

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 34 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	06 October 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 34/01</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS (X2 POSTS)</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Provincial Office: Eastern Cape Ref No: HR 4/4/1/140 (X1 Post) Labour Centre: Gqeberha Ref No: HR 4/4/1/150 (X1 Post)

<u>REQUIREMENTS</u>	:	Undergraduate qualification in Operations Management/ Public Management or Administration/Business Administration or Management / Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years' must be functional experience in Operations environment, and two (2) years must be supervisory experience. Plus, Valid Driver's License. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Public Financial Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Service Regulation (PSR). Skills: Communication (Both verbal and written), Time Management, Customer Relations, Computer literacy, Supervisory Skills, Report Writing, People Management, Coaching Skills.
<u>DUTIES</u>	:	Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General Support. Manage resources in the Unit.
<u>ENQUIRIES</u>	:	Mr TM Ramatsetse Tel No: (043) 701 3000. Mr M Nqolowa Tel No: (041) 506 5000
<u>APPLICATIONS</u>	:	Acting Chief Director: Provincial Operations, Private Bag X9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X6045 Gqeberha, 6000, or hand deliver at VSN Centre 116-134 Govan Mbeki Avenue Gqeberha 6000. Email: Jobs-EC6@labour.gov.za
<u>POST 34/02</u>	:	<u>ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/10/901</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	LLB Degree /Four (4) year legal qualification at NQF7 SAQA recognised. Admission as an Attorney/Advocate. A valid driver's licence. Two (2) years functional experience in legal environment. Knowledge: Public service transformation and management issues; Public Service Act; Ability to convert to policy into action; Treasury Regulations; Public Service Regulations and relevant prescripts; Departmental policies and procedures; Accounting systems and Internal Control; Corporate governance; Enforcement manual; Batho Pele Principles. Skills: Computer literacy; Verbal and written communication; Good interpersonal relations, Problem solving, Facilitating, Presenting, Conflict management; Research; Litigation.
<u>DUTIES</u>	:	Implement statutory processes with respect to all Labour Legislation and IES Policies. Implement Advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre Monitoring programme for enforcement files. Oversee administration for statutory services in the province.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or email Jobs-WC@LABOUR.gov.za
<u>POST 34/03</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT & EMPLOYMENT RELATIONS REF NO: HR4/4/8/140</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office Kimberley
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification at NQF6 in Human Resource Management. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues. White paper on transformation of public service. Ability to convert policy into action. Human Resources Systems and Procedures. Public Service Act and Resolution. Recruitment and Selection. Departmental Policies and Procedures. Batho Pele Principles. Minimum Information Security Standards. Skills: Administration and Financial management, Project Management. Interpersonal. Communication (Verbal and Written). Computer Literacy. Analytical. Problem Solving. Conflict management. People Management.

<u>DUTIES</u>	:	Coordinate and monitor the implementation of human resources management policies in the province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.
<u>ENQUIRIES</u>	:	Mr ZL Albanie Tel No: (053) 838 1502
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X5012, Kimberley 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 34/04</u>	:	<u>PERSONAL ASSISTANT REF NO: HR4/25/09/16HO</u> Branch: Office of the DDG: Public Employment Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF6 as recognized by SAQA in Office Management/ Information Management/ Public Administration/Business Administration. Four (4) years functional experience in Office Administration/ Secretariat services. Knowledge: Basic Departmental policies and procedures, Administration procedures, Batho Pele Principles. Skills: Communication, Analytical, Computer literacy, Interpersonal, Organizing and Planning, Telephone etiquette.
<u>DUTIES</u>	:	Provide administrative support to the Deputy Director-General. Manage the Deputy Director-General's diary, including the events calendar, arrange meetings and workshops. Monitor the provision of secretariat services in the Deputy Director-General's Office. Maintain confidentiality of documents and ensure that all strategic complex correspondence are properly filed including the management of those records thereof. Coordinate all the Deputy Director-General's Projects and monitors the Branch Budget.
<u>ENQUIRIES</u>	:	Ms L Kekana Tel No: (012) 309 4656
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or Email: Jobs-HQ30@labour.gov.za
<u>POST 34/05</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: HR4/25/9/11HO</u> Directorate: Supply Chain and Asset Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification at NQF6 as recognized by SAQA in Asset Management/ Supply Chain Management/Public Management/ Public Administration/ Finance/Taxation/Bcom Accounting/Bcom Supply Chain Management Two (2) years at a supervisory experience. Two (2) years functional experience in Asset Management. Knowledge: Asset Management Framework, Risk Management, Departmental policies and procedures, international standards for the professional practice of Internal Auditing, Public Service Regulations, Supply Chain Management prescripts. Project Management. Basic Accounting Systems (BAS). Logis. Skills: Leadership. Computer literacy. Presentation. Analytical. Communication (both verbal and written). Facilitation. Innovative.
<u>DUTIES</u>	:	Maintain Asset register and the issuing of stores. Provide technical guidelines to the asset's users. Implement and monitor asset reversals, disposals and donations. Supervise staff in the Unit.
<u>ENQUIRIES</u>	:	Ms K Maholwana Tel No: (012) 309 4670
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or Email: Jobs-HQ23@labour.gov.za
<u>POST 34/06</u>	:	<u>STATUTORY SERVICES OFFICER REF NO: HR4/4/10/902</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	BPROC/LLB/BCOM LAW at NQF7 and SAQA recognised. A valid driver's licence. One (1) year in legal/ compliance environment. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, corporate governance, Skills Development Act, Public Service Regulations, Skills Development Levi

		Act (SDLA). Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written.
<u>DUTIES</u>	:	To plan and independently administer work referred to Statutory Services for enforcement of no compliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the provinces. Compile stats for the Unit.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or email Jobs-WC1@LABOUR.gov.za
<u>POST 34/07</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS REF NO: HR4/4/10/120</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Butterworth Labour Centre
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management/ Public Management or Administration/Business Administration or Management / Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. A valid driver's license. Two (2) years functional experience in Client Service environment/ Claims Processing environment in operations or Insurance Environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written) Computer Literacy, Problem Solving, Planning and Organizing.
<u>DUTIES</u>	:	Provide Unemployment Insurance Services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	:	Ms N Getyeza Tel No: (047) 491 0656
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960 or hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za
<u>POST 34/08</u>	:	<u>TEAM LEADER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Nqanqarhu Ref No: HR4/4/10/50 (X1 Post) Labour Centre: KwaMaqoma Ref No: HR4/4/10/51 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). 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, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including

		execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Ms N Mvanyashe Tel No: (045) 932 1424
		Mr T Mgodane Tel No: (046) 645 7700
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, P.O. Box 397, Nqanqarhu, 5480 or hand deliver at 1 Royal Road Nqanqarhu, 5780. Email: Jobs-ECMCR@labour.gov.za
		Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735 or hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: Jobs-ECFOB@labour.gov.za
<u>POST 34/09</u>	:	<u>ADMINISTRATION OFFICER: PROPERTY ACQUISITION AND LEASING</u>
		<u>REF NO: HR 4/4/09/01</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Kempton Park, Gauteng
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public Management/ Facilities Management/ Property Management/ Bachelor of Arts in Disaster and Safety Management. 1-2 years' experience in the field of Property acquisition and leasing. Knowledge: Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment. Skills: Strong sense of urgency and accountability, Computer literacy with knowledge of Excel, writing skills, Excellent Customer focus, Interpersonal relation skills, Communication skills, Problem Solving skills, Decision making.
<u>DUTIES</u>	:	Acquire lease office accommodation as well as renew leased accommodation. Conduct site inspection and ensure compliance in terms of OHS in all leased building (implementation of compliance notices). Process the lease expenditure and ensure the payments of leases within 30 days. Maintain electronic folder for accommodation issues.
<u>ENQUIRIES</u>	:	Mr S Mthethwa Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP25@labour.gov.za
<u>POST 34/10</u>	:	<u>PROFESSIONAL NURSE (MEDICAL ADJUDICATION) GRADE 1-3 REF NO: HR 4/4/6/02</u>
<u>SALARY</u>	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre, Modimolle
<u>REQUIREMENTS</u>	:	Four (4) years' degree (NQF7)/ three (3) years' Diploma in Nursing (NQF6). Post Graduate Diploma (NQF8) in Occupational Health / Theatre Technique / Critical Care will be an advantage. Grade 1: 2-9 Years' experience gained after registration, Grade 2: 10-19 Years' experience gained after registration, Grade 3: 20 Years' – above experience gained after registration. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public hospital level or private hospital. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Knowledge: Medical related Legislation, Medicines and related Substances Act, Medical aid knowledge (case management), Occupation Health knowledge, Regulatory Knowledge & Implementation, Del and Compensation Fund objectives and business functions, Nursing legislations and related legal as well ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Occupational Health and Safety Act (OHS), COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations, Public Service Act, Health Professions Act, Health Act. Skills: Post claims management and settlement, Claims handling, Claims settlement management, Medical Policy Management, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen/Medical Systems (IT Systems Control Designs), Clinical Coding, Quality Assurance and Improvement, Research and Benchmarking.

<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval for medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES</u>	:	Mr MI Makgobola Tel No: (015) 290 1723
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Job-MOD@labour.gov.za
<u>POST 34/11</u>	:	<u>BCEA INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Malelane Ref No: HR4/4/7/44 (X1 Post) Labour Centre: Durban Ref No: HR4/4/5/80 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organising (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills and Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigation on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plan, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms N Ndhlovu Tel No: (013) 791 6000/6008 (Malelane) Mr S Mchunu Tel No: (031) 3361501 (Durban)
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X517, Malelane 1320 or hand deliver at Old ABSA Building, Ground Floor, 19 Lorenzo Road, Malelane or Email: Jobs-INSP-MAL-@LABOUR.gov.za Deputy Director: Labour Centre Operations: PO Box 10074, Marine Parade 4056 or hand deliver at 16 Beach Grove, Durban or Email to: Jobs-KZN16@labour.gov.za
<u>POST 34/12</u>	:	<u>INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Alberton Ref No: HR4/4/4/09/02 (X1 Post) Labour Centre: Garankuwa Ref No: HR4/4/4/09/03 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/LLB. Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Insurance Contributions Act, Skills: Facilitation skills, Planning and Organizing (own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr M Nkutha Tel No: (010) 700 0290 Mr P Rangwashe Tel No: (012) 700 0290
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP11@labour.gov.za (Alberton) Jobs-GP13@labour.gov.za (Garankuwa)

<u>POST 34/13</u>	:	<u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/7</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Mthatha
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, planning and organising.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre. Render a Human Resource management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
<u>ENQUIRIES</u>	:	Ms Zawula Tel No: (047) 501 5600
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X5080, Umtata, 5100, or hand deliver at Manpower Building CNR Elliot and Madeira Street, Umtata, 5100. Email: Jobs-ECMCR@labour.gov.za

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 10 October 2025

NOTE : Applications must be submitted online at (Linkshield Protected) erecruitment.dha.gov.za or send to the correct email address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za 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); limited to 2.5MB in size. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings (latest salary advice) 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). Shortlisted candidates will be subjected to employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "Pre-entry Certificate for entry into the Senior Management Services" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Once appointed, the entering into of an employment contract (for SMS posts), serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

MANAGEMENT ECHELON

POST 34/14 : **DIRECTOR: CENTRAL LAW ENFORCEMENT REF NO: HRMC 33/25/1**
Branch: Immigration Services
Chief Directorate: Inspectorate

SALARY : R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Tshwane

REQUIREMENTS : An undergraduate qualification in Security Management / Policing / Public Management / Public Administration / International Relations at NQF level 7 as recognised by SAQA. 5 years' experience at middle / senior management level is required. Experience in a Law / analysis or interpretation of information environment is required. Experience in law enforcement (SAPS / Defence / Immigration). Experience in operational planning in joint operations. Knowledge of the Public Service Regulatory Framework, Immigration Act 13 of 2002 and DHA Enabling Legislation. Sound knowledge and understanding of Government Structures. Knowledge of the Medium-Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla). Knowledge of Departmental Legislation and Prescripts. Knowledge of the Constitution of the Republic of South Africa. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership, Strategy execution, Service delivery innovation, Stakeholder relations, Operational planning, People management and empowerment, financial management, Presentation skills, Investigations, Problem solving and analysis, Business Report Writing, Information and Networking, Negotiation Skills, Conflict Management Skills, Diplomacy,

DUTIES

Research methodology and Analysis, Policy development, Digital skills, Data analysis, Coaching and facilitating.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Monitor province's functions and ensure the implementation of uniform and standardised policies, processes and procedures. Oversee effective inspections, checking of documents, arrests, detention and prosecution of illegal foreigners. Ensure effective reporting on statistics and trends on activities nationally (inspections, status of open cases, arrests, deportations). Analyse all data and records provided by provinces and provide recommendations to improve future service delivery. Liaise with Deportation unit, Correctional Services, SAPS and NIA to ensure co-ordination and partnership in the detection, processing, detention, arrest and legal management of foreigners convicted of criminal activities. Manage the effective planning and coordination of raids, roadblocks and investigations with regional offices and SAPS where required. Ensure that cases opened in provinces are transferred to Integrity management unit (typically cases spanning several provinces, involving syndicates, corrupt DHA officials etc.). Monitor effective interface between Inspectorate officers in zones and Integrity management unit. Identify and communicate new priorities and planned raids or initiatives to SAPS, Correctional Services, NIA and Regional Offices. Develop the Operational Plan for the directorate and ensure effective prioritization and resource planning. Coordinate, monitor and report on the delivery of the Operational Plan against agreed objectives and performance indicators. Report on the performance of the directorate against the Operational Plan to the Chief Director / Deputy Director-General. Develop technical expertise and skills within the directorate based on business needs and environmental changes. Ensure business transformation and partnerships with various stakeholders. Ensure business alignment to agreed business requirements. Liaise with internal and external stakeholders on law enforcement related matters. Benchmark with various institutions for best practice. Develop identified law enforcement policies and procedures in conjunction with the Policy and Strategy directorate. Contribute to the review of code of practice for the directorate. Contribute towards the development, and ensure implementation, of an appeal system with clear processes and procedures. Determine appropriate resources to achieve objectives. Monitor and evaluate the compliance with the provisions of the Immigration Act, Immigration Regulations and other relevant policies and procedures. Develop and implement within the directorate governance processes, frameworks and procedures associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit findings within the directorate. Represent the directorate at management and other relevant forums. Monitor quality, risk, standards and practices against prescribed frameworks.

ENQUIRIES APPLICATIONS

: Mr W Mamphoke Tel No: (012) 406 4247
: Applications compliant with the "Directions to Applicants" above, must be submitted online at (Linkshield Protected) erecruitment.dha.gov.za/original-text: ZXJIY3J1aXRtZW50LmRoYS5nb3YuemEv; or sent via email to imsrecruitment@dha.gov.za

