time management. Appropriate experience in Occupational health and safety.
<u>DUTIES</u>	: Maintain an effective medical surveillance programme. Providing care for occupational diseases, injuries and exposures, and referrals as appropriate with the OHS Team Establish and maintain a staff immunisation programme. Incapacity (impairment and disability) assessments. Provide occupational health technical input on procurement of Personal Protective Equipment. Documentation, Data management and reporting i.e. OHASIS. Workplace Health Risk Assessments (HRA) / Hazard Identification and Risk Assessments (HIRA) Development of workplace risk exposure profiles. Development of occupational risk exposure profiles. Employee health promotion. Employee education and training. Maintenance of up-to-date and relevant OHS Policies, Procedures (SOPs), and Manuals. Disseminate policies and procedures to enhance the health and safety of staff in the institute.
<u>ENQUIRIES</u>	: Email: Galiema.Haroun@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Red Cross 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>	: 12 December 2025
<u>POST 44/315</u>	: <u>DENTIST GRADE 1 TO 3 (SESSIONAL) (MAXILLOFACIAL AND ORAL SURGERY) (20 HOURS PER WEEK) (X5 POSTS)</u> Chief Directorate: Metro Health Services (Contract until 31 December 2028)
<u>SALARY</u>	: Grade 1: R468 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	: Oral/Dental Training Hospital (Centres)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with the Professional Council: Registration with the HPCSA as Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees, 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid Driver's license. Competencies (knowledge/skills): Appropriate experience in Maxillofacial and Oral Surgery. Postgraduate qualification in Minor Oral Surgery, Dental Implantology, or a master's degree in a clinical discipline of Dentistry. Experience in teaching and training of undergraduate dental

	(dentistry, dental therapy, oral hygienist) students in a clinical environment at an academic institution. Appropriate post qualification clinical experience (excluding community service).
<u>DUTIES</u>	: Manage and treat patients in the Maxillofacial Oral Surgery clinic. Oral surgery procedures. Assess students' preparedness (theory and clinical). Ensure optimal and safe patient care. Record keeping and administration in the Maxillofacial Oral Surgery Administration duties involved in undergraduate training in the Department.
<u>ENQUIRIES</u>	: Dr N Behardien Tel No: (021) 937-3081/7
<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 a specific category with the relevant council (including individuals who must apply for change in registration status)". Short listed candidates will be subjected 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 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>	: 12 December 2025

DEPARTMENT OF INFRASTRUCTURE

<u>CLOSING DATE</u>	: 26 January 2026
<u>NOTE</u>	: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 44/316</u>	: <u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT REF NO: DOI 95/2025 R1 (X2 POSTS AVAILABLE IN OUDTSHOORN)</u>
<u>SALARY</u>	: Grade A: R879 342 - R938 061 per annum, (OSD Prescribed) Grade B: R990 669 - R1 067 235 per annum, (OSD Prescribed) Grade C: R1 127 100 - R1 323 267 per annum, (OSD Prescribed)
<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government. An appropriate Civil Engineering Degree (B Eng/ BSC(Eng)) or relevant qualification; A minimum of 3 years post-qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid Code B driving license. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking. Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing, Problem solving.
<u>DUTIES</u>	: Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity affecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, re gravel and specialised routine