POST 34/15

: **DIRECTOR: IS SECURITY REF NO: HRMC 33/25/2**
Branch: Information Services

SALARY

: R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: Head Office, Tshwane
: An undergraduate qualification in Information Technology / Computer Science or related field at NQF level 7 as recognized by SAQA. 5 years' experience in middle management / senior management in IS Security is required. Extensive experience in IS Security environment is required. Experience in establishing cybersecurity. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the state information Technology Agency Act (SITA) and 88 of 1998. Knowledge of e-Government policy framework consultation paper developed by GITO. Sound knowledge of minimum

information security standards (MISS). The position paper on information security ISO 1799 (Information security framework). National Strategic Intelligence Act and Draft Electronica Transaction Bill Knowledge of server hardening on multiple platforms. Knowledge of Information technology infrastructure (ITIL). Understanding of relevant Legislation and Prescripts. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Accountability. Business Continuity. Financial management. People management and empowerment. Planning and organizing. Decision making. Conflict management and resolution. Service delivery innovation, Stakeholder Relations (Internal and External). Program and project management. Problem-solving and analysis. Presentation skills. Business report writing. Influencing and networking and Communication skills.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the coordination of communication security systems by providing dynamic, wireless bridging in the event of disruption of the backbone at critical junctures. Ensure prevention of threats imposed on the backbone communication networks and their core. Manage the prevention of insider attacks that may easily circumvent all the counter measures designed for outsider attacks. Lead and direct the protection of all-optical departmental network infrastructure to embedded sufficient intelligence and learning capacity to networks that it heals damages by itself and protect itself from unforeseen. Provide advice on research conducted on new technologies to ensure audit readiness, technical design and expertise. Manage the coordination and monitoring of security authentication and access control. Provide expert to the advice DHA security management team on technical issues associated with security solutions deployment. Lead and direct the development and implementation of desktop/server security Strategy. Ensure that user computers are protected from viruses which can be transferred between programs or computer without, the knowledge of user. Lead and direct the coordination of employees support to secure user systems against attacks and data corruption. Oversee the installation of antivirus software in the employees computer in order to protect it from viruses. Ensure that information or files in the computer are protected by providing remote access to employees in the Department. Lead and direct the implementation of personal firewall software installed for DHA employees to provide the ability to control the services which are permitted access to, and from the computer. Lead and direct the design, implementation and monitoring of information System Security solutions and applications. Lead the research, design and advocate new technologies, architecture, and security products. Manage the analysis of business impact and exposure, based on emerging security service catalogue and service policies, procedures and standards. Manage the development and implementation of information systems Security services catalogue and service policies and procedures. Lead and direct the coordination of Cyber-security monitoring, analysis and incident response. Lead the coordination and conducting of Cybercrime investigation, prosecution and implementation of outcomes. Lead the development of information security technology strategy that relates to the overall departmental strategy. Lead and direct information security controls and requirements of a complex and technical environment. Ensure that technical and non-technical security controls are established and maintained and in compliance with a variety of security requirements. Manage the development and implementation of information security technology strategy and baseline. Develop and implement operational plan and ensure effective prioritization and resource planning. Provide strategic direction to the unit. Manage and monitor the delivery of the operational plan against the agreed objectives and time frames. Report on the performance of the directorate against the business plan and APP to the Chief Director. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovation initiatives. Develop and implement governance processes, framework and procedures within the directorate. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements, quality and risk management framework, standards and procedures with the directorate. Represent the directorate at management and other government forums. Develop and implement the operational plan of Directorate. Ensure that targets of the Directorate are aligned to the operational

	project plan. Develop and submit proposals, plans and budgets in advance for all project initiatives that are required.
<u>ENQUIRIES</u>	: Mr J Modipa Tel No: (012) 406 4243
<u>APPLICATIONS</u>	: Applications compliant with the "Directions to Applicants" above, must be submitted online at (Linkshield Protected) erecruitment.dha.gov.za/original-text:ZXJIY3J1aXRtZW50LmRoYS5nb3YuemEv ; or sent via email to isrecruitment@dha.gov.za
<u>POST 34/16</u>	: <u>DIRECTOR: LABOUR RELATIONS REF NO: HRMC 33/25/3</u> Branch: Human Resources Management and Development
<u>SALARY</u>	: R1 266 714 - R1 492 122 per annum (Level 13), an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	: Head Office, Tshwane
<u>REQUIREMENTS</u>	: An undergraduate qualification in Labour Relations / Industrial Relations / Labour Law / Law at NQF 7 as recognized by SAQA. 5 years' experience in middle / senior management is required. 5 years extensive experience in a Labour Relations environment is required. Experience in management of collective agreement. Ability to develop and implement effective strategies and solutions to complex employee relations issues. Proven ability to resolve disputes, mediate conflicts, and represent the department in negotiations. Extensive knowledge of the Labour Relations Act, Frameworks and processes for the Public Service. Knowledge of applicable Public Service Resolutions and all Collective Agreements reached in the Bargaining Council. Knowledge of the Basic Conditions of Employment Act. Knowledge of Statutory Dispute Resolution structures. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the South African Constitution. Knowledge of Departmental legislation. Understanding of Human Resources legislative framework delete and prescripts. Knowledge of Investigation techniques and methodologies. Knowledge of the Promotion to Access to Information Act, PAIA. Knowledge of the Public Service Regulations. A valid driver's license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Business Continuity. Financial management. People management and empowerment. Planning and organizing. Decision Making. Ability to work under severe pressure. Conflict and dispute resolution. Service delivery innovation. Stakeholder relations (Internal and External). Program and project management. Problem-solving and analysis. Presentation Skills. Ability to meet deadlines. Excellent Business report writing skills Influencing and networking. Excellent Negotiation skills. Facilitation skills. Research skills. Interpersonal skills. Communication skills.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the development and implementation of effective strategies and solutions to complex employee relations issues, policies, case management systems and tools. Manage the resolution of high-risk and sensitive employee relations issues, such as workplace investigations and conflict resolution. Provide expert advice to management on employee relations matters, including interpretation of policies, labour law and best practice. Manage the coordination of misconduct and disciplinary cases within applicable deadlines. Ensure that the Department is sufficiently represented at all disciplinary hearings. Provide advice to line managers in the administration of their labour contracts and discipline management. Manage labour disputes and provide support to legal services on litigation related cases. Lead and direct internal procedures and external interventions with third parties' dispute resolution matters, in order to reach a mutually agreeable solution through negotiations. Manage disciplinary hearings, and other disputes, often representing the Department in negotiations or hearings. Lead and direct the analysis and interpretation of information / trends to address and resolve non-routine business-related concerns. Provide advice and counsel to management in collective bargaining, contract interpretation and discipline matters. Research trends and practices in employee relations and recommend programs that will improve and maintain employer and employee relations in the Department. Represent the Department in all bargaining structures and Consultative Forums. Ensure that the Department is represented in mediation and labour arbitration hearings. Provide expert advice on grievances and

matters relating to collective bargaining and conflict resolution. Develop the operational plan for the Directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the directorate. Coordinate and monitor the delivery of the Operational plan against the agreed objectives and timeframes. Report on the performance of the Directorate against the business plan to the CD. Develop technical expertise within the Directorate and keep abreast of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on labour relations policies, union engagements and collective bargaining aspects and matters. Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Ensure business transformation and partnership with various stakeholders. Coach and guide staff on compliance with all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to the required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation.

ENQUIRIES
APPLICATIONS

- : Ms S Mkhaliphi Tel No: (012) 406 7109
- : Applications compliant with the "Directions to Applicants" above, must be submitted online at (Linkshield Protected) erecruitment.dha.gov.za/original-text:ZXJIY3J1aXRtZW50LmRoYS5nb3YuemEv; or sent via email to hrrecruitment@dha.gov.za

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

CLOSING DATE
NOTE

: 10 October 2025 at 16:00 (walk-in) and 20:00 (online)

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being 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 applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. 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 the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Posts of Independent Correctional Centre Visitors (ICCV) also requires a recommendation/nomination as an ICCV by a community organization (not older than six (6) months) and must be attached to your application. 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). 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' technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. 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 JICS 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. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. JICS is committed to the achievement and maintenance of diversity and

equity employment, preference will be giving to Whites, Indian Females, African Males, Coloured Males, and people living with disabilities.

OTHER POSTS

<u>POST 34/17</u>	:	<u>LAW CLERK REF NO: JI 152/2025</u> Office of the Inspecting Judge 36-month contract
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate/Grade 12, an LLB degree or final year of study. Should have an interest in criminal law, criminology, penology and human rights. Academic excellence and research are required. Applicants should include a letter of motivation; curriculum vitae; an example of written work between 6 – 12 pages in length which demonstrates critical legal analysis and is written solely by the applicant; letters of recommendation from 2 referees, together with their names and contact details (including emails). Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organisational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail.
<u>DUTIES</u>	:	The successful candidate will be responsible to do research for the Inspecting Judge; report writing, drafting and editing of correspondence and other official documents; accompanying the Inspecting Judge on inspections and other official duties; and performing ad hoc tasks allocated by the Inspecting Judge.
<u>ENQUIRIES</u>	:	Mr M Sello Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/exu3kmGcHSqwtSwp7 or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
<u>POST 34/18</u>	:	<u>VISITORS COMMITTEE COORDINATING OFFICER –VCCO REF NO: JI 153/2025</u> Directorate: Management Regions
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Management Region – Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA. 3-year Degree/National Diploma in Office Management or Administration recognised relevant qualification on NQF 6 or equivalent qualification; a minimum of 5 years' experience in the Justice Cluster or a minimum of 2 years' supervisory experience; Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office), (Excel), (PowerPoint); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide management, supervision and control of Independent Correctional Centre Visitors. Complaints Management, general, Urgent and Mandatory. Coordination of Visitors Committee/Stakeholder engagement meetings. Conduct performance evaluations, administration tasks, reporting and arrange inductions for Independent Correctional Centre Visitors.
<u>ENQUIRIES</u>	:	Mr S Sani Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/Ee81KzXwRSxM1N16A or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001

POST 34/19

INDEPENDENT CORRECTIONAL CENTRE VISITOR

(36-month contract appointment)
(Posts to be filled from 1 March/1 April 2026)

SALARY
CENTRE

: R85 620 per annum (Level 5 - 3/8th), plus 37% in lieu of benefits

: **Northern Management Region Correctional Centres:**

Atteridgeville Ref No: 154/2025
Bethal Ref No: 155/2025
Kgosi Mampuru C-Max Ref No: 156/2025
Kgosi Mampuru Maximum Ref No: 157/2025
Kutama Sinthimule Ref No: 158/2025
Potchefstroom Ref No: 159/2025
Tzaneen Ref No: 160/2025
Wolmaransstad Ref No: 161/2025
Zeerust Ref No: 162/2025
Barberton Maximum (Ref No 163/2025
Boksburg Ref No: 164/2025
Emthonjeni Ref No: 165/2025
Johannesburg (Medium C) Ref No: 166/2025
Modderbee Ref No: 167/2025 (X2 Posts)
Nigel Ref No: 168/2025
Leeuwkop Maximum Ref No: 169 of 2025
Losperfontein Ref No: 170 of 2025
Middelburg Ref No: 171/2025
Witbank Ref No: 172/2025

Central Management Region Correctional Centres:

Bethlehem Ref No: 173/2025
Brandfort Ref No: 174/2025
De Aar Ref No: 175/2025
Edenburg Ref No: 176/2025
Frankfort Ref No: 177/2025
Goedemoed (Medium A) Ref No: 178/2025
Groenpunt Maximum Ref No: 179/2025 (X2 Posts)
Groenpunt Juvenile Ref No: 180/2025
Hoopstad Ref No: 181/2025
Mangaung Ref No: 182/2025 (X2 Posts)
Springbok Ref No: 183/2025
Vereeniging Ref No: 184/2025

KwaZulu Natal Management Region Correctional Centres:

Sevontein Ref No: 185/2025
Stanger Ref No: 186/2025
Durban (Medium A) Ref No: 187/2025
Durban (Medium B) Ref No: 188/2025
Umzinto Ref No: 189/2025
Eshowe Ref No: 190/2025
Estcourt Ref No: 191/2025
Ncome Maximum Ref No: 192/2025
Kokstad (Medium) Ref No: 193/2025
Ebongweni (Super Max) Ref No: 194/2025 (X2 Posts)

Eastern Cape Management Region Correctional Centres:

Port Elizabeth Ref No: 195/2025
King Williams Town Ref No: 196/2025
Middledrift Ref No: 197/2025
Queenstown Ref No: 198/2025
East London (Medium B) Ref No: 199/2025
Idutywa Ref No: 200/2025

Western Cape Management Region Correctional Centres:

Drakenstein (Medium A) Ref No: 201/2025
Hawequa Ref No: 202/2025
Beaufort West Ref No: 203/2025

APPLICATIONS

: Applications to be submitted through the links mentioned above or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046

Atteridgeville: <https://forms.gle/6tkYoNph4u3F8d9A8>

Bethal: <https://forms.gle/CkBAZUizXcZMjp8y7>

Kgosi Mampuru C-Max: <https://forms.gle/SBHSNN951Uxmn37q6>

Kgosi Mampuru Maximum: <https://forms.gle/Fyu6LyMKsYQDgbM77>

Kutama Sinthimule: <https://forms.gle/XeHv46xkPQeisECq6>
 Potchefstroom: <https://forms.gle/63qj6fBaVR6uKmsC9>
 Tzaneen: <https://forms.gle/St7My3fQ4qe6fudp8>
 Wolmaransstad: <https://forms.gle/AfTA4fxAa2AVjqP18>
 Zeerust: <https://forms.gle/nXs3f9Jo8SYKKC279>
 Barberton: <https://forms.gle/v3KSSzoGmiSy8ePq7>
 Boksburg: <https://forms.gle/HjL72EfBtQUtAToVA>
 Emthonjeni: <https://forms.gle/zjs8nE4VjzBaoW9A>
 Johannesburg (Medium C): <https://forms.gle/iBHpWb9A1JXy2Y89>
 Modderbee: <https://forms.gle/zXpxzmvKZnMQwY839>
 Nigel: <https://forms.gle/6nq8R5VbUDgJpwcPA>
 Leeuwkop Maximum: <https://forms.gle/xYimsEyZDnjFcFFP7>
 Losperfontein: <https://forms.gle/V6YK9thBgLEdg4zv5>
 Middelburg: <https://forms.gle/M85VznYwVhvWyZQN9>
 Witbank: <https://forms.gle/cz9trsSuuiRf4THQ6>

Central Management Region Correctional Centres:

Applications to be submitted through the links mentioned above or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300

Bethlehem: <https://forms.gle/ZbZEyHRWsfeTP8KD9>
 Brandfort: <https://forms.gle/S31kY7xu4WkeJDSb6>
 De Aar: <https://forms.gle/dhVnWc8xXzxaBT1p6>
 Edenburg: <https://forms.gle/QWpdP8hNjs3s2uPHA>
 Frankfort: <https://forms.gle/TfsPMjXc5e6wyuPV8>
 Goedemoed: <https://forms.gle/HxAbeQ9yvxWBmNxs8>
 Groenpunt Maximum: <https://forms.gle/cA6kwNfBBJRM73mY9>
 Groenpunt Juvenile: <https://forms.gle/idDgG44mVCQU1dDMA>
 Hoopstad: <https://forms.gle/cKtLLrRz6KSxGVN26>
 Mangaung: <https://forms.gle/DJZ7sq9tF1RzbSuD7>
 Springbok: <https://forms.gle/hYBnxMFVAeE9qPWP9>
 Vereeniging: <https://forms.gle/fNAaEXrp5hVFTxR36>

KwaZulu Natal Management Region Correctional Centres:

Applications to be submitted through the links mentioned above or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001

Sevontein: <https://forms.gle/26iKi3q2bc6bRsqR9>
 Stanger: <https://forms.gle/rvFMVH3TH6Tn335o9>
 Durban (Medium A): <https://forms.gle/9WTqFkYSje7QDps36>
 Durban (Medium B): <https://forms.gle/AyPNJivMcuajx8ma8>
 Umzinto: <https://forms.gle/v4Nu9DREQ6SPZn526>
 Eshowe: <https://forms.gle/Mxz4ojSagXHe8GLW8>
 Estcourt: <https://forms.gle/JT9ZUsihT6fvj72LA>
 Ncome Maximum: <https://forms.gle/iJJakoX9n93LDWjF8>
 Kokstad (Medium): <https://forms.gle/LS9D82MK8WGZ2iGb8>
 Ebongweni (Super Max): <https://forms.gle/2LHXCyayJ9Vt2EQt5>

Eastern Cape Management Region Correctional Centres:

Applications to be submitted through the links mentioned above or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200 Eastern Cape Management Region Correctional Centres:

Port Elizabeth: <https://forms.gle/QMY14yDwxE7NoMEr6>
 King Williams Town: <https://forms.gle/gPNwS1XcTorVzegM6>
 Middledrift: <https://forms.gle/cZDs1Y3AMmFzXexUA>
 Queenstown: <https://forms.gle/TRL9FAqLfJrarQgM8>
 East London (Medium B): <https://forms.gle/iL8ZXTVhnKj7zvf17>
 Idutywa: <https://forms.gle/q7aPHcze6FJJyBej9>

Western Cape Management Region Correctional Centres:

Applications to be submitted through the links mentioned above or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001 Western Cape Management Region Correctional Centres:

Drakenstein (Medium A): <https://forms.gle/Ad2DuvDhKd7hePix8>
 Hawequa: <https://forms.gle/MqaMzHH8mW1qgwiM9>
 Beaufort West: <https://forms.gle/Tf4QE4h3zEsYVDJ9>

ENQUIRIES

Central Management Region: Ms Y Mdlalose Tel No: (051) 4301954
 Kwa-Zulu Natal Management Region: Mr. S Sibanyoni Tel No: (031) 366 1900
 Northern Management Region: Ms G Thabethe Tel No: (012) 663 7521
 Western Cape Management Region: Mr S Sani Tel No: (021) 421 1012

Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729

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.

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 34/20</u>	:	<u>STATE LAW ADVISOR: (LP7-LP8) REF NO: 25/111/LD (X5 POSTS)</u>
<u>SALARY</u>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience of which legislative drafting and conducting legal research forms a component; Admission as an Attorney or Advocate; Knowledge of Public Finance Management Act (PFMA); Knowledge and experience in Constitutional Law, Administrative Law, International Law and Labour Law. Skills and Competencies: Legal research and legislative drafting skills; Problem solving and decision making skills; Analytical thinking; Communication skills (verbal and written); Project management skills; Computer literacy; Ability to work under pressure and independently; Planning and organizing
<u>DUTIES</u>	:	Key Performance Areas: Investigate, evaluate, draft new and amend primary and subordinate legislation which has a bearing on the line functions of the Department; Conduct Socio-economic on matters pertaining to primary and subordinate legislation (after analyzing relevant policies); Conduct legal research on matters pertaining to primary and subordinate legislation (after analyzing relevant policies); Draft memoranda, reports and government

		notices; Draft and prepare the necessary documents to present Bills to Clusters and Parliament; Evaluate and give inputs on draft legislation prepared by other Departments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Sema Tel No: (012) 315 1333 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 34/21</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTS PAYABLE AND RECEIVABLE REF NO: 25/110/FMS</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An NQF level 7 in Financial Management/ Financial Accounting/ B Com Accounting/ Auditing/ Cost Accounting as recognized by SAQA; A minimum of 3 years' experience in Financial Accounting environment at managerial (Assistant Director) level; Knowledge and understanding of Public Finance Management Act; Public Service Regulations, Treasury Regulations and Treasury Directives. Skills and Competencies: Strategic capability leadership; Programme and project management; Budgeting and financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); People management and empowerment; Client orientation and customer focus; Communication; Teamwork; Computer literacy; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage the administration of accounts payable and receivable; Manage the processing of accounts payable; Manage the collection of accounts receivable; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Van Ross Tel No: (012) 315 1094 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu
<u>POST 34/22</u>	:	<u>ASSISTANT DIRECTOR: HUMAN CAPITAL DEVELOPMENT REF NO: 25/109/CS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An NQF level 6 qualification in Human Resource Management / Human Resource Development/ Management of Training / Industrial and Organisational Psychology as recognized by SAQA; A minimum of 3 years' experience in Human Resource Development environment at supervisory level; Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of Skills Development programmes; Facilitate the implementation of Internship & Learnership programmes; Facilitate the implementation of study assistance programmes; Facilitate the payments process for the programmes; Maintain partnerships with relevant stakeholders; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu
<u>POST 34/23</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2025/78/GP</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Cullinan
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and a minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; A valid driver's license; Proficiency in English and in two or more indigenous languages; Language requirements: English, Isindebele, Sepedi and Isizulu. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services. Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Make arrangements for foreign language interpreters in consultation with the prosecutor; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Ms V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	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>POST 34/24</u>	:	<u>MESSENGER (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 359 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of The Family Advocate, Upington Ref No: 26/25/NC/FA-UPT (X1 Post)
<u>REQUIREMENTS</u>	:	Magistrate Office: Atteridgeville Ref No: 2025/77/GP (X1 Post) Grade 10/ Abet qualification; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render driver/messenger support services; Collect correspondence, distribute mail and parcels to various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES</u>	:	Northern Cape: Mr J. Tope Tel No: (053) 802 1300 Gauteng Ms V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley 8301 OR https://forms.office.com/r/X2XaVPasWu Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Gauteng: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6, Johannesburg, 2000. OR Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers, Corner Pritchard and Kruis Street OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference no.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 06 October 2025 at 16:00

NOTE

: 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 posted, hand delivered or e-mailed using the addresses provided for in each advertisement, note only the Z83 and detailed Curriculum Vitae should be attached and must be limited to 10 megabytes and submitted as a PDF document. The DLRRD will not be held responsible for server delays. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary and service certificates to support senior management experience, 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). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the 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/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates, including SMS, are required to undertake two pre-entry assessments. One will be a practical assessment, and the other will be an integrity (Ethical Conduct) assessment. Selection committees will score both pre-entry assessments as an additional criterion in the interview process, to determine the candidate's suitability based on post technical and generic requirements. Following the interview, practical exercise and integrity assessment for SMS positions, the selection committee 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. 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 ensure that you submit your application before the closing date as no late applications will be considered. Candidates are discouraged from submitting duplicate applications. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications, we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DLRRD through the filling of posts. Females and persons with disabilities are encouraged to apply. The Department reserves the right not to fill a position. In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the DLRRD 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 DLRRD 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. DLRRD 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 not be declared and uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement and annually disclose her or his financial interests 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 34/25</u>	:	<u>DIRECTOR-GENERAL REF NO: 3/1/1/1/2025/1</u> (5-year contract appointment)
<u>SALARY</u>	:	R2 352 642 per annum (Level 16), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Office Of the Director-General: Gauteng (Pretoria)
	:	Applicants must be in possession of a Nyukela certificate (Pre-entry Certificate to the SMS), Grade 12 Certificate and a minimum qualification at NQF Level 8 as recognised by the South African Qualifications Authority (SAQA). Minimum of 10 years' experience at senior management level in a large organisation and the ability to provide strategic leadership and direction to the current team of the Department of Land Reform and Rural Development. Job related knowledge: Thorough understanding of the political mandate of Department. Demonstrate leadership in the development and high-level policy implementation skills. Understanding of key government priorities, insight into the global and South African economy. Conversant with the structure and operation of the Sector. Knowledge and extensive experience in, policy, research, constitution and legislation of land reform and rural development. Thorough knowledge and understanding of the Public Finance Management Act (PFMA). Ability to provide strategic leadership aimed at supporting the vision and mission of the Department including, intergovernmental relations and international relations. Ability to implement outcome-based performance management system. Extensive senior managerial experience in the management of financial and human resources. Proven ability to innovate. Job related skills: Political and Administrative Executive management skills, Highly developed liaison skills. Communication skills (verbal and writing) and negotiation skills. High level planning, implementation, monitoring and evaluation skills. Coordination and facilitation skills. Project management skills. Change management skills. A valid driver's licence. Personal Attributes: Confidentiality, fairness, respect, and honesty, ethical and empathetic leadership, professionalism, integrity, good interpersonal relations, team-work, People oriented (Ubuntu), and stakeholder and networking responsiveness, Energy, drive, enthusiasm, problem-solving, innovative and courageous.
<u>DUTIES</u>	:	Ensure delivery of programmes and projects in accordance with the mandate of the Department. Provide fully and effective support to the Executive Authority. Develop and co-ordinate policies and programmes in support of the implementation of land reform. Manage rural development strategies for socio-economic growth. Manage the process of access to rights in land including land ownership and sustainable development. Manage deeds registration and other documents. Coordinate and administer cadastral surveys. Provide for spatial planning and land use management services. Provide corporate support services. Provide the Department with sound financial management services. Oversee and coordinate provincial and district operations of departmental

services and programmes. Manage the process of policy research, analysis and development. Ensure all the policies and laws of the department are rationalized to be in line with the 1996 Constitution. Formulate, coordinate and implement strategic framework of the Department of Land Reform and Rural Development. Develop and align the Department strategy with government regulatory framework. Develop strategies and guidelines for management and decision making. Develop and implement appropriate policies and regulatory mechanisms to promote integration of government development programmes. Facilitate good governance in the Department and create a framework for good governance for public entities reporting to the Minister of Land Reform and Rural Development. Ensure inter-governmental relations. Ensure the departmental governance structure is in place. Ensure stakeholder engagement and stakeholder relations are maintained. Ensure the department complies timeously with all Parliamentary and Cabinet requirements. Monitor and evaluate cooperation amongst governments stakeholders to achieve improved service delivery. Build and enhance the governance system in order to enable service delivery and sustainable growth. Identify risk indicators and mitigate the risk. Coordinate and facilitate delivery on all areas of the Minister performance contract. Provide a continuous feedback and routine reports to the Minister. Provide leadership and initiative in terms of programmes and projects delivery. Apply and promote all Batho Pele principles. Strengthen the department's organisational capacity and performance to deliver on the mandate. Render sound human resources management and development, security and information management services. Provide the Department with sound financial services. Provide the Department with legal and communication services and promote intergovernmental, international and stakeholder relations. Direct the provision of policy analysis, research, formulation, planning and monitoring and evaluation in order to facilitate the improvement of the department's performance. Ensure integration among key resource strategies and their alignment with medium term expenditure framework. Promote good, happy and humane relations with all employees and the labour relations in general.

**ENQUIRIES
APPLICATIONS**

: Mr P van Niekerk Tel No: (012) 312 9550
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P1@dlrrd.gov.za

POST 34/26

: **DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES REF NO: 3/1/1/1/2025/2**
Branch: Corporate Support Services

SALARY

: R1 813 182 per annum (Level 15), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Nyukela certificate (Pre-entry Certificate to the SMS), Grade 12 Certificate and minimum qualification at NQF Level 8 as recognised by South African Qualifications Authority (SAQA). Minimum of 8 years' experience at senior managerial level in the corporate support services and other related or relevant environments. Job related knowledge: Client oriented and customer focus. Programme and project management. Ability to conduct Occupational Health and Safety (OHS) Audit. Ability to manage projects and ability to conduct Threat Risk Assessment (TRA). Accounting policies and procedures, understanding human resources and labour relations policies, Job related skills: Liaison skills. Strategic capability and leadership skills. Communication skills (verbal and writing). Decisive and Diplomatic skills. Report writing skills. Investigation skills. Financial management skills. Budget compilation skills. Executive authority and senior administrative executives' management skills. Project Management skills. A valid driver's licence. Personal Attributes: Ethical and empathetical leadership, Integrity, Teamworker, Diplomatic negotiator, Accessibility, Problem solver, Work under serious stress, People oriented (Ubuntu), Hardworking and innovative.

DUTIES

: Ensure effective, efficient, and fair management of human resources. Render human resource management services. Render human resource development services. Facilitate sound employee relations. Manage human resource

information services. Provide organisational development and service delivery improvement services. Manage and monitor the coordination of human resource transformation strategies, diversity management strategies and plans. Provide Information and Communication Technology (ICT) management services to support organisational objectives. Ensure alignment of ICT and business strategy. Ensure a stable ICT environment that enables the efficient and effective utilisation of information technology. Develop, implement and maintain ICT solutions. Ensure ICT service availability, service delivery and service optimisation. Provide knowledge, information and records management services. Render legal services and support for the Department. Manage litigations, both on behalf of and against the department. Facilitate the process of legislation development. Provide security and facilities management services. Manage document security and Occupational Health and Safety (OHS) compliance. Manage vetting, screening and investigations. Manage physical security and special events. Provide facilities, office management, public and private partnership services. Provide financial management and administrative support services. Provide strategic planning, monitoring, and evaluation services. Monitor and report on the performance of the Corporate services in line with strategic plans, annual performance plans and operational plans. Oversee the integrated departmental planning processes, coordinate the approval, and review process of operational and strategic plans. Conduct evaluation assessments related to the programmes of the Department. Manage monitoring and evaluation functions and provide technical support to provincial departments and public entities. Provide communication services. Provide corporate communications, marketing and print production management services. Provide language, media and external communication services. Provide financial and administrative support. Manage financial management support. Oversee the administration support and advisory services.

**ENQUIRIES
APPLICATIONS**

: Mr P van Niekerk Tel No: (012) 312 9550
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P2@dlrrd.gov.za

POST 34/27

: **CHIEF FINANCIAL OFFICER REF NO: 3/1/1/1/2025/3**
Branch: Financial Management Services

SALARY

: R1 813 182 per annum (Level 15), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Nyukela certificate (Pre-entry Certificate to the SMS), Grade 12 Certificate and minimum qualification at NQF Level 8 in Accounting / Business Administration / Commerce / Supply Chain Management / Public Finance as recognised by South African Qualifications Authority (SAQA). Minimum of 8 years' experience in a senior managerial position. Job related knowledge: Must demonstrate high level of competency in financial administration, financial accounting and supply chain management. Experience and knowledge in Generally Recognised Accounting Principles (GRAP) system and modified cash standards. Knowledge of the public sector budget reform process. Ability to effectively manage alignment of budget with priority programmes of service delivery. Ability to act as change agent and manage in accordance with the strategic vision and objective of the Department. Knowledge of financial management in relation to the new regulatory framework for the Public Service e.g. Public Financial Management Act (PFMA) and Treasury Regulations, the Public Service Act and Public Service Regulations. Understand the Constitutional mandate and key priorities of the department. Cash flow forecasting. Job related skills: Communication skills (verbal and written) and Negotiation skills. Monitoring and evaluation skills. Coordination and facilitation skills. Financial analysis and analytical skills. Problem solving within Financial and supply chain legal framework. Risk management skills. Liaison, leadership and supportive skills to the entire department. Project management skills. Change management skills. Excellent people management skills and interpersonal skills. A valid driver's licence. Personal Attributes: Departmental empowerment on Financial and supply

	chain requirements, Integrity, Ethical and empathetic leadership, Good interpersonal relations, ability to work under pressure and meet deadlines, Ability to work in a team and independently, Strong character, Problem solving and analysis, decisive decision making, client orientation and customer focus, Proactive Communication with all stakeholders, Good financial judgement.
<u>DUTIES</u>	: Manage and render supply chain management services. Manage demand management plan and acquisition services. Manage logistics, assets and contract management. Ensure that internal procedures and control measures are in place. Provide advice and contribute towards the financial aspects of the strategic planning process of the Department. Compile delegations of authority in respect of financial and procurement matters that ensure that the accounting officer approves them. Provide inputs into the formulation of the medium-term objectives, policies, and strategies in support of the strategic and operational plans of the Department. Monitor and oversee the collection of revenue by the Department. Manage governance and assurance management services. Provide timely and accurate financial and operational information necessary for strategic decision making to all Branches. Compilation of accurate annual financial statement and timeous submission in accordance with applicable standards and legislative requirements. Good audit outcomes. Responsiveness towards queries from AGSA, Parliament and audit committees. Ensure effective management and implementation of good corporate governance in the department. Manage the budget performance services. Manage budget performance. Provide financial performance. Manage state of expenditure. Provide financial and administrative support. Render office service support. Provide supply chain support. Facilitate, coordinates and administer projects.
<u>ENQUIRIES APPLICATIONS</u>	: Mr P van Niekerk Tel No: (012) 312 9550 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P3@dlrrd.gov.za
<u>POST 34/28</u>	: <u>CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT SERVICES REF NO: 3/1/1/1/2025/4</u> Chief Directorate: Supply Chain Management Services
<u>SALARY</u>	: R1 494 900 per annum (Level 14), (all-inclusive package.) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	: Gauteng (Pretoria) : Applicants must be in possession of a Nyukela certificate (Pre-entry Certificate to the SMS), Grade 12 Certificate and minimum qualification at NQF Level 7 in Supply Chain Management / Public Administration / Economics / Accounting / Finance / Logistics. Minimum of 5 years' experience at a senior managerial level in the supply chain management field. Job related knowledge: Knowledge of the following: Supply Chain Management Framework, Preferential Procurement Policy Framework Act (PPPFA), Knowledge of corporate governance issues, Knowledge of Compliance Management, Knowledge of Public Service environment, Public Finance Management Act (PFMA) and Treasury Regulations. Job related skills: Leadership skills. Computer literacy skills. Management skills. Project management skills. Communication skills (verbal and written). Conflict resolution skills. Excellent facilitation skills. Public speaking skills / presentation skills. Negotiating skills. Good customer relations. Advanced report writing skills. Language proficiency. Analytical thinking and strategic planning. Problem solving skills. Good judgment and decision making. Strong insistence on value for money. Tough negotiators. Organisational Planning and coordination skills. Problem solving. A valid driver's licence. Personal Attributes: Unquestionable integrity, Unimpeachable ethical conduct, Incorruptibly, Patriotism, Fair minded, Ability to interact with clients and stakeholders, professionalism and assertiveness, meet deadlines whilst delivering good results, promote teamwork, Good financial and business judgement.
<u>DUTIES</u>	: Manage demand management plan and acquisition services. Manage demand and acquisition services. Develop Integrated Demand Management Plan (IDMP). Develop and manage annual Procurement Plan. Facilitate annual appointment of Bid Evaluation Committee (BEC) and Bid Adjudication

Committee (BAC) members for National and Provincial Office. Manage the function of Adjudication of bids / tenders Committees. Develop sourcing strategies for the procurement plan submitted to National Treasury. Ensure compliance of number of days taken to award bids / tender after BEC recommendation report within the approved turnaround times. Management of contract management functions. Maintain policy and manage performance, compliance and client relation services. Oversee supply chain management training. Ensure compliance with policy and procedures. Ensure that inspections are undertaken. Ensure that trends analysis is conducted. Manage the call centre facility. Develop and maintain policy and manage compliance. Monitor compliance with relevant legislative frameworks, policies governing Supply Chain Management Services (SCMS). Provide logistical and asset management services. Manage logistics services. Manage fleet services and travel arrangements. Manage asset services (acquisition and disposal). Manage annual and bi-annual asset verification and monthly reconciliation of Barcoded Asset Audit (BAUD) system and Basic Accounting System (BAS) general ledger. Maintain payment of Logis invoices within 30 days from receipt of invoice. Provide financial and administrative support. Monitor and improve SCM processes/systems. Provide strategic solutions, coordination and fast-tracking delivery. Effective monitoring and evaluation of tenders. Ensure effective management of financial resourcing allocated to SCM including being innovative. Render office service support.

ENQUIRIES
APPLICATIONS

- : Mr P van Niekerk Tel No: (012) 312 9550
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P4@dlrrd.gov.za

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>	:	07 October 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). If the Z83 is not completed as prescribed your application will not be accepted. 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: The post of Director: Performance Information Management with Ref No: Recruit 2025/375 advertised in Public Service Vacancy Circular 22 dated 27 June 2025 and Deputy Director of Public Prosecutions - AFU: Polokwane with Ref No: Recruit 2025/390 advertised in Public Service Vacancy Circular 26 dated 25 July 2025 are hereby withdrawn.