		road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer; Extensive relevant experience and working knowledge of the following will be advantageous: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations.
<u>ENQUIRIES</u>	:	Mr X Smuts Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/317</u>	:	<u>ASSISTANT DIRECTOR: SCM CAPACITY BUILDING REF NO: DOI 17/2025 R1</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years experience in Supply Chain Management/Finance/Audit environment. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Supply Chain Management; Planning and organising; Problem solving and decision making; Project management; Communication and information management; Team membership.
<u>DUTIES</u>	:	Design, develop and implement a comprehensive capacity-building program to strengthen acquisition and contract management skills across the organization; Identify skills gaps and create targeted training materials, workshops and programs tailored to procurement, contract management, and supply chain management; Facilitate capacity building in SCM, by the rollout of training initiatives, collaborating with other departments to ensure programs are well integrated with existing processes and meet organizational goals; Manage, co-ordinate, monitor and facilitate the successful implementation of capacity building initiatives in SCM, by engaging with internal stakeholders across various departments to understand capacity-building needs, challenges, and opportunities within acquisition and contract management; Implement the supply chain management system by using data analytics and employee feedback to continually improve acquisition and contract management methodologies; Prepare reports for leadership on program impact, recommending adjustments to improve outcomes; Draft and implement departmental policies and standard operating procedures with reference to capacity building in SCM (Acquisition and Contract Management).
<u>ENQUIRIES</u>	:	Ms P van der Merwe Tel No: (021) 483 6915
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/318</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 18/2025 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree equivalent or higher qualification; A minimum of 3 years experience in a Supply Chain Management/Finance/Audit environment. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Public Finance

		Management Act (PFMA), Treasury Regulations and guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations. Skills needed: Communication & Information management; Proven computer literacy; Numeracy; Project management; Planning and organising; Problem-solving and decision-making; Team membership.
<u>DUTIES</u>	:	Manage forms of bidding (competitive, limited, transversal and unsolicited) including policy. Perform the related activities to the functioning of the SC committee system, inclusive of the secretariat service; Manage quotation procurement (written and verbal), emergency procurement and petty cash procurement; Manage forms of specialised procurement (consultants, IT, infrastructure/construction, roster, list of selected suppliers) policy, as well as managing the participating in contracts arranged by other organs of state policy; Facilitate, renew, extend and cancel contracts; Process contract amendments, contract breach and/or disputes and administer contract negotiations; Monitor and report on contracts and collate data for contract performance and relations.
<u>ENQUIRIES</u>	:	Ms P van der Merwe Tel No: (021)483 6915
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/319</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: DOI 10/2025 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R371 253 - R396 522 per annum, (OSD Prescribed)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Megatronic/Mechanical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician: Mechanical/Mechatronics; A minimum of 3 years relevant post qualification technical(engineering) experience; A valid driving license (Code B or higher).Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem-solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication(written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.
<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 input 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; 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; Liaise with relevant stakeholders on engineering related matters.
<u>ENQUIRIES</u>	:	Mr M Subailey Tel No: (021) 959 7700
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/320</u>	:	<u>ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (STANFORD) REF NO: DOI 186/2024 R1</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving license with a professional driving permit (PDP). Competencies: Good understanding of the maintenance and repair of

		defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Manage and supervise a Team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates; Experience in the following will be advantageous: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience.
<u>ENQUIRIES</u>	:	Mr A Koopman Tel No: (021) 863 2020
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/321</u>	:	<u>OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE (BOTRIVIER) REF NO: DOI 191/2024 R1</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 certificate or equivalent; A minimum of 3 years experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP). Competencies: Proven knowledge of Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.
<u>DUTIES</u>	:	Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labor; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post; Appropriate working knowledge and experience in the following will be advantageous: Construction, maintenance and repair of roads; Operating of minor construction machinery and hand tools; Civil construction activities; Operating general minor and large construction machines; Management and Supervision of staff.
<u>ENQUIRIES</u>	:	Mr A Koopman Tel No: (021) 863 2020
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/322</u>	:	<u>ROAD WORKER SUPERVISOR (CONCRETE TEAM): CONSTRUCTION AND SPECIALISED MAINTENANCE (PAARL) REF NO: DOI 197/2024 R1</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with a professional driving permit (PDP). Competencies: Good understanding of the following: Operating of concrete construction related machines; Interpretation of basic civil drawing pertaining to concrete works; Operation and maintenance of plant (concrete mixer, poker, vibrator, drill, skill saw and flat truck); Skills needed: Supervisory skills; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Management of Concrete Team during construction and maintenance of the proclaimed Road Network; Construction of new concrete structures with the ability to read drawings and bending schedules; Install shuttering, staging, reinforcement, mixing, pouring and finishing of concrete; Requisition of materials; Operation and maintenance of plant (concrete mixer, poker vibrator, drill, skill saw and flat truck); Operating of various types of machinery and equipment; Repair and maintain roads, ground shoulder and waterways; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post;