OTHER POSTS

<u>POST 34/29</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R1 563 183 per annum (Level 14), (total cost package) DPP: Bloemfontein Ref No: Recruit 2025/456 (Re-advert) Johannesburg Ref No: Recruit 2025/457
<u>REQUIREMENTS</u>	:	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. Knowledge and experience in Strategic and Operations Management. 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. Valid drivers license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 DPP: Johannesburg Charity Matika Tel No: (011) 220 4235
<u>APPLICATIONS</u>	:	DPP: Bloemfontein e mail: Recruit2025456@npa.gov.za DPP: Johannesburg e mail: Recruit2025457@npa.gov.za
<u>POST 34/30</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/458</u> National Prosecutions Services (Re-advert)
<u>SALARY CENTRE</u>	:	R1 563 183 per annum (Level 14), (total cost package) DPP: Bloemfontein (Tax Unit)
<u>REQUIREMENTS</u>	:	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. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge and understanding of SARS functions and financial accounting

		background. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Studying and research law, enquiring and dockets relating to crimes and advising and decisions thereon. Instituting and conducting criminal proceedings 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 and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
	:	e mail: Recruit2025458@npa.gov.za
<u>POST 34/31</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/459</u> Specialised Commercial Crime Unit (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (total cost package)
	:	Bloemfontein
	:	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>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
	:	e mail: Recruit2025459@npa.gov.za
<u>POST 34/32</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/465</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE</u>	:	R1 563 183 per annum (Level 14), (total cost package)
	:	Limpopo (Polokwane)

<u>REQUIREMENTS</u>	:	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>	:	Manage the portfolio assigned by the Regional Head. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Investigate and prosecute cases. To provide high level and well researched opinions and reports to the Regional Head of the SCCU. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0285 e mail: Recruit2025465@npa.gov.za
<u>POST 34/33</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/460</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (total cost package) Mmabatho
	:	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>	:	Flora Kalakgosi Tel No: (018) 381 9041 e mail: Recruit2025460@npa.gov.za
<u>POST 34/34</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/461</u> Legal Affairs Division
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 195 110 - R1 859 814 per annum (LP-9), (total cost package) Limpopo (Polokwane) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification experience. 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. Good knowledge of civil litigation and criminal procedure. Ability to plan, prioritise and manage. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Ability to work independently. Valid driver's licence.
<u>DUTIES</u>	:	Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex/high profile matters in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to civil matters, make and review decisions with regard to the institution of civil proceedings. Prepare civil proceedings for court including the acquisition of additional evidence and drafting affidavits and responding or supplementary affidavits and indictments and other court documents. Present the states' case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study civil appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0285 e mail: Recruit2025461@npa.gov.za
<u>POST 34/35</u>	:	<u>SENIOR STATE ADVOCATE</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 195 110 - R1 859 814 per annum (LP-9), (total cost package) DPP: Limpopo (Polokwane) Ref No: Recruit 2025/462 (X5 Posts) (OCC) DPP: Kimberley Ref No: Recruit 2025/463 (X4 Posts) (OCC) 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. Five (5) years' experience in legal practice will be added advantage. At least three (3) years' experience in the prosecution of organised crime cases. Admission as an advocate or attorney will be an added advantage. 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. 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. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex

or more difficult matters, including commercial, corruption and organized crime matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments, heads of argument, opinions and all other court documents. Represent the state in all courts, 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. Manage any portfolio assigned by the Deputy Director managing the OCC. Mentor and guide DPCI and SAPS investigating officers, prosecutors and stakeholders. Assist in high profile matters and matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES

: DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS

: DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
DPP: Limpopo (Polokwane) e mail: Recruit2025462@npa.gov.za
DPP: Kimberley e mail: Recruit2025463@npa.gov.za

POST 34/36

: **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/464**
Specialised Commercial Crime Unit

SALARY

: R1 195 110 - R1 859 814 per annum (LP-9), (total cost package)

CENTRE

: Pretoria

REQUIREMENTS

: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in environmental cases will be an added advantage. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Valid drivers' licence.

DUTIES

: 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 (Prosecutors/Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to advocates/prosecutors/SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES

: Bontle Bareng Tel No: (012) 401 9421

APPLICATIONS

: e mail: Recruit2025464@npa.gov.za

POST 34/37

: **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/466**
National Prosecutions Services

SALARY

: R1 195 110 - R1 859 814 per annum (LP-9), (total cost package)

CENTRE

: DPP: Pietermaritzburg (STU)

REQUIREMENTS

: 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. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding

	commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.
<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 the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, 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 reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy, and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors, and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	: Thabsile Radebe Tel No: (033) 392 8753 : e mail: Recruit2025466@npa.gov.za
<u>POST 34/38</u>	: <u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/467 (X4 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 195 110 - R1 859 814 per annum (LP-9), (total cost package) : Pretoria: Head office : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently without supervision. Excellent administration skills. Financial or accounting background an advantage. Experience in litigating offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. Good knowledge of the Zondo Commission's recommendations. Knowledge of the FATF recommendations for South Africa. Capable of prosecuting and guiding investigations in voluminous and complex matters. Excellent drafting skills and the ability to draft complex charge sheets, indictments, notice of motions, applications for leave to appeal, heads of arguments, legal opinions and memorandum. Litigation experience shall include litigation in the Superior Courts including the handling of motions in the High Court and as well as appeals and state appeals in High Court/Supreme Court/Constitutional Court. Experience or knowledge in POCA legislation. 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, drafting charge sheets, including indictments

		and court documents, dealing with representations. Financial or accounting background and knowledge of Company law be will required. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills. Personal and Professional Integrity. Valid driver's licence.
<u>DUTIES</u>	:	Stakeholder engagement and decision making. Prosecutor led investigations (PLI). Prosecution preparations. Court work. Operations management.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: (012) 845 7727
<u>APPLICATIONS</u>	:	e mail: Recruit2025467@npa.gov.za
<u>POST 34/39</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 - R1 859 814 per annum (CM-1), (Total cost package)
<u>CENTRE</u>	:	CPP: Empangeni Ref No: Recruit 2025/468 CPP: Ntuzuma Ref No: Recruit 2025/469 CPP: Pretoria (Brits) Ref No: Recruit 2025/470 CPP: Durban (Umlazi) Ref No: Recruit 2025/471 CPP: Vaal Rand (Tsakane) Ref No: Recruit 2025/493
<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: Empangeni Thabsile Radebe Tel No: (033) 392 8753 CPP: Ntuzuma & CPP: Durban (Umlazi) Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003 CPP: Pretoria (Brits) Motshabi Malabi Tel No: (012) 351 6864 CPP: Vaal Rand (Tsakane) Godfrey Ramakuella Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	CPP: Empangeni e mail: Recruit2025468@npa.gov.za CPP: Ntuzuma e mail: Recruit2025469@npa.gov.za CPP: Pretoria (Brits) e mail: Recruit2025470@npa.gov.za CPP: Durban (Umlazi) e mail: Recruit2025471@npa.gov.za CPP: Vaal Rand (Tsakane) e mail: Recruit2025493@npa.gov.za
<u>POST 34/40</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/472</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	Pretoria
<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. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<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 a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications 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.
<u>ENQUIRIES</u>	:	Bontle Bareng Tel No: (012) 401 9421
<u>APPLICATIONS</u>	:	e mail: Recruit2025472@npa.gov.za
<u>POST 34/41</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/473</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R932 904 - R1 539 321.per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	Bellville
<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. Persons in private practice must provide a certificate of good standing with the LPC. 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. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<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 a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications 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.
<u>ENQUIRIES</u>	:	Xola Matembisa Tel No: 021 944 6721
<u>APPLICATIONS</u>	:	e mail: Recruit2025473@npa.gov.za
<u>POST 34/42</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/474 (OCC) (X2 POSTS)</u> National Prosecutions Services
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience in legal practice and/or regional court prosecution. Extensive prosecutorial or litigation experience with regard to common law offences such as serious violent crimes, syndicate drug dealing, organised robberies with aggravated circumstances, fraud, theft, commercial crimes and corruption. Prosecutorial or litigation experience in racketeering and gang related matters will be an added advantage. 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. Proficiency in prosecuting and guiding investigations in complex or more difficult matters. Strong computer skills and

DUTIES

knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. A valid drivers' licence.

: Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in organised crime complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments, heads of argument, opinions and all other court documents. Represent the state in all courts, 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. Manage any portfolio assigned by the Deputy Director managing the OCC. Mentor and guide DPCI and SAPS investigating officers, prosecutors and stakeholders. Assist in high profile matters and matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES
APPLICATIONS

: Nicholas Mogongwa Tel No: (053) 807 4539
: e mail: Recruit2025474@npa.gov.za

POST 34/43

: **STATE ADVOCATE REF NO: RECRUIT 2025/475 (X2 POSTS)**
National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
: DPP: Pietermaritzburg (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 four (4) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. 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. Drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the province to prosecute tax cases as and when required. Valid driver's licence

DUTIES

: To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or 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. Perform all duties including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Mentor and guide prosecutors and stakeholders (SARS CI Investigators, SAPS investigators). Assist in the keeping of proper records, statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/ reports. Assist Deputy Directors in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES
APPLICATIONS

: Thabsile Radebe Tel No: (033) 392 8753
: e mail: Recruit2025475@npa.gov.za

<u>POST 34/44</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: Pretoria (OCC) Ref No: Recruit 2025/476 (X4 Posts)
	:	DPP: Mmabatho (OCC) Ref No: Recruit 2025/477 (X2 Posts)
<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. 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. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<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.
<u>ENQUIRIES</u>	:	DPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808
	:	DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	DPP: Pretoria e mail: Recruit2025476@npa.gov.za
	:	DPP: Mmabatho e mail: Recruit2025477@npa.gov.za
<u>POST 34/45</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/478</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	Johannesburg
<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. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<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 a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications 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.
<u>ENQUIRIES</u>	:	Takalani Mfuni Tel No: (011) 220 4827
<u>APPLICATIONS</u>	:	e mail: Recruit2025478@npa.gov.za

<u>POST 34/46</u>	:	<u>STATE ADVOCATE RECRUIT 2025/479 (X2 POSTS)</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy. Valid driver's license.
<u>DUTIES</u>	:	Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train prosecutors and investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.
<u>ENQUIRIES</u>	:	Joyce Marogoa Tel No: (012) 845 6700
<u>APPLICATIONS</u>	:	e mail: Recruit2025479@npa.gov.za
<u>POST 34/47</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/480 (X5 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head office
<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. At least five (5) 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. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.
<u>DUTIES</u>	:	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 high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system independently without supervision and manage court and case flow management independently.
<u>ENQUIRIES</u>	:	Matodzi Makhari Tel No: (012) 845 6012
<u>APPLICATIONS</u>	:	e mail: Recruit2025480@npa.gov.za
<u>POST 34/48</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: Port Elizabeth (New Brighton) Ref No: Recruit 2025/481 CPP: Welkom (Sasolburg) Ref No: Recruit 2025/482 CPP: Port Elizabeth (Gqeberha) Ref No: Recruit 2025/483 (X2 Posts)

<u>REQUIREMENTS</u>	:	CPP: Ntuzuma Ref No: Recruit 2025/484 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. Valid driver's licence.
<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: Port Elizabeth (New Brighton) & CPP: Port Elizabeth (Gqeberha) Andiswa Tengile Tel No: (012) 842 1450 CPP: Welkom (Sasolburg) Lemmer Ludwick Tel No: (051) 410 6001 CPP: Ntuzuma Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	:	CPP: Port Elizabeth (New Brighton) e-mail: Recruit2025481@npa.gov.za CPP: Welkom (Sasolburg) e-mail: Recruit2025482@npa.gov.za CPP: Port Elizabeth (Gqeberha) e-mail: Recruit2025483@npa.gov.za CPP: Ntuzuma e-mail: Recruit2025484@npa.gov.za
<u>POST 34/49</u>	:	<u>HEAD CONTROL PROSECUTOR 2</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: Nelspruit (Masoyi) Ref No: Recruit 2025/485 CPP: Nelspruit (Sabie) Ref No: Recruit 2025/486 CPP: Thohoyandou (Senwabarwana) Ref No: Recruit 2025/494
<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>	:	CPP: Nelspruit (Masoyi) & CPP: Nelspruit (Sabie) Tebogo Mashile Tel No: (013) 045 0686 CPP: Thohoyandou (Senwabarwana) - Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	CPP: Nelspruit (Masoyi) e mail: Recruit2025485@npa.gov.za

CPP: Nelspruit (Sabie) e mail: Recruit2025486@npa.gov.za
 CPP: Thohoyandou (Senwabarwana) e mail Recruit2025494@npa.gov.za

<u>POST 34/50</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</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: Welkom Ref No: Recruit 2025/487 CPP: Pretoria Ref No: Recruit 2025/488 CPP: Vaal Rand (Daveyton) Ref No: Recruit 2025/489
<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. Valid driver's licence.
<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: Welkom Lemmer Ludwick Tel No: (051) 410 6001 CPP: Pretoria Motshabi Malabi Tel No: (012) 351 6864 CPP: Vaal Rand (Daveyton) Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	CPP: Welkom e-mail: Recruit2025487@npa.gov.za CPP: Pretoria e-mail: Recruit2025488@npa.gov.za CPP: Vaal Rand (Daveyton) e-mail: Recruit2025489@npa.gov.za
<u>POST 34/51</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2025/490</u> National Prosecutions Service
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience as a Human Resource Generalist. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive experience in working on PERSAL. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL (PERSAL certificates to be attached). A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills. A valid driver's licence.
<u>DUTIES</u>	:	Provide HR administration services to the region (Recruitment & Selection, Conditions of Service, Staff Retention, Exit, Training and Development, PMDS, EWP, Long Service Recognition, Service Excellence Awards, Benefits, TSP etc). Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters.

		Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers. Manage the implementation of the Employment Equity Targets. Manage all activities relating to performance management. Perform any other duties deemed necessary by management.
<u>ENQUIRIES APPLICATIONS</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
	:	e mail: Recruit2025490@npa.gov.za
<u>POST 34/52</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/491</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	Cape Town
	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, Report writing good verbal and written communication skills. General computer literacy in MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Document administration and task time management skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to the staff in human resources, finance, procurement and logistical services.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	e mail: Recruit2025491@npa.gov.za
<u>POST 34/53</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/492</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	CPP: Ntuzuma
	:	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>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers and stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
	:	e mail: Recruit2025492@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (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**

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- : **Eastern Cape/ Mthatha/Gqeberha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge, 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- : **KwaZulu-Natal/Pietermaritzburg/Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- : **Mpumalanga/ Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- : **Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, Cape Town 07 October 2025

CLOSING DATE
NOTE

- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered.

Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office of 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

OTHER POSTS

<u>POST 34/54</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/241/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Makhanda
<u>REQUIREMENTS</u>	:	Grade twelve (12). One (1) to three (3) years' secretarial experience or as an Office Assistant. A valid driver's license. A minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage, and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked

for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistician.

ENQUIRIES : Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5657
APPLICATIONS : HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
NOTE : Applications can be sent via email at 2025/241/OCJ@judiciary.org.za
 : The Organization will give preference to candidates in line with the Employment Equity goals

POST 34/55 : **REGISTRAR REF NO: 2025/244/OCJ**

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

CENTRE : Pietermaritzburg High Court
REQUIREMENTS : Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.

ENQUIRIES : Technical Enquiries: Mr MN Zondi Tel No: (033) 345 8211
APPLICATIONS : HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
NOTE : can be sent via email at 2025/244/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 34/56 : **ADMINISTRATION CLERK: CRT REF NO: 2025/245/OCJ**

SALARY : R228 321 – R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Mbombela
REQUIREMENTS : Matric certificate or equivalent. A National Diploma (NQF 6) in Legal field or related qualification as recognized by SAQA will be an added advantage. A valid driver's license. 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 technical and generic requirements. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. JM Shongwe Tel No: (013) 758 0000 HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000
<u>APPLICATIONS NOTE</u>	:	can be sent via email at 2025/245/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals
<u>POST 34/57</u>	:	<u>ADMINISTRATION CLERK: (DCRS) REF NO: 2025/246/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>	:	Pietermaritzburg High Court Grade 12 certificate; no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services.
<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr MN Zondi Tel No: (033) 345 8211 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS NOTE</u>	:	Can be sent via email at 2025/246/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 34/58</u>	:	<u>ACCOUNTING CLERK REF NO: 2025/247/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of the High Court: Cape Town A Grade 12 certificate with accounting and mathematics. No experience required. National Diploma (NQF6) in Finance / Accounting as recognized by SAQA will be an added advantage. Skills and Competencies: Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP) Departmental policies and procedures. Financial prescripts and Manuals Batho Pele Principles. Planning and Organizing, Attention to detail, computer literacy, Verbal and written communication Interpersonal relations, Analytical and Problem-solving, Accounting Basic Numeracy and Accuracy.
<u>DUTIES</u>	:	Process the payment of creditors, administer the collection of revenue, conduct payroll administration and pay claims, administer petty cash, Prepare and process payment of S&T claims for Judges and Officials, prepare manual, requisitions and capture on Logis. Receive and record all invoices within 30 days. Receive and check invoices for correctness, verification and approval. Capture all payments on the financial system after verifying supporting documents for validity, accuracy and completeness, Compile and capture all financial transactions on financial transversal system (e.g. BAS and LOGIS). Updating and maintaining of the invoice tracking register, maintain records and assist in the filing of documents, Entity maintenance. Perform adhoc activities as and when required, e.g. retrieval of documents for audit purposes.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2637 HR Related Enquiries: Mr S Hlongwane Tel No: (021) 469 4038
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/247/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals

<u>POST 34/59</u>	:	<u>TYPIST (X3 POSTS)</u> (6 Months Contract)
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04), plus 37 % in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mkhanda High Court Ref No: 2025/248/OCJ (X2 Posts) Gqeberha High Court Ref No: 2025/249/OCJ (X1 Post)
<u>REQUIREMENTS</u>	:	Grade twelve (12) or NQF Level 4 qualification, A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and competencies. Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem-solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5657 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Makhanda: Applications can be sent via email at 2025/248/OCJ@judiciary.org.za Gqeberha: Applications can be sent via email at 2025/249/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS`** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 06 October 2025
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 34/60** : **DEPUTY DIRECTOR: SKILLS FOR THE ECONOMY REF NO: SID&ET 057**
Overview: The successful candidate will be responsible for the development and management of the design and implementation of skills development policies, strategies and programmes that are aligned with the dtic's sector priorities and mandate.
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF Level 7, as recognized by SAQA, Development Studies, Business Management, Economics, Education Policy, or a related field. 3–5 years managerial experience in the skills development sector, including implementation and evaluation of education/skills programmes and strategies in the public or private sector. Key Requirements: Experience at managerial level in relevant skills development environments. Advanced proficiency in MS Office and project management systems. Demonstrated knowledge of the Skills Development Act, PFMA, National Treasury Regulations, and Public Service Regulations. Experience in the design, implementation and monitoring of skills training programmes, particularly related to industrial sector requirements. Strong leadership, strategic thinking, planning, problem-solving, and stakeholder engagement skills. Excellent communication, report writing and presentation abilities. Willingness to travel and work overtime when required. The successful candidate will need to obtain a Secret-level security clearance due to the strategic and advisory nature of the role.
- DUTIES** : Policy Analysis & Programme Development: Analyse policies, regulation and legislation to develop appropriate policies, strategies and programmes to address specific sector priorities. Conceptualise and communicate internal and external processes to assess specific Sector Skills Plans of specific SETAs and integrate the sector needs of the dtic stakeholders. Benchmarking sector-based policies and programmes against local and international best practice. Stakeholder Management: Represent the unit in relevant forums, task teams on skills development. Identify, set up and manage internal & external stakeholder forums for conceptualization, design & implementation of policies & programmes in specific sector skills areas, Masterplans, SEZs and SETAs. Project Management: Develop, implement and manage programmes in support of youth employment and labour market development. Manage the

development and approval of Workplace Challenge annual business plan, annual targets & annual report. Manage the development and approval of the sectoral Centre of Excellence in the textile & clothing sector annual business plan, strategic planning processes, annual targets and annual report. Manage the conceptualization and design of sector-based programmes/projects in line with sector policies and strategies with internal sector desks, industry stakeholders, SETAs and benchmarked against local and international best practice. Monitoring and Evaluation: Identify and implement monitoring & evaluation requirements. Monitor the implementation of business plan and development of feedback reports on a monthly and quarterly basis (Performance & financial expenditure). Monitor implementation of expert committee and develop inputs on MTEF, audit & the dtic performance processes & reporting. Sub-directorate Management: Manage collation of inputs into the quarterly and annual reports, business plans and targets. Compile reports on skills development programmes and M&E visits. Monitor financial resources and assets of the unit. Manage the human resources of the sub-directorate. Manage the process of reporting on financial and operational risks.

ENQUIRIES : L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 / D Mathavha Tel No: (012) 394 3864 / K Xaluva Tel No: (012) 394 1563

POST 34/61 : **OCCUPATIONAL HEALTH NURSE REF NO: CMSB - 099**
Overview: To deliver comprehensive occupational and primary healthcare services aimed at enhancing employee health, well-being, and productivity within the Department, aligned with international best practices and regulatory compliance.

SALARY : R468 459 per annum (Level 09)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF level 6, as recognised by SAQA in Nursing/Occupational Health with a Dispensing License. Registered with the South African Nursing Council (SANC) as a professional nurse. 3 – 5 years' relevant experience in an Occupational Health and Safety environment. Key Requirements: Relevant experience in an Occupational Health Clinic. Knowledge of the Occupational Health and Safety Act (OHSA), 1993 and relevant regulations. Knowledge of Compensation for Occupational Injuries and Diseases Act (COIDA), Mine Health and Safety Act, and Basic Conditions of Employment Act. Ability to assist employers in complying with legal workplace health obligations. Strong ethical and professional standards. Ability to work independently and within a multidisciplinary team. Excellent communication and interpersonal skills. Registration with the Health Professions Council of South Africa (HPCSA) will be an added advantage.

DUTIES : Develop Occupational Health Clinic Management: Establish, implement, and manage the Occupational Health Clinic aligned with relevant legislation and international standards. Design and maintain the clinic infrastructure, ensuring compliance with occupational health and safety regulations. Perform annual audits to maintain accreditation and operational effectiveness. Develop protocols for confidential record management and patient care. Coordinate the temporary recruitment of additional healthcare professionals to supplement the clinic service. Primary Health Care Programme Management: Provide medical diagnosis, treatment, follow-up and referral for primary health conditions. Develop and manage specialised services including Family Planning and Chronic Disease Management. Maintain accurate medical records and monitor health trends to inform strategic health interventions. Occupational Health Care Programme Management: Diagnose, treat, and manage workplace-related injuries and illnesses. Coordinate timely referrals to medical specialists. Respond effectively to medical emergencies in the workplace. Maintain accurate and timely records of occupational injuries and illnesses for statutory compliance. Health Promotion and Prevention: Develop and implement health education initiatives, including newsletters, presentations, and workshops on health and wellness topics. Promote awareness and participation in national and international health campaigns. Establish and maintain collaborative relationships with external health service providers and stakeholders. Reporting and Administration: Maintain detailed patient files and manage clinic records. Compile monthly, quarterly, and annual reports on clinic activities, utilisation, and health trends. Ensure accurate inventory management and

		procure necessary medical supplies and equipment. Oversee stocktaking activities and manage the procurement of clinic medicine and equipment.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 34/62</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL STATEMENTS REF NO: ODG-233</u> Overview: To provide support to the Office of the Chief Financial Officer in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations regarding financial reporting.
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Financial Management or a Finance-related field in accounting as recognised by SAQA. 3–5 years' experience in Financial Management, of which 2 years must be in the compilation of financial statements. Key Requirements: Thorough understanding of the PFMA, Treasury Regulations, MCS and AMD. Experience in the preparation and review of monthly, quarterly, and annual financial statements. Ability to coordinate internal and external audit activities and respond to audit queries. Experience in reviewing general ledger accounts, suspense and clearing accounts, and financial statement working papers. Ability to interpret the trial balance and identify misallocations and control weaknesses. Strong planning and organisational skills, and attention to detail. Excellent report writing, communication and analytical skills. Proficiency in Microsoft Office packages, especially Excel, Word, and PowerPoint. Experience engaging with stakeholders including National Treasury and Auditor-General.
<u>DUTIES</u>	:	Financial Reporting: Generate project plans for monthly, quarterly, and annual financial statements in line with MCS and AMD. Interpret amendments to MCS/AMD and ensure compliance in financial reporting. Verify the compiled financial statements against inputs received from various stakeholders for accuracy, completeness and compliance. Coordinate the planning, preparation, verification and submission of financial statements and trial balance to relevant authorities. Review draft reports, prepare commentaries on financial statements to management to assist with informed decisions and implementation thereof, and verify compliant working papers. Facilitate and review of the Annual Report. Submission of interim and annual financial statements to National Treasury and or Auditor General. Internal and External Audit Procedures: Assist with internal and external auditors during audits and address audit queries. Provide verified supporting documentation and implement resolutions from audit findings and audit requests, for both internal and external auditors. Arrange ad-hoc meetings where applicable. Review of Financial Statements (Internal Control): Review general ledger accounts, working papers, and supporting schedules. Identify control deficiencies through review processes, prepare memos, and follow up on corrective actions. Perform lease and revenue reviews and ensure the completeness of reporting registers business plans and reports. Contribute to risk reporting and mitigation planning Assist in managing the human resources of the sub-sub-directorate. Review monthly, quarterly and annual financial statements for compliance and accuracy against verified working papers. Financial Statement Forums and Meetings: Participate in and implement resolutions from forums and meetings convened by National Treasury. Resolve issues related to financial reporting through consultation and collaboration. Stakeholder Management: Communicate financial reporting requirements and policy updates to stakeholders. Engage with external bodies such as National Treasury and Auditor-General as required.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	06 October 2025
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za/ Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 34/63</u>	:	<u>CHIEF DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: 061025/01</u> Branch: Infrastructure Management: Head Office Cd: Infrastructure Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive salary package) Pretoria Head Office A Bachelor's Engineering Degree (B Eng /BSc Eng) at NQF 7 in Civil Engineering or relevant. Five (5) years' experience in Infrastructure development at senior management level. Knowledge of National Water Act, 1998 (Act No 36 of 1998) and related policies. Knowledge of Public Finance Management Act. Knowledge of Treasury Rules and Regulations for procurement. Knowledge of civil engineering and built the environment. Problem solving and analysis. Strategic Capability and Leadership. Programme and Project Management. Financial and Budget Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI), People Management and Empowerment. Communication. Client Orientation and Customer Focus. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Ensure the management of infrastructure development projects. Oversee implementation planning of infrastructure projects. Advise on implementing agents. Manage stakeholder expectations. Oversee project risk management. Conceptualising of new planned projects. liaise with Chief Directorate of National Water Resource Planning (Department of Water and Sanitation) on the development of national water resource infrastructure. Joint identification of projects that need to be advanced. Develop conceptual return on investment projections. Identification of funding resources. Drafting of white papers /

		project proposals. Ensure implementation of capital improvement works. Oversee Internal new works, Capital improvement works and External works. Provide strategic leadership and business planning for the chief directorate. Operational planning and reporting. Financial planning and reporting. Supply chain planning and reporting. Human resource planning and reporting. Human resource development and performance management.
<u>ENQUIRIES</u>	:	Mr Livhuwani Mabuda Tel No: (012) 336 8477
<u>POST 34/64</u>	:	<u>DIRECTOR: TECHNICAL SUPPORT ENGINEERING SERVICES REF NO: 061025/02</u> Branch: Infrastructure Management Cd: Engineering Services Dir: Technical Engineering Support Service
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 7 qualification in built environment. Five (5) years' experience at a middle/senior management level in technical engineering service. Five (5) years Programme and Project management experience. Understanding of stakeholder, programme and project management. Working knowledge of governance practices and PFMA. Decision making, strategic capability and leadership. Understanding of financial, change and knowledge management. Understanding of e-collaboration and networking with sound written and verbal communication skills. Service delivery and innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Lead the provision of drawing services. Oversee the development of engineering technical drawings in line with specifications. Oversee consultation and archiving of engineering drawings and compiling of as built engineering drawings. Lead the coordination of quality management systems (ISO 9001). Oversee development of quality management systems for infrastructure Branch, auditing of quality management systems. Oversee quality management systems training process in the Branch. Lead the coordination of technical training. Oversee management of technical training centre, facilitation of technical training programs and reporting on technical training. Engineering projects supporting contract management. Ensure provision of quantity surveying services to infrastructure projects. Provide strategic leadership and business planning for the unit. Operational planning and reporting. Financial planning and reporting. Supply chain planning and reporting. Human resource planning and reporting. Human resource development and performance management.
<u>ENQUIRIES</u>	:	A Chaminuka Tel No: (012) 336 8511
OTHER POSTS		
<u>POST 34/65</u>	:	<u>SURVEY TECHNICIAN PRODUCTION GRADE A - C (MAINTENANCE) REF NO: 061025/03</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY</u>	:	R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma in Survey or Cartography or relevant qualification. Three (3) years post-qualification survey experience in technical survey Topographical, Hydrographical, Cadastral, Engineering Surveys for design and construction, Precise Deformation, Aerial and Survey ground control and Control surveys. Compulsory registration with the South African Geomatics Council (SAGC) as a Survey Technician/Surveyor. A valid unexpired driver's license. Knowledge of GPS, echo sounders (Hydrographic system), total stations, and levels. Computer literacy with proven computer skills in respect of operating systems; CAD and Survey calculation packages in particular Model Maker, Surpac, and MS Office, Hypack and Trimble Business Centre. Experience in boat handling and outboard motors will serve as an added advantage. (Drivers Licence Code EB or Higher will serve as an added advantage).

<u>DUTIES</u>	:	Perform Topographical, Hydrographical, Deformation, other surveys, and ad hoc tasks. Able to take control of survey teams in the field. Make use of computer equipment to produce final maps and reports. Perform duties away from the office and must be able to travel excessive distances. Able to work under pressure to provide survey reports and final drawings within the prescribed time frame. Good communication skills to communicate with the public, colleagues, and clients.
<u>ENQUIRIES</u>	:	Mr. LI Radebe Tel No: (051) 405 9000
<u>NOTE</u>	:	Candidates may be subjected to a skills and knowledge tests.
<u>POST 34/66</u>	:	<u>DRIVER REF NO: 061025/04</u> Branch: Water & Sanitation Services Management North-West Sd: Corporate Support Services
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	A Grade 10. One (1) to three (3) years' experience in driver/ messenger services. A valid unexpired driver's license. Knowledge of driving services. Knowledge of operating the equipment. Basic knowledge of policies and procedures. Basic literacy (read and write). Knowledge of procedures and processes. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Basic knowledge of financial management and PFMA. Interpersonal relations. Client orientation and Customer focus. Accountability and ethical conduct. Good communication skills. Knowledge of analytical procedures.
<u>DUTIES</u>	:	The operation of light motor vehicles. General maintenance of light motor vehicles. The maintenance of vehicle logbooks. Storage of light motor vehicles. The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Collection and drop-off documents, collecting papers from government printing. Collect and drop off officials, to and from various destinations. Inspections and cleaning of the pool cars.
<u>ENQUIRIES</u>	:	Mr ES Mazinyo Tel No: (018) 387 9525
<u>POST 34/67</u>	:	<u>GENERAL WORKER REF NO: 061025/05</u> Branch: Water & Sanitation Services Management North-West Sd: Corporate Support Services
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	An ABET certificate. Knowledge of handling equipment and appliances. Knowledge of various general work. Basic knowledge of chemical use/ product and tools usage. Basic knowledge of daily maintenance procedure for efficient machine/ equipment performance. Basic knowledge of health and safety procedures. Basic understanding of government legislation.
<u>DUTIES</u>	:	Load and offload furniture, equipment and any other goods to relevant destination. Clean government/pool vehicles. Clean relevant workstation. Pack up the storerooms and assist with moving furniture and materials to various offices. Ensure the safekeeping of stores items issued for assignments. Perform standard maintenance and repair task. Finalise tasks as per work sheet. Implement appropriate repair solutions.
<u>ENQUIRIES</u>	:	Mr ES Mazinyo Tel No: (018) 387 9525

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at https://jobs.gauteng.gov.za and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only.
<u>CLOSING DATE</u>	:	10 October 2025
<u>NOTE</u>	:	Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and possession of the SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ . Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

<u>POST 34/68</u>	:	<u>CHIEF DIRECTOR - INFORMAL SETTLEMENT UPGRADING AND RAPID LAND RELEASE REF NO: REFS/023323</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all – inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus an appropriate Bachelor's degree (NQF level 7) in Town and Regional Planning and/ or Built Environment. Possession of NQF level 8 qualification will be an added advantage. Registration with technical councils of SA. A minimum of 5 years' experience within Senior Management Level in Infrastructure Project Management. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.
<u>DUTIES</u>	:	Provide strategic direction on the development and monitor compliance of the Upgrading Informal Settlements policies, processes, and procedures. Provide strategic guidance in administration of Provincial Rapid Land Release and Informal Settlement Upgrading strategy/ programmes. Manage the establishment and maintain stakeholder Relations. Manage and monitor the implementation of the Rapid Land Release Programme. Management of the business unit.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Alinah Mogaswa at 072 313 8052
	:	Please apply online at https://jobs.gauteng.gov.za/
<u>POST 34/69</u>	:	<u>CHIEF DIRECTOR: SUSTAINABLE PLANNING REF NO: REFS/023326</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum, (all – inclusive package)
	:	Johannesburg
	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and Regional Planning. A minimum of 5 years' experience at Senior management level within Infrastructure Delivery Planning and Regional Planning environment. Registration with SACPLAN will be an added advantage. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. personal attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.
<u>DUTIES</u>	:	Provide strategic on the identification, initiation and conducting of research that informs the planning and implementation of Human Settlements programmes in the province. Oversee the management of planning and design processes of sustainable human settlements. Ensure the provision of Geographical Information System (GIS) support to all projects and programmes in the departments. Provide strategic guidance in managing and optimising the department community empowerment, public participation, service delivery and community outreach programmes Management of the business unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Alinah Mogaswa at 072 313 8052
	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 34/70</u>	:	<u>DIRECTOR: BENEFICIARY RELATIONS MANAGEMENT REF NO: REFS/023324</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package)
	:	Johannesburg
	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Public Management. A minimum of 5 years' relevant experience in Beneficiary Management at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of In-depth knowledge of the National Housing Code and Housing Policy; Knowledge HSS Portal; Knowledge of Programme and Project management. Competencies & Skills: Budgeting Skills; Financial Management. Strategic Capacity and Leadership. Programme and Project Management. Change Management. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.
<u>DUTIES</u>	:	Manage and coordinate the implementation of the National Housing Needs Register (NHNR) by ensuring effective and efficient customer registration of all housing needs applicants. Provide guidance and advice to municipalities and project managers on the beneficiary list as derived from Housing Policy and Housing Subsidy System (HSS). Manage and monitor the implementation of Beneficiary and Subsidy administration. Manage and oversee the allocation of completed and quality assured houses. Ensures that the allocation policy of houses is adhered to. Management of business-unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Alinah Mogaswa at 072 313 8052
	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 34/71</u>	:	<u>DIRECTOR: TECHNICAL SUPPORT REF NO: REFS/023325</u>
<u>SALARY CENTRE</u>	:	R1 266 714 per annum, (all-inclusive package)
	:	Johannesburg