		Extensive experience and knowledge of the following will be advantageous: Civil Concrete works; Safety precautions whilst operating machinery and equipment; Operating general minor and large construction machines; Management and Supervision of staff; Usage of small tools and equipment; Tarand gravelled road surfaces.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Koopman Tel No: (021) 863 2020
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/323</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 (NAPIER) REF NO: DOI 138/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 680 - R192 810 per annum (Level 03)
	:	Department of Infrastructure, Western Cape Government
	:	Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
<u>DUTIES</u>	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Experience in the following will be advantageous: Operating of minor construction machinery; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Andre Koopman Tel No: (021) 863 2020
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1.Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2.Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3.Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF LOCAL GOVERNMENT

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	26 January 2026
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 44/324 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INTERVENTIONS) REF NO: LG 39/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related environment; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, prescripts, legislation and procedures; Public administration; Skills needed: Research, analysis, and application of legislation; Applied strategic thinking; Decision making; Citizen focus and responsiveness; Analysing and fact-finding skills; Project Management.

DUTIES : Manage the provision of specialised support on governance issues in response to municipalities needs; Manage the provision of specialised support on governance issues in response to municipalities needs; Review approaches to support with the aim to improve such based on lessons learnt; Manage the advocacy and capacity building regarding anti-corruption, fraud and maladministration policies and guidelines in municipalities; Performance and information management and reporting; Manage Human Resources of the component; Plan the components budget and manage income and expenditure; The following will be advantageous; Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Manage the provision of assistance with regard to functional and operational legal support and assistance in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution and the Western Cape Monitoring and Support of Municipalities Act.

ENQUIRIES : Dr S Greyling Tel No: (021) 483 6126

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 26 January 2026
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 44/325 : **CUSTOMER RELATIONS OFFICER: PRESERVICE DELIVERY (ATHLONE) REF NO: WCMD 116/2025**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative support experience in a PRE Service Delivery and/or Operating License Administration working environment. Competencies: Knowledge of the following: National Land Transport Act (ActNo.5 of 2009); Processing of applications for operating licenses; Functions, activities, processes and procedures of a Walk-In-Centre; Financial management, monitoring and reporting procedures, systems and reports of Directorate; General office administration and database management; General support systems; Information and Record

		Management/Administration; Administrative procedures and processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Research; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Render assistance with the handling of enquiries; Customer Relations Management; Business Process Management; Render administrative support services.
<u>ENQUIRIES</u>	:	Mr HMF Kirkwood Tel No: (021) 483 8970
<u>POST 44/326</u>	:	<u>ADMINISTRATIVE OFFICER: PRESERVICE DELIVERY (ATHLONE) REF NO: WCMD117/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07) Western Cape Mobility Department 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1year administrative support experience in an operating license processing working environment. Competencies: Knowledge in the following: National Land Transport Act (ActNo.5 of 2009); Road Transportation Act (Act No. 74 of1977); Western Cape Road Transportation Amendment Law Act (Act No. 8of 1996); National Land Transport Regulations of2009; Public Finance Management Act (PFMA),National Treasury Regulations, Provincial Treasury Instructions, guidelines; Processing of applications for operating licenses; Preparation of cases and the presentation thereof at adjudication meetings; preparation of cases for the cancellation of operating licenses; Information and Record Management/Administration; Understanding in how to notify operators of renewals. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting ;Problem-solving; Planning; Organising; Research; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Render support with the processing of operating license applications; Perform communication duties; Coordinate attendance of committee hearings; Render effective utilisation of the ProSystem; Render supervisory functions.
<u>ENQUIRIES</u>	:	Mr HMF Kirkwood Tel No: (021) 483 8970
<u>POST 44/327</u>	:	<u>ADMINISTRATION CLERK: OPERATING LICENSE PROCESSING (GOODWOOD)- 5 POSTS AVAILABLE (VANGATE) REF NO: WCMD 115/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) Western Cape Mobility Department Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Customer Care, Reporting, Problem-solving, Creative thinking, Decision making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms JM Abrahams Tel No: (021) 483 0240
<u>POST 44/328</u>	:	<u>PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (VARIOUS POSTS AVAILABLE) REF NO: WCMD 118/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum (Level 06) Western Cape Mobility Department, Western Cape Government Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations on date of appointment; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC on date of appointment; A valid Code B/EB (or higher)manual driving licence; No criminal record or pending criminal case.