<u>REQUIREMENTS</u>	:	A Matric certificate plus a bachelor's degree in civil engineering / architecture /Quantity Surveyor / at NQF Level 7 as recognized by SAQA. A minimum of 5 years at Middle/Senior Management experience in infrastructure technical support services in the built environment and or housing delivery in architecture/civil engineering/quantity surveying/. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have in-depth knowledge of National Building Standards Act of 1977 and Regulations; PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars; Construction Industry Development Board Act of 2000 and Regulations; Project and Construction Management Act of 2000. Quantity Surveyors Profession Act of 2000. Registration with one of the professional bodies above. Competencies & Skills: Technical design & analysis of built environment drawings. Competency in Green Building Standards and innovation in the built environment will be an added advantage. Financial Management. Strategic and Leadership management. Change Management. Conflict Management. Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude ability to communicate at all levels of management and manage multiple teams.
<u>DUTIES</u>	:	Manage the development and review of the Department norms and standards and ensure adherence to the NHBRC Home Building manual. Develop, review and monitor the implementation of built environment innovations and best practices. Manage and improve efficiency of the project quality assurance inspectorate work engineering and architectural, technical support services in adherence to standard operating. Oversee the management of the process of final inspections on houses built to ensure compliance to building regulations, norms and standards and including standard operating procedures before payment to of contractors. Managing the process of quality inspections against designs, norms and standards building regulations. Manage the provision of the technical support services to the Department. Manage the development and implementation of alternative energy and monitor the implementation of Energy Efficiency initiatives and identify suitable Renewable Energy initiatives for subsidized housing in the province. Management of the business units. Maintenance of discipline. Management of performance and development.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 34/72</u>	:	<u>DIRECTOR - DEVELOPMENT PLANNING REF NO: REFS/023327</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification (NQF level 7) in Town and Regional Planning and/ or Built Environment. The incumbent should have at least a minimum of 5 years relevant experience in Infrastructure Project Management at Middle/Senior management level. Registration with SACPLAN will be added as an advantage. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. Skills & Competencies: The incumbent should possess knowledge of Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Gauteng IDMS Framework. Quantity Surveyors Profession Act of 2000. Property Valuers Profession Act of 2000. Public Service Act of 1994 and Regulations of 2001. Good communications skills. Client Orientation and customer focus. People management & empowerment. Financial Management. Service Delivery Innovation. Change Management.
<u>DUTIES</u>	:	Lead and manage the application town and regional planning principles in land development. Manage the provision of Geographical Information System (GIS) and conduct environmental impact assessment. Manage and facilitate rapid land release programme. Administer and coordinate wide provincial informal settlements upgrade strategy. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at https://jobs.gauteng.gov.za

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF TREASURY**

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).
- FOR ATTENTION** : Ms. N Cele
- CLOSING DATE** : 10 October 2025
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. As per the DPSA directive applicants must fill in all sections of the z83, no incomplete Z83 forms will be accepted. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only Provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POST

- POST 34/73** : **MUNICIPAL BUDGET MANAGEMENT ANALYST REF NO: KZNPT 25/38**
- SALARY** : R896 436 per annum, (a remuneration package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A - 3-year NQF Level 7 Qualification in Financial Management/ Financial Accounting/ Management Accounting. Working knowledge of the various government financial systems. Working knowledge of word processing, spreadsheet, and presentation software packages. A minimum of 3 years' experience in Public Finance/ Treasury / External Auditing or related field. A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge, And Competencies: Working knowledge of: Public Sector, particularly Local government sphere Knowledge of: Public Sector Financial Management systems and relevant legislations/ statutes including: the constitution (as amended), Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA) and Treasury regulations, Municipal Systems Act (and amendments), Municipal Structures Act, Municipal Property Rates Act, Public Finance Service Regulatory Framework (PSRF), SCM Regulations, PFMA Regulations i.r.o Supply Chain Management, Provincial Procurement Act and Regulations, Provincial Internal Audit Act, PGDS (Provincial Growth and Development Strategy) National Treasury Guideline Documents & Circulars In Year monitoring and National Treasury Returns Performance measurements Asset Management and Asset Transfer Regulations Generally Recognised Accounting Practice (GRAP) and any other applicable accounting standard used by local government. Computer skills: Proficiency in Spreadsheets (MS Excel), Word processing (MS Word), PowerPoint and Use of internet, intranet, e-mail etc. Verbal communication and presentation skills Good interpersonal relations Research and analysis Report writing and general writing skills Problem-solving Monitoring and forecasting Basic project management Budgeting and budgeting systems Performance budgeting and strategic planning Change management Statistical and

quantitative analysis Financial Management Time Management (Ability to work under pressure and meet tight deadlines) Source, extract, isolate and interpret information on the state of municipal finances.

DUTIES

: Provide technical support to delegated municipalities on the preparation of (multi- year) budgets, the monthly outcomes of those budgets, the submission of reports by municipalities in the province as required in terms of the MFMA and the facilitation of financial management capacity building training programmes. Prepare monthly, quarterly, biannual, annual consolidated reports and "Ad hoc" reports in the prescribed format on the state of delegated municipalities' budgets and financial performance. Monitor monthly compliance by delegated municipalities with respect to the MFMA, DoRA and other applicable legislations and regulations and submit compliance reports to the Municipal Finance Co-ordinator. Research, analyse, share updates, and provide support to designated municipalities on MFMA reforms. Advise and prepare report for the Municipal Finance Co-ordinator on various approvals/ extensions requested by designated municipalities in terms of the legislations, as well as measures to be taken in the case of non-compliance. Provide ad hoc support activities and assist on Treasury related projects.

ENQUIRIES

: Ms. R. A. Bhagwandeem Tel No: (033) 897 4450

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively (specifically Persons with Disabilities and Women), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. The candidates from the represented groups will be considered, should there be no suitable candidates from the unrepresented groups who can be recruited. People with disabilities are encouraged to apply.

APPLICATIONS

: Applicants should apply through the following website <https://erecruitment Limpopo.gov.za>. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 OR posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
E-mailed or Hand delivered or posted applications (hard copies): E-mail address to use is erecruitment@ledet.gov.za (Put post reference number in subject line).

CLOSING DATE
NOTE

: 06 October 2025 @ 16h30
: All costs associated with an application will be borne by the applicant. Applications on e-Recruitment system: Applicants should apply through the following website: <https://erecruitment Limpopo.gov.za> The application on e-Recruitment system must be accompanied by a recent comprehensive CV. The applicant's failure to attach a recent comprehensive CV will result in the application not being considered/disqualified. Applicants using the e-Recruitment System must ensure that all fields are completed correctly as similarly prescribed in the Z83 application form as specified by the Directive on Human Resource Management and Development for Public Service Professionalisation Volume 1, paragraph 1.30. The applicant confirms and come to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submit the application. The confirmation of the application is deemed to be the signature of the Z83. Hand delivered or posted applications (hard copies): Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister for Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016,), obtainable from any Public Service Department or downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but must submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. The applicant's failure to fully complete the Z83 and also attach a recent comprehensive CV will result in the application not being considered / disqualified. The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed, signed and initialled by the applicant. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. The comprehensive completion of the Z83 form by the applicant must assist the selection committee toward the suitability assessment of the candidate, based on the information provided on the form. The following must be considered in relation to the completion of the Z83 by applicants: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has 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? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" "If your professional or occupation requires official registration, provide date and particulars of registration." – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F & G: Noting that there is limited space provided 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. Declaration must be completed and signed (Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret). A specific reference number for the post applied for must be quoted in the space provided on the new Z83 form. The Department will request the shortlisted candidate to submit the certified copies of qualifications and other relevant documents to Human Resources Management and Development on / or before the date of the interview. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend interviews. All shortlisted candidates will be subjected to a practical test, integrity assessment, personal suitability checks in line with Regulation 57(1)(c), the logistics of which will be communicated by the Department. The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. No faxed or emailed applications will be considered. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. For Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. The selection panel will, following the interview recommend a candidate 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. Correspondence will, due to the large number of applications envisaged to be received, be limited to short-listed candidates only, and the applicant should accept that his/her application has been unsuccessful should he/she not have heard from the Department within 4 months of the closing date. However, applicants are hereby advised to request reasons from the Department for any administrative actions which has adversely affected them, within 4 months, should there be any dissatisfaction in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. 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. The Department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 34/74</u>	:	<u>DEPUTY DIRECTOR-GENERAL REF NO: C2/25/1</u> Branch: Integrated Economic Development Services
<u>SALARY</u>	:	R1 813 182 – R2 042 535 per annum (Level 15), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 8 postgraduate qualification in Economics as recognized by SAQA. Eight (8) years of experience at Senior Management level. Extensive knowledge and experience in Enterprise Development, Trade and Investment, Business Regulations and Compliance, Economic Planning, Local Economic Development, Industrial Development and Project Management. Valid driver's license (with exception of person with disability). Competencies: Strategic capability and leadership. Programme and project management. Change management. Budget and financial management. People management and empowerment. Knowledge management. Process competencies. Problem solving and analysis. Client orientation and customer focus. Communication. Service delivery innovation. Skills And Knowledge: A broad understanding of Public Service Regulatory Framework and relevant prescripts. Knowledge of current trends and innovations in integrated economic development. Knowledge of national policy on Trade, Industry and Economic Development. Computer literacy. Ability to work under pressure.
<u>DUTIES</u>	:	Oversee and contribute to policy development, strategic and business planning. Lead and integrate local economic development, provincial planning and research. Monitor the development of striving enterprises and cooperatives. Monitor the establishment, development and promotion of industries. Manage and administer the creation of a fair and healthy business practice. Lead team and work with key stakeholders. Provide advice to the Head of Department in Economic Development, Trade, Industrial Development, Business Regulations and Compliance and Enterprise Development. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

OTHER POSTS

<u>POST 34/75</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/2</u> Directorate: Trade & Investment Promotion
<u>SALARY</u>	:	R1 059 105 – R1 247 574 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Economics / Business Management / Development Economics / Marketing / Business Studies / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years' experience within Trade Development / Trade Promotion of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Good knowledge and understanding of legislative framework governing public service. Sound and in-debt knowledge and experience of relevant macro and micro economic policies. Investment appraisal and risk management. Research and research methodology. Book-keeping. Econometrics. Corporate governance management and leadership. Strategic and analytical thinking skills. Financial and human resource management skills. Computer literacy. People management and empowerment skills. Negotiating skills. Report writing skills. Presentation skills. Communication skills. Interpersonal skills. Problem solving and decision-making skills.
<u>DUTIES</u>	:	Ensure development and review of trade development and promotion strategies and plans. Facilitate the implementation of trade development and promotion programs. Facilitate the uptake of support offerings aimed at trade development and promotion. Research on new markets to be targeted and

		sustain the existing markets. Collaborate with key stakeholders in utilizing strategic partnerships (Multi- and Bilateral agreements) for market access of our provincial produce. Ensure optimal participation at trade promotion platforms. Liaise with a wide spectrum of stakeholders on policy issues related to trade development and promotion of provincial goods and services. Establish and maintain appropriate internal controls within the unit. Ensure the managing and monitoring of customized incentive packages. Enhance the uptake of national trade promotion incentives by provincial enterprises. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/76</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/3</u> Directorate: Liquor Affairs & Business Regulations
<u>SALARY</u>	:	R1 059 105 – R1 247 574 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Commerce / Business Management / Economics / Public Administration / Commercial Law / Law or equivalent as recognized by SAQA. Five (5) years' experience within the Business Environment field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of relevant legislation. Knowledge of liquor affairs and business registration. Excellent leadership skills. Communication skills. Interpersonal skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment and meet deadlines. Computer literacy. Report writing skills. Managerial skills. Planning and organising skills.
<u>DUTIES</u>	:	Responsible for managing and supporting all administrative functions related to liquor licensing, including coordination with Local Liquor Authorities and the Liquor Board. Oversee the maintenance of the provincial liquor outlet database. Ensure compliance through quality assurance of applications and facilitate responsible drinking initiatives. Handle disputes and legal processes related to liquor license applications. Implement and administer liquor affairs task and business registration policies and operational plans. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/77</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/4</u> Directorate: Economic Empowerment
<u>SALARY</u>	:	R1 059 105 – R1 247 574 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Commerce / Business Studies / Economics / Business Management or equivalent as recognized by SAQA. Five (5) years' experience with Business Communities, Disadvantaged Groups and Development Environment of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of national and provincial policy frameworks, local government systems, business and industries driving the Limpopo economy. In-dept knowledge of Local Economic Development, Economic Development Trends and Public Administration. Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written).
<u>DUTIES</u>	:	Policy development and implementation of strategic and operational plans. Develop and support the establishment of enterprises across all sectors, including target groups. Develop and implement policies and programmes to

promote economic empowerment. Facilitate stakeholder's engagement with key stakeholders including businesses, government agencies, private/civil sector to foster collaboration and support for economic empowerment initiatives. Develop and promote the implementation of B-BBEE intervention programmes. Creating an enable environment for the implementation of B-BBEE. Provision of non-financial and financial support to enterprises. Development of strategies that identify economic opportunities suitable for the target groups in sectors identified. Develop and implement capacity and skills development programmes and mentorship programmes through shared partnerships. Facilitate in conjunction with stakeholders the improvement of enterprises through product development and competitiveness enhancement to assist in expansion and market access. Develop strategies targeting vulnerable groups that enable them to access resources for participation in identified sub-sector. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.

<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/78</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/5</u> Directorate: Tourism Planning & Regulations
<u>SALARY</u>	:	R1 059 105 – R1 247 574 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Tourism / Tourism Management / Travel and Tourism / Public Management / Tourism related field or equivalent as recognized by SAQA. Five (5) years' experience within Tourism Sector / Public Service / Research and Planning fields of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the legislative framework governing the Public Service. Sound and in-debt knowledge and experience in planning and development strategies. Strategic and analytical thinking skills. Excellent communication and presentation skills. Problem solving and analysis skills. Financial management skills. Conflict management skills. Planning and coordination skills. Human resource management skills. Programme and project management skills. Policy formulation skills. Risk management skills. Performance management and measurement skills. Computer literacy. Facilitation expertise and stakeholder management. Ability and experience to successfully manage special projects.
<u>DUTIES</u>	:	Ensure development of sectoral strategies and plans. Facilitate implementation of programmes to support growth of the tourism sector. Manage projects and work structures comprising public and private sector stakeholders. Contribute to policy development, sector strategic planning and business planning. Implement, oversee and assess the impact of the Tourism Growth Strategy. Provide support in the development of local economic development programmes in municipalities. Provide economic intelligence to support planning and decision making in the tourism sector. Manage the collection, organization and analysis of economic and development data to support growth of the tourism sector. Design, conduct and manage research aligned with tourism development imperatives in the province. Develop and implement tourism sector research agenda. Conduct impact assessment of activities that contribute to economic growth. Provide LED support to municipalities. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation. Manage relations with stakeholders.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/79</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: C2/25/6</u> Directorate: Risk & Integrity Management
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE</u>	:	Head Office: Polokwane

<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Risk Management / Internal Auditing / Auditing / Accounting or equivalent as recognized by SAQA. Five (5) years' experience within Risk Management of which three (3) years must be at supervisory level (ASD level). Experience in Business Continuity Management will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Risk assessments. Maintenance of risk registers. Risk reporting. Risk governance (risk policy, risk strategy and risk appetite & tolerance). Risk awareness or training. Knowledge of the Regulatory Framework (PFMA, Treasury Regulations, Public Service Act and Regulations). A thorough understanding of Risk Management and Business Continuity Management. Computer literacy in MS Packages (Word, Excel, PowerPoint) and Risk Management Systems (BarnOwl, Cura, etc.). Knowledge in financial and human resource matters. Planning and organising skills. Project management skills. Research and analytical skills. Communication skills. Problem solving skills. Report writing skills.
<u>DUTIES</u>	:	Develop and ensure the implementation of Risk Management Policy, Risk Management Strategy and Business Continuity Management. Facilitate the assessment processes and the maintenance of risk registers. Monitor the implementation of the action plans, assess action plans and the accompanying portfolio of evidence. Develop a risk awareness culture through risk awareness sessions. Check adherence to the Risk and BCM policies and strategies. Risk training and awareness. Educate and train risk staff, risk champions and all employees in the department on risk management principles, trends, best practices, etc. Provide support to risk champions at least every quarter, in updating Branch risk registers and assessing the management of risks. Create awareness in the department on risk management (newsflash/classroom training). Facilitate the Business Continuity Management and disaster management initiatives of the department. Provide guidance to Branches on Business Continuity Management. Quality assure and ensure updated Business Continuity Plans are signed off by business. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/80</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/7</u> Directorate: Human Resource Management & Development: Human Resource Recruitment & Planning Re-advertisement, All applicants who previously applied Need To re-apply if interested as the previous applications Will Not be considered.
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	An NQF 6 qualification in the Human Resource Management field or equivalent, in the field of HRM, as recognized by SAQA. Five (5) years' experience within the Human Resource Management field of which three (3) years must be at supervisory level (ASD level). Three (3) years extensive experience in the field of Human Resource Recruitment and Planning field coupled with a deep understanding of transactional HR environment. Proven successful completion of PERSAL Administration. Proven PERSAL Controller training and working experience will be an added advantage. Valid driver's license (with exception of persons with disability) and be willing to travel. skills and knowledge: Knowledge of Human Resource Management policies, acts, regulations and systems. Broad knowledge of legislation regulating Human Resource Management (HRM) and regulatory frameworks of the Public Service. Management skills. Communication (verbal and written) and negotiation skills. interpersonal skills. Analytical thinking. Report writing skills. Policy formulation. Conflict management and problem-solving skills. Financial management skills. Strategic thinking. Planning and organization skills. Delegation and leading. Computer literacy (MS Excel, MS Word, MS PowerPoint). Performance management. Project management. Recruitment and selection. The code of remuneration. All labour legislation. Code of good conduct in the Public Service. Departmental policies and procedures. Batho Pele principles. Ability to interact with stakeholders.