Competencies: Knowledge of the following: National Road Traffic Act (NRTA)93/96; National Land Traffic Act(NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000;Criminal procedures Act (CPA)51/77; Excellent communication(written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict, Conflict management and Leadership skills.

DUTIES : Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Co-ordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.

ENQUIRIES : Mr D Paton Tel No: (022) 713 1286

CLOSING DATE : 15 December 2025

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 26 January 2026

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

OTHER POSTS

POST 44/329 : **CHIEF NETWORK TECHNOLOGIST: CAPE WINELANDS - WORCESTER**
REF NO: DOTP 84/2025

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

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology or related; A Minimum of 3 year's experience in network infrastructure management or information technology; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Networks; ICT Infrastructure; Technical standards/ procedures; Needs and priorities of stakeholders; Managerial functions; Service Level Agreements; National & International IT policies and Trends; Financial management; Project management; HR matters; Skills needed: Computer; Planning and organising; Organising; Research; Creativity; Decision making; Planning and co-ordination; Problem solving and Conflict management; Ability to work independently and as part of a team; Communication skill (written and verbal).

DUTIES : Plans, organises and controls activities of staff and contractors who are responsible for the development of infrastructure; Quality control; Develop and maintain network infrastructure; Prepares documentation including training manuals; Liaison with client departments; Experience in Remote/Telephonic IT support will be advantageous.

ENQUIRIES : Mr L Lategan Tel No: (021) 435 4000

POST 44/330 : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER:**
MANAGEMENT AND LEADERSHIP DEVELOPMENT REF NO: DOTP
85/2025

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

**CENTRE
REQUIREMENTS**

: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in the human or social sciences field; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Theory and practice of human resource development, utilising various learning methodologies and electronic platforms; Statutory and strategic human resource development frameworks of the public service; Implementation of human resource development interventions in an adult learning environment; Theories in the curriculum development environment; Quality assurance in a human resource development environment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Understanding of Communities of Practice pertaining to the learning and development (L&D) ecosystem; Understanding of the role of Knowledge Management in the Innovation space, including linkages to a repository of smart practices and the WCG PDO data hub. Skills needed: Facilitation and presentation, inclusive of management level; Future-looking developmental foresight, including Innovative meta competencies; A "start-up" mentality, thinking out of the box and viewing problems from multiple angles; Adaptability and agility in decision making; Understanding of how to leverage technology towards promoting innovation; Research capability; Curriculum development, including the online environment; Networking, communication and deliberation capabilities; Analytical and problem-solving; Conceptual and formulation; Project management; Liaison, consultation and stakeholder management; Team building and inter-personal; Planning and organising; Computer literacy; Willingness and appetite to challenge the norm/risk taking to arrive at the most effective way to solve problems. Able to work across different layers and functions of the organisation and Innovation ecosystem. Ability to identify opportunities for creating and strengthening partnerships. Communication and deliberation abilities.

DUTIES

: Contribute to the following learning delivery services within the Directorate Training: Presenting training programmes and courses with own capacity; Facilitation of training programmes and courses presented by experts from provincial department; Facilitation of training programmes and courses presented by external service providers; The programming and scheduling of training interventions; Special human resource development projects allocated to the Sub-directorate; Carry out all course administration. Provide professional curriculum design services to the Directorate Training with the following: The design, development and accreditation of new training curricula, courses and learning programmes within the Sub-directorate Curriculum Development and Quality Assurance; Undertake quality assurance in respect of the Quality Management System(QMS) for International Organisation for Standardisation (ISO 9001:2015) and the Public Service Education and Training Authority(PSETA); Ongoing evaluation and updating/reviewing/conversion to the online environment of learning programmes. Liaise with provincial, national and international role-players in respect of training and development matters. Provide input in respect of the operational work of other units of the Chief Directorate as required. Provide input in respect of the operational management of the Directorate and/or Sub-directorate, with particular reference to the development of business and operational plans.

ENQUIRIES

: Mr J van der Westhuizen at Jannie.vanderwesthuizen@westerncape.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

**CLOSING DATE
NOTE**

: 26 January 2026
: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 44/331</u>	:	<u>CENTRE MANAGER: RESIDENTIAL CARE CENTRE MANAGEMENT REF NO: DSD 102/2025</u> (2 Year Contract Based in Outeniekwa)
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	Appropriate 3-year National Diploma/B- Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience in a secure or substance treatment residential care or related environment; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Conflict management; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Effective service delivery in terms of National, Provincial frameworks and international accords / models of residential care standard operating procedures; Ensure effective, efficient and economic use of appropriate funds and physical resources; Effective people management; Operational management of the facility.
<u>ENQUIRIES</u>	:	Ms L Goosen Tel No: (021) 202 9251
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/332</u>	:	<u>SOCIAL WORK SUPERVISOR (WITZENBERG SDA) REF NO: DSD 91/2025</u>
<u>SALARY</u>	:	Grade 1: R477 564 – R561 378 per annum, (OSD Prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psychosocial intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions; It will be advantageous to have a valid code B driving license.
<u>ENQUIRIES</u>	:	Ms A Van Reenen at Tel No: (021) 4839392.
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

<u>POST 44/333</u>	:	<u>SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES REF NO: DSD 36/2025 R1</u>
<u>SALARY</u>	:	Grade 1: R453 201 – R514 470 per annum, (OSD as prescribed) Grade 2: R535 035 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Integrated knowledge and experience in the Partial Care Sector- After School Care; Policy Analysis and development; Community development; Legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO); Management of, as well as types of programmes relevant to NPOs. Skills in the following: Mentoring and training; Facilitation skills; Project Management skills; Planning and organizing; Networking skills; Communication (written and verbal); Professional counselling skills; Financial management; Presentation skills; Monitoring and evaluation skills; Inter-sectoral collaboration and partnership skills; Intergovernmental relations skills; Ability to compile complex reports; Contract Management.
<u>DUTIES</u>	:	Conduct Financial and Governance assessments for existing and new NPOs; Financial and Governance Oversight; Administration and Analysis of on-Financial Data (NFD); Compliance Monitoring and Regulatory Adherence; Conduct Stakeholder Engagement and Rapid Response.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Kwakwini Tel No: (021) 483 4115
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/334</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (POSTS AVAILABLE IN VARIOUS LOCATIONS) REF NO: DSD 92/2025</u>
<u>SALARY</u>	:	Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed) Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed) Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed) Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish

	tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.
<u>DUTIES</u>	: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, groupwork and Community work).Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job; It will be advantageous to have a valid Code B (or higher) driving license.
<u>ENQUIRIES</u>	: Ms M Essop Tel No: (021) 763 6200
<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/335</u>	: <u>SOCIAL WORKER: SOCIAL WORK SERVICES (POSTS AVAILABLE IN VARIOUS LOCATIONS) REF NO: DSD 103/2025</u>
<u>SALARY</u>	: Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed) Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed) Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed) Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE</u>	: Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	: A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Worker Grade 1.
<u>DUTIES</u>	: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, groupwork and Community work).Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job; It will be advantageous to have a valid Code B (or higher) driving license.
<u>ENQUIRIES</u>	: Ms I April Tel No: (044) 814 1654