<u>DUTIES</u>	:	Manage the provision of recruitment and selection services, Human Resource Planning, HR Information Management and Policy Development. Implement and maintain policy framework for Human Resources Operations practices in the department. Manage personnel salaries administration system (PERSAL) for the department. Ensure balance and holistic approach/effort in managing an HR management function. Ensure effective and operational efficiency of resource management including HR, finance and assets of the component. Proactively building sound relationships with key stakeholders at all levels. Manage LEDET establishment and database. Ensure compliance with the legislative and Public Service regulatory framework. Management and supervision of subordinates.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/81</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/8</u> Directorate: Security & Facility Management: Records & Knowledge Management Re-advertisement, All applicants who previously applied Need To re-apply if interested as the previous applications will not be considered.
<u>SALARY</u>		R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Records Management / Archival Studies / Information Science / Information Management / Library or equivalent as recognized by SAQA. Five (5) years' experience within the Records and Knowledge Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Basic Archives and Records Management. Strategic capability and leadership. Financial management. People management and empowerment. Problem-solving and decision-making skills. Client orientation and customer focus. Motivational skills. Communication skills (verbal & written). Service delivery and innovation skills. Computer literacy. Conflict management skills.
<u>DUTIES</u>	:	Oversee Records and Knowledge Management in the department. Manage the development and implementation of file plans, policies and procedure manuals. Manage custody, receipt and disposal of records. Manage the implementation of Records Management, PAIA / POPIA, PAJA and Knowledge Management. Conduct training/workshops on Records and Knowledge Management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/82</u>	:	<u>DEPUTY DIRECTOR: SHERQ, HIV, STI, TB & COIDA REF NO: C2/25/9</u> Directorate: Employee Relations & Wellness
<u>SALARY</u>		R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Occupational Health and Safety / Nursing Science / Social Work / Environmental Health or equivalent as recognized by SAQA. Successful registration with South African Nursing Council (SANC) or South African Council for Social Service professions (SACSSP) or relevant statutory body. Five (5) years' experience within the Employee Health and Wellness field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the relevant HIV, STI and TB (HST) related legislations, policies and regulations. National Strategic Plan for RSA on HIV, STIs and TB and Provincial HST Implementation Plan. Integrated Employee Health & Wellness framework. Knowledge of OHS and COIDA legislation, policies and regulations. Code of ethics. Batho Pele Principles. Departmental policies and procedures. Knowledge of research and evaluation processes and procedures. Financial

		management. Communication skills (verbal and written). Conflict management and problem-solving skills. Counselling skills. Listening skills. Facilitation skills. Coordination and monitoring skills. Planning and organizing skills. Report writing skills. Supervisory skills.
<u>DUTIES</u>	:	Manage the implementation of Safety, Health, Environment, Risk and Quality (SHERQ) and Injury of Duty (COIDA) prescripts. Manage the implementation of HIV, STI and TB programmes in the department. Conduct health risk assessment and implement mitigation strategies. Implement Cheka Impilo programme. Develop implementation plan for management of occupational injuries and diseases. Develop and market HST and SHERQ policies in the department. Participate in the Provincial AIDS Council and Technical Committees. Liaise with the Compensation Commissioner in the management of Injuries on Duty cases. Management of all the resources in the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/83</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: C2/25/10</u> Directorate: Supply Chain & Assets Management
<u>SALARY</u>		R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Finance / Accounting / Economics / Internal Audit or equivalent as recognized by SAQA. Five (5) years' experience within Supply Chain Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). skills and knowledge: Sound and in-debt knowledge of relevant prescripts. Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Finance Management Act (PFMA), SCM policies and procedures, Preferential Procurement Policy Framework Act (PPFA), Preferential Procurement Regulations, Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa. People management skills. Time management skills. Communication skills (verbal & written). Conflict management and negotiation skills. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation skills. Computer literacy. Good governance and Batho Pele Principles. Team leadership skills.
<u>DUTIES</u>	:	Manage, design and develop acquisition management policies, processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expression of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the Treasury. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative function. Establish implement and maintain efficient and effective communication arrangement. Develop and manage the operation plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Service on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

<u>POST 34/84</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C2/25/13 (X2 POSTS)</u> Directorate: Wildlife Resources Management Re- Advert, all applicants who previously applied Need To re-apply if interested as the previous applications will not be considered.
<u>SALARY CENTRE</u>	:	R612 480 – R700 620 per annum, (OSD) Head Office: Polokwane (X1 Post) (Re-advertisement) Waterberg District: Modimolle (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Nature Conservation / Environmental Science / Natural Science / Biodiversity Management / Wildlife Management or equivalent as recognized by SAQA. SAPS Firearm Competency Certificate (Rifle) (compulsory). An Environmental Management Inspectorate qualification, RHoDi DNA Sampling Course and Permitting Training Course will be an added advantage. A minimum of six (6) years' experience in Biodiversity / Conservation / Environmental field of which three (3) years must be in the hunting and wildlife permitting and dehorning and taking of DNA samples of rhino species field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: A thorough knowledge in both the provincial and national environmental biodiversity legislations, including CITES, biodiversity and other multi-lateral environmental agreements. Knowledge of Environmental policies, Management of Damage Causing Animals, Enforcement of Hunting regulatory frameworks, Promotion of Access to Information Act and Promotion of Administrative Justice Act. Computer literacy. Excellent communication (verbal and written) and report writing skills are essential. Be able to work irregular hours and be able to travel as and when required. Ability to work under pressure. Managerial skills. Stakeholder engagement. People management. Planning and coordination skills. Interpersonal relations.
<u>DUTIES</u>	:	Management of the hunting industry. Management of damage causing animals. Management of the establishment of wildlife centres. Monitoring of game hunts. Management of the game farming industry. Management of the game capture operations and translocations. Collection of specimens for forensic analysis. Implementation of the Convention on International Trade in Endangered Species of Wild Fauna and Flora. Management of the permit processing systems. Manage and facilitate marking, registration, management and issuing of permits for elephant ivory and rhino horns. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/85</u>	:	<u>ASSISTANT DIRECTOR REF NO: C2/25/11</u> Directorate: Liquor Affairs & Business Regulations
<u>SALARY CENTRE</u>	:	R582 444 – R686 091 per annum (Level 10) Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Commerce / Business Management / Economics / Public Administration / Commercial Law / Law or equivalent as recognized by SAQA. Minimum of three (3) years' experience in the Liquor and Business Regulations field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the relevant legislation. Excellent leadership and interpersonal skills. Communication skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment and meet deadlines. Computer literacy. Planning and organizing skills. Customer relations skills. Service delivery innovation skills.
<u>DUTIES</u>	:	Provide support in monitoring business registrations in accordance with the Limpopo Business Registration Act to ensure compliance. Render secretariat services to the Limpopo Local Liquor Authority and Limpopo Provincial Liquor Board. Administer liquor licensing processes, including application handling, liquor board adjudication, printing licenses and communicating the decision of the board. Assist with compliance oversight, public education on liquor laws and responsible drinking and trade. Track and report on the generation of liquor-related revenue, including licensing fees, renewals and penalties, to support financial oversight and planning. Conduct joint inspections in loco with the Board and Tribunal. Coordinate liquor and business workshops and education and awareness programmes. Manage and facilitate resources

		(financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/86</u>	:	<u>ASSISTANT DIRECTOR REF NO: C2/25/12</u> Directorate: Enterprise Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 – R686 091 per annum (Level 10) Head Office: Polokwane An NQF 6 qualification in Local Economic Development / Development Studies / Business Management / Integrated Organisational Communication or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Enterprise Development field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: In-debt knowledge of Local Economic Development and Economic Development trends. Extensive knowledge and understanding of the legislative framework governing the Public Services. Computer literacy. Planning and organizing skills. Problem solving and decision-making skills. People management and empowerment. Team leadership. Project management. Coordination skills. Client orientation and customer focus. Diversity management. Communication skills (verbal and written).
<u>DUTIES</u>	:	Coordinate the development of Enterprise development policies and strategies. Monitor and evaluate the programmes implemented by sector departments, municipalities and entities for MSME's. Develop and coordinate marketing programmes for MSME's. Coordinate initiatives to reduce red tape and ease the doing business environment for MSME's to thrive. Facilitate the LED programme through collaborative partnerships. Monitor the implementation of the LED policy framework to strengthen the implementation of Local Economic Development programmes.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/87</u>	:	<u>ASSISTANT DIRECTOR REF NO: C2/25/14 (X5 POSTS)</u> Directorate: Tourism Destination Development & Transformation
<u>SALARY CENTRE</u>	:	R582 444 – R686 091 per annum (Level 10) Capricorn District: Polokwane (X1 Post) Mopani District: Giyani (X1 Post) Sekhukhune District: Lebowakgomo (X1 Post) Vhembe District: Thohoyandou (X1 Post) Waterberg District: Modimolle (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Tourism / Tourism Management / Development Studies / Ecotourism Management / Tourism Development and Management or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Tourism field at an Administrative Officer level. Experience in the Tourism Destination Development and Tourism Sector Coordination field will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of tourism empowerment programmes and capacity building skills. Good understanding of rural tourism development and transformation policy and legislative framework. Knowledge of tourism empowerment programmes and capacity building skills. Strong communication skills (verbal and written). Computer literacy (MS Excel, MS Word, PowerPoint, Internet, etc.). Ability to work independently and under pressure. Project management skills. Event management and stakeholder coordination skills. Analytical and strategic thinking skills. Planning and coordination skills. Conflict management and problem-solving skills. Financial management skills. Planning and organizing skills. Personnel management.
<u>DUTIES</u>	:	Develop and co-ordinate implementation of destination development and ecotourism strategies and plans in the province. Development and management of a provincial tourism spatial plan. Support development of a provincial tourism infrastructure plan including signage. Provide technical support services to community-based tourism projects. Manager route and icon development in support of provincial tourism growth strategy in the district. Management of tourism services in the region. Coordinate and support the implementation of tourism transformation programmes and related events in the district. Drafting motivations to mobilise resources for identified tourism development and reports. Coordinate stakeholder relations in the district. Implement rural tourism, culture and heritage and mass tourism strategies in

		the district. Identify tourism business opportunities for MSME. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/88</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: C2/25/21</u> Directorate: Environmental Compliance & Enforcement
<u>SALARY</u>	:	R498 816 – R690 237 per annum, (OSD)
<u>CENTRE</u>	:	Capricorn District: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Nature Conservation / Natural Science / Environmental Science / Environmental Law / Policing or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Environmental Compliance & Enforcement field. Successful completion of the Environmental Management Inspectors (EMI) course and detective experience will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and practical understanding of the Constitution, practical experience in implementation of the National Environmental Management Act (NEMA), together with all the Specific Environmental Management Acts, Promotion of Administrative Justice Act (PAJA) and interpretation thereof. Knowledge of environmental wildlife facility inspection / auditing, monitoring procedures and methodologies. A good knowledge and exposure to the Criminal Procedures Act and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Knowledge of administrative enforcement. Case docket management. Investigation skills. Good communication skills (verbal and written). Project management. Conflict management skills. Ability to write a communicative report. Ability to interpret and apply environmental legislations. Good interpersonal relations skills. Good organization and planning management skills. Computer literacy. Report writing skills. Analytical and quantitative skills.
<u>DUTIES</u>	:	Administer compliance monitoring in accordance with the Environmental Authorisations (EA), Environmental Management Plan (EMP) and permit applications. Undertake compliance enforcement operations (biodiversity conservation matters outside protected areas). Coordinate and participated in compliance promotion / awareness. Perform and manage administrative and related functions. Implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections. To record and respond to public complaints of non-compliance with Provincial and National Environmental legislations. Plan and conduct environmental compliance inspections in response to public complaints of non-compliance to legislation. Report on the environmental compliance status on all ad-hoc inspections and make recommendations for compliance orders and investigations or prosecute criminal offences in respect of environmental legislations. Provide support to national and local government compliance inspection structures with a view to ensure government's efficient and effective compliance inspections with all wildlife protection legislation, regulations, authorizations and applied enforcement instruments including notices, court orders, directives, interdicts, etc. Investigate, open cases and manage case dockets relating to any environmental crime negatively impacting Biodiversity in Limpopo Province. Participate and co-ordinate counter poaching operations. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/89</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: C2/25/22</u> Directorate: Environmental Quality Management
<u>SALARY</u>	:	R498 816 – R690 237 per annum, (OSD)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Science / Biodiversity or equivalent as recognized by SAQA. EAPASA registration in terms of S24H of NEMA. Three (3) to five (5) years' experience in the Environmental Quality Management field. Valid driver's license (with exception of persons with disability). Skills And

Knowledge: Good working knowledge of environmental legislation and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and subordinate legislation. Knowledge of relevant Public Service Acts, Rules and Regulations. Good communication skills (verbal and written). Computer literacy. Presentation skills. Analytical skills. Conflict management and problem solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good planning and organisation skills.

DUTIES : Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to environmental impact management. Management and implementation of other Integrated Environmental Management tools. Perform and manage administrative and related functions. Conduct site inspections and compile site visit reports. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Review and evaluate Environmental Management Programmes for mining, municipal and water use applications. Review, evaluate and assess applications of unlawful development. Records management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 34/90 : **ASSISTANT DIRECTOR: POLICY COORDINATION REF NO: C2/25/15**
Directorate: Strategic Management

SALARY : R468 459 – R551 823 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An NQF 6 qualification in Policy Development and Analysis / Public Administration/Management / Public Management and Governance / Local Government Management / Local Government and Administration / Public Policy / Leadership and Development or equivalent as recognized by SAQA. A postgraduate qualification in the mentioned qualifications will be an added advantage. Three (3) years' experience in the Policy Development, Analysis and Coordination field. Experience in research, policy development, policy analysis and stakeholder engagement. Valid driver's license (with exception of persons with disability). Skills and Knowledge: In-depth knowledge of the policy development cycle and frameworks within the public sector. Understanding of relevant public sector legislation, regulatory frameworks and prescripts. Knowledge in stakeholder engagements and participatory approaches. Knowledge in policy analysis, formulation and review. Research and report writing skills. Problem-solving and decision-making skills. Excellent communication skills (verbal and written). Interpersonal and stakeholder engagement skills. Strong analytical and project management skills. Ability to work collaboratively and engage effectively with internal and external stakeholders. Computer literacy (MS Excel, MS Word, PowerPoint). Integrity, proactiveness and attention to detail.