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/336</u>	:	<u>STAFF NURSE: PROFESSIONAL SERVICES (CLANWILLIAM) REF NO: DSD 27/2025 R1</u>
<u>SALARY</u>	:	Grade 1: R220 614 – R250 500 per annum, (OSD Prescribed) Grade 2: R262 287– R298 932 per annum, (OSD Prescribed) Grade3: R306 798 – R382 107 per annum, (OSD Prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, Nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Skills needed: Written and verbal communication skills; Elementary facilitation skills; Responsiveness; Ability to function as part of a team.
<u>DUTIES</u>	:	Development and implementation of basic patientcare plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections);Preparation of patients for diagnostic and surgical procedures; Effective utilization of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e.in-service training, courses.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Baugaard Tel No: (021) 826 5972 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/337</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (POSTS AVAILABLE IN VARIOUS LOCATIONS) REF NO: DSD 93/2025</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 438 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work. Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing, Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters

		that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Grundlingh Tel No: (028) 7134147
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/338</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (POSTS AVAILABLE IN VARIOUS LOCATIONS) REF NO: DSD 95/2025</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 438 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work. Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Basson Tel No: (021) 812 0944
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/339</u>	:	<u>CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES (POSTS AVAILABLE AT VARIOUS FACILITIES) REF NO: DSD 104/2025</u>
<u>SALARY</u>	:	Grade 1: R184 320 – R206 802per annum, (OSD as prescribed) Grade 2: R215 181 – R243 750 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	A Grade 12 qualification (Senior Certificate or equivalent qualification) Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.
<u>DUTIES</u>	:	Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. Appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
<u>ENQUIRIES</u>	:	Ms D Baugaard Tel No: (021) 826 5972

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/340</u>	:	<u>REGISTRY CLERK: LOGISTICALSERVICES (POST AVAILABLE IN VARIOUS LOCATIONS) REF NO: DSD 98/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Social Development, Western Cape Government.
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Registry duties and practices; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment. Skills needed: Written and verbal communication; Planning and organisation; Problem-solving.
<u>DUTIES</u>	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal; It will be advantageous to have a valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Smith Tel No: (022) 713 2272
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/341</u>	:	<u>ADMINISTRATION CLERK: LOGISTICALSERVICES (POSTS AVAILABLE IN VARIOUS LOCATIONS) REF NO: DSD 101/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of Social Development, Western Cape Government.
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Clerical duties and capturing; Skills needed: Proven computer literacy; Planning and organisation; Communication (written and verbal); Flexibility and decision –making; Presentation skills.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support; Provide financial administration support services. It will be advantageous to have relevant experience.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Smith Tel No: (022) 713 2272
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 44/342</u>	:	<u>DRIVER: SECONDARY FUNCTIONS: LOGISTICAL SERVICES REF NO: DSD 99/2025 (X3 POSTS AVAILABLE IN BEAUFORT WEST, GEORGE, MOSSEL BAY)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 – R227 766 per annum (Level 04)
	:	Department of Social Development, Western Cape Government
	:	Junior Certificate (Grade 10); A minimum of 1 year experience; A valid (Code B or higher) driving license. Competencies: A good understanding of the following: Legislative framework governing the public service and registry functions.
<u>DUTIES</u>	:	Perform general driver duties; Deliver an effective and efficient messenger service to the component; Assist with registry procedures; Perform administrative and related functions; It will be advantageous to have a minimum of 7 months relevant experience.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms I April Tel No: (021) 763 6217
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 4. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

NOTE

- Or 6. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.