DUTIES : Coordinate, facilitate and manage the development, review and analysis of departmental policies. Provide administrative and advisory role to departmental units. Provide support on policy development to departmental units. Coordinate submissions and presentations of finalised policies to management for endorsement. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

<u>POST 34/91</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: C2/25/16</u> Directorate: Human Resource Management & Development
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Workstudy Management / Operations Management / Production Management / Management Services / Industrial Engineering or equivalent as recognized by SAQA. Job Evaluation certificate will be an added advantage. Three (3) to five (5) years' experience as a Work Study Officer on the Organisational Development field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Ability to interpret and apply policy. Knowledge of ORG Plus. Analytical and innovative thinking. Research and report writing skills. Workshop presentation and facilitation skills. Computer literacy. Leadership skills. Organizing skills. Project management skills. Conflict management and negotiation skills. Financial management skills. Strategic management skills. Policy formulation. Adaptability during changes to meet the goals. Change and diversity management.
<u>DUTIES</u>	:	Analyse Organisational Structure inputs and advise accordingly. Conduct research on Organisational Structures. Identify the need for changes in the Organisational Structure. Conduct functional and establishment investigations. Design Organisational staff establishment structure. Draft submission for approval of the Organisational Structure. Facilitate workshops on job evaluation and job descriptions. Conduct job analysis. Conduct job evaluation interviews. Analyse jobs on Equate System. Present analysed posts to the Job Evaluation Panel. Draft submission for approval of job evaluation results. Draft submission for implementation of job evaluation results. Monitor job evaluation data base. Provide advice and guidance on the development of job descriptions. Conduct research on the contents of job descriptions. Make continuous consultations on job description related matters. Finalise job descriptions. Monitor job description database. Facilitate workshops on development of OFA. Analyse the information collected. Provide support to the units/components. Finalise the OFA reports. Monitor and evaluate the OFA. Facilitate workshops on development of procurement manuals. Analyse procedure manuals and propose process/procedure improvements. Collect data and document work processes and procedures. Facilitate Business Process Re-engineering projects. Facilitate work processes and procedures consultative meetings. Map the processes. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/92</u>	:	<u>ASSISTANT DIRECTOR: SHERQ, HIV, STI, TB & COIDA REF NO: C2/25/17</u> Directorate: Employee Relations & Wellness
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Waterberg District: Modimolle
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Social and Behavioural Science / Social Work / Psychology / Occupational Health Nursing / Environmental Health or equivalent as recognized by SAQA. Professional registration with SACSSP / HPCSA / SANC or relevant statutory body. Three (3) years' experience in the Employee Health & Wellness field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of all Employee Health and Wellness and related policies and Acts. Specialised knowledge of counselling. Knowledge of Occupational Health and Safety Act and Regulations. Knowledge of Compensation of Occupational Injuries and Diseases Act and Regulations. Knowledge of National and Provincial HIV, STI and TB strategies. Knowledge of Employee Assistance Programme. General knowledge in HR related standards, practices and procedures. Knowledge of Public Service Act and Procedures. Team building. Financial management. Conflict management skills. Communication skills (verbal and written). Planning and organizing skills. Facilitation skills. Listening skills. Problem-solving skills. Coordination and monitoring skills. Computer literacy. Report writing skills.
<u>DUTIES</u>	:	Coordinate and facilitate comprehensive Employee Health and Wellness programmes. Conduct workplace health risk assessments and implement mitigation strategies. Manage occupational health and safety programmes.

		Support line management to implement strategies in relation to ill-health related absenteeism. Facilitate OHS legal appointments in the district. Co-ordinate safety awareness campaigns and health promotion initiatives. Implement interventions and programmes aimed at enhancing employee wellbeing and performance. Represent the department in the Waterberg District AIDS Council forum. Co-ordinate and administer COIDA in the district. Co-ordinate the sports and bereavement programme in the district. Administer Occupational Injuries and Diseases. Facilitate and Coordinate Social club Activities in the district. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/93</u>	:	<u>ASSITANT DIRECTOR: EMPLOYEE RELATIONS REF NO: C2/25/18</u> Directorate: Employee Relations & Wellness
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Labour Relations / Labour Relations Management / Labour Law / LLB or equivalent as recognized by SAQA. Three (3) years' experience in the Labour Relations field of which two (2) years must be at a supervisory level. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Strong knowledge of Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Public Financial Management Act (PFMA), Public Service Regulations (PSR) and Public Service Act (PSA). Knowledge of GPSSBC and CCMA Procedures. Financial management. Planning and organizing skills. Negotiation skills. People management. Problem-solving and analysis skills. Integrity. Presentation skills. Communication skills (verbal and written). Computer literacy. Report writing skills. Policy formulation skills. Ability to interpret legislation/policies.
<u>DUTIES</u>	:	Coordinate and facilitate Labour Relations issues (i.e. grievances, misconduct and disputes). Represent the department in disciplinary hearings. Finalizing grievances and complaints from employees. Coordinating and supporting the department in disputes referred to bargaining councils, as well as related forums. Facilitate the implementation of the Labour Relations policies, guidelines, procedures and provide advice, therefore. Conduct workshops/awareness on labour relations matters. Represent the department at the Provincial Chambers and management of strikes. Ensure keeping of appropriate records and statistics as required by law. Make inputs to the development of policies and procedures related to labour relations management and implement such policies and procedures in dealing with labour relations cases. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/94</u>	:	<u>ASSISTANT DIRECTOR: FIREARM MANAGEMENT REF NO: C2/25/19</u> Directorate: Security & Facility Management: Physical & Information Security Management
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Policing / Law Enforcement / Security / Criminology or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Firearm Control field. Firearm Competency certificate (handgun / shotgun / rifle). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the Firearm Control Act and related regulations. Knowledge in firearm control and firearm records management. Effective firearm control. Planning and organizing. Computer literacy. Presentation skills. Analytical thinking. Communication skills. Negotiation skills. Conflict management and problem-solving skills. Financial management. Interpersonal skills.
<u>DUTIES</u>	:	Manage departmental firearms for compliance with the Firearm Control Act 60 of 2000 and Regulation 12 and 79. Develop and maintain firearm control policies and procedures. Conduct firearm audits, inspections and maintain and keep firearm register up to date and compatible with the SAPS firearm register. Conduct quarterly shooting exercises. Manage and facilitate resources

		(financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/95</u>	:	<u>ASSISTANT DIRECTOR REF NO: C2/25/20</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823 per annum (Level 09) Waterberg District: Modimolle An NQF 6 qualification in Financial Management / Accounting / Management Accounting or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Revenue Management field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of PFMA, DORA and Treasury Regulations. Knowledge of BAS. Computer literacy. People management and communication skills. Interpersonal relations and analytical skills. Financial management.
<u>DUTIES</u>	:	Manage and monitor revenue collection in the district. Ensure that revenue collected is monitored, checked and banked as prescribed in the revenue policy and procedure manual. Manage the clearing of bank exceptions as well as all revenue control accounts. Authorize captured batches, journals and ensure that supporting documents are attached. Review monthly revenue management reports. Manage face value stock. Maintain and implement effective, efficient and transparent systems of financial and risk management and internal control. Maintain sound budgeting and budgetary control practices. Bank reconciliation and debts management. Review monthly revenue management reports. Manage face value stock. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/96</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A (ENVIRONMENTAL COMMUNICATION & AWARENESS) REF NO: C2/25/29 (X2 POSTS)</u> Directorate: Environmental Empowerment Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R343 842 – R380 145 per annum, (OSD) Sekhukhune District: Lebowakgomo (X1 Post) Waterberg District: Modimolle (X1 Post) An NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognized by SAQA. An NQF 7 relevant qualification will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Environmental legislations and protocols. Knowledge of environmental education and awareness programmes. Knowledge on education for sustainability. Basic knowledge of linking basic education curriculum and environmental education programs. Ability to facilitate stakeholder's engagement processes. Computer literacy. Excellent communication (verbal and written). Report writing skills. Planning and organizing skills. Interpersonal relations and project/program management skills. Presentation skills. Conflict management and problem solving skills.
<u>DUTIES</u>	:	Facilitate the implementation of formal Environmental education programmes in schools through Limpopo Green Schools for the Earth Programme (LGSEP) and career expo. Facilitate the implementation of informal environmental education programmes/activities. Implementation of Limpopo Enviro Explorer Youth Programme (LEEYP). Coordinate commemoration of Environmental Calendar days in the district. Conduct environmental awareness through all legal media platforms. Facilitate, collaboration and forming partnership with relevant stakeholders to implement environmental education and awareness programmes. Represent the Department in various education and awareness forums/structures in the district. Compile Environmental education and awareness reports in the district.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/97</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A (ENVIRONMENTAL GOVERNANCE & MUNICIPAL SUPPORT) REF NO: C2/25/30</u> Directorate: Environmental Empowerment Services
<u>SALARY</u>	:	R343 842 – R380 145 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Waterberg District: Modimolle
	:	An NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognized by SAQA. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Environmental legislation and protocols. Knowledge of Municipalities Integrated Development Planning (IDP) process. Knowledge of environmental capacity building approaches and programmes. Knowledge of community development and conservation. Ability to facilitate stakeholder's engagement process. Computer literacy. Excellent communication skills (verbal and written). Report writing skills. Planning and organizing skills. Interpersonal relations and project/program management. Presentation skills. Field work and data analysis. Ability to work under pressure.
<u>DUTIES</u>	:	Develop and manage the implementation of environmental capacity building programmes. Develop and manage environmental multi stakeholder's seminars/indabas. Manage the implementation of the greenest municipality competition. Facilitate the implementation of the local government support strategy and the Municipal Environmental IDP toolkit. Represent the Department in various environmental management forums. Manage and facilitate formation and functioning of environmental stakeholder's forums. Compile sub-directorate reports. Support implementation framework for environmental governance in Waterberg District. Perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/98</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C2/25/31</u> Directorate: Provincial Protected Areas Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R343 842 – R380 145 per annum, (OSD)
	:	Langjan Nature Reserve
	:	An NQF 6 qualification in Nature Conservation / Wildlife Management / Environmental Management / Natural Sciences or equivalent as recognized by SAQA. Three (3) years' working experience in the Nature Conservation field. SAPS Firearm Competency Certificate. Valid driver's license (with exception of persons with disability). No criminal record. Skills And Knowledge: Knowledge of Nature Reserve Management and Nature Conservation legislations and policies. Knowledge of and the ability to interpret directives, policy, guidelines, environmental legislation and multilateral environmental agreements. Compiling of reports. Ability to use a firearm. Computer literacy. Analysis skills. Client orientation and customer focus skills. Communication skills. People management. Conflict management and problem-solving skills. Change and diversity management skills. Planning and organizing skills. Policy formulation skills. Financial management skills.
<u>DUTIES</u>	:	Plan and implement conservation management program in the nature reserve. Plan an implement law enforcement programs in the nature reserve. Promote biodiversity conservation awareness. Promote ecosystem functioning activities of the reserve. Infrastructure management services within the nature reserve. Plan and undertake surveys and recording of data in the reserve. Maintenance of infrastructure and recreational facilities. Conduct stakeholder engagement programmes. Perform tourism management activities as well as the management of administration and related functions. Perform all administrative and relations functions at the nature reserve. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/99</u>	:	<u>PERSONAL ASSISTANT REF NO: C2/25/23</u> Directorate: Head Of Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	Head Office: Polokwane
	:	An NQF 6 qualification in Personal Assistant / Secretarial / Office Assistant / Office Administration / Office Management / Business Management / Management Assistant or equivalent as recognized by SAQA. Two (2) years' experience in rendering support to SMS/Executive Management. Two (2) years' experience in managing traveling arrangements, including booking flights, accommodation, transportation. Experience in diary and calendar management. Knowledge and experience in Microsoft Office Suite, especially

Outlook and other relevant software. Experience in report writing and providing Secretarial Services. Skills And Knowledge: Basic knowledge of the relevant legislation / policies / prescripts and procedures governing public service. Basic knowledge of financial administration. Exceptional organisational skills: Ability to manage multiple tasks simultaneously with meticulous attention to detail. Strong communication skills: Excellent written and verbal communication skills to effectively interact with diverse individuals at all levels and backgrounds. Proficiency in technology: Knowledge in Microsoft Office Suite, calendar applications and other relevant software. Comprehensive understanding of office management systems and applications. Discretion and confidentiality: Ability to handle sensitive information with utmost discretion. Anticipatory thinking: Proactive ability to anticipate needs and proactively address potential issues. Professionalism and courtesy: Ability to maintain a professional demeanour, demonstrating excellent interpersonal skills. Good grooming and presentation. Self-management and motivation.

DUTIES

: Receive telephone calls in an environment where, in addition to the calls for the HoD, discretion is required to decide to whom the calls should be forwarded. In the process the job incumbent should be finalise some enquiries. Performed advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the HoD. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the importance and urgency of the matter. Coordinates with and sensitizes/advises the HoD regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the HoD. Ensures the safekeeping of all documentation in the office of the HoD in line with relevant legislation and policies. Obtain inputs, collates and compiles reports. Scrutinizes routine submission/reports and make notes and recommendations for the HoD. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the HoD and the unit where required. Collects, analyses and collates information requested by the HoD. Clarifies instructions and notes on behalf of the HoD. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the HoD. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the HoD and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Collects and compiles all necessary documents for the HoD to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the HoD as required. Coordinates logistical arrangements for the meetings when required. Collect and coordinates all the documents that related the HoD's budget. Assists HoD in the determining funding requirements for the purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts HoD of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the HoD and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the HoD of changes. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the HoD. Remains abreast with the procedures and processes that apply in the office of the HoD.

ENQUIRIES

: Ms WA Klaassen Tel No: (015) 293 8691

POST 34/100

: **SPECIAL PROGRAMMES OFFICER: SPECIAL PROGRAMMES REF NO: C2/25/24**
Directorate: Strategic Management

SALARY CENTRE REQUIREMENTS

: R325 101 – R382 959 per annum (Level 07)
: Mopani District: Giyani
: An NQF 6 qualification in Public Administration / Public Management / HRM / Gender Studies / Youth Studies / Disability Studies or equivalent as recognized by SAQA. Two (2) years' experience in the Special Programmes / Administration within government. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the Public Service, HR Policies, Change Management Engagement,

		Employment Equity, Affirmative Action measures and other legislation related to transformation. Policy analysis, development and monitoring. Knowledge of Gender Equity and Women Empowerment Programme. Promotion of the rights of women, people with disabilities and the youth. Mainstreaming and implementation of gender, elderly programmes, youth developmental programmes and job access strategy. Excellent communication skills (verbal and written). Coordination skills. Planning and organisation skills. Leading and controlling skills. Research skills. Report writing and presentation skill. Knowledge management. Problem solving and analysis skills. Programme and project management skills. Financial management and service delivery innovation skills. Client orientation, stakeholder management and customer focus. Policy analysis, development and monitoring skills.
<u>DUTIES</u>	:	Compile and submit progress reports on: Achieved equity targets and compliance with employment equity plan. Gender sensitive workplace. Disability friendly environment and percentage of disability targets achieved. Integration of youth, gender, disability and elderly programmes. Financial management within the directorate. Provide support at the districts and / or head office on special programmes imperatives. Capacity building and awareness to all staff. Ensure efficient and effective resource management. Information dissemination. Networking and benchmarking for best practice. Manage all procurement and logistical needs for the sub-directorate at the district level and liaise with SCM for processing. Implementation of national and provincial directives.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/101</u>	:	<u>COMMUNICATION OFFICER REF NO: C2/25/25</u> Directorate: Communication Services Re-advertisement, all applicants who previously applied Need To re-apply if interested as the previous applications will not be considered.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Capricorn District: Polokwane An NQF 6 qualification in Communication / Journalism / Media studies / Public Relations / Marketing or equivalent as recognized by SAQA. Two (2) years' experience in the Communication environment. Photographic skills and registration with PRISA will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Computer literacy (MS Office applications). Knowledge of applicable legislation of government framework and relevant legislation. Good communication skills (verbal & written) including interpersonal skills. Presentation skills. Report writing skills. Analytical thinking. Good negotiation skills. Strategic thinking. Adaptability.
<u>DUTIES</u>	:	Compile, plan and implement the district events calendar. Support departmental events / activities. Monitor and evaluate events. Write articles for the departmental newsletter. Source information for both the intranet and the website. Ensure correct information into departmental publications (online and printed). Develop image bank of the department (Officials, events etc.). Manage the departmental media profile and create relations with the media. Provide journalistic duties to events in the districts. Conduct regular media monitoring and feedback sessions with units affected to manage their communication. Regularly update media contact list. Provide information and pictures for social media platform. Develop networks for communication at district level.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/102</u>	:	<u>PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: C2/25/26</u> Directorate: Human Resource Management & Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Mopani District: Giyani An NQF 6 qualification in Human Resource Management or equivalent, in the field of HRM, as recognized by SAQA. Two (2) years' experience in Human Resource Management: Conditions of Services field. Successful completion PERSAL Administration training. Valid South African driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Public Service Act, Public Service Regulations and PILIR. Knowledge of relevant government legislative prescripts. Knowledge of the PERSAL System.

		Knowledge of the PCM System. Ability to interpret and apply policy. Analytical and innovative thinking. Business writing skills. Report and analysis skills. Computer literacy. Accurate data capturing. Data management skills. Presentation and communication skills. Financial and change management skills. Programme and project management skills. Problem solving skills. Client orientation skills. Policy formulation. Project management.
<u>DUTIES</u>	:	Supervise and render effective administration process of all types of service terminations (death, resignations, retirements, contract expiry and discharge). Administer leave process including Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Supervise processing of leave gratuities/discounting, termination of service and processing of pension documents. Administer long service awards, medical aid and housing allowance. Manage PERSAL transactions related to service benefits. Utilise resources effectively. Adhere to Batho Pele Principles, Service Standards as well as Human Resource Policies and Procedures. Compile analysis and CoE liability reports.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/103</u>	:	<u>ADMINISTRATIVE OFFICER: SHERQ, HIV, STI, TB & COIDA REF NO: C2/25/27</u> Directorate: Employee Relations & Wellness
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Safety Management / Social and Behavioural Sciences / Environmental Health / HRM&D or equivalent as recognized by SAQA. Two (2) years' experience in the Employee Health and Wellness field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of COIDA, Public Service Act, Public Service Regulations, Compensation Fund Policies, Public Financial Management Act, National Treasury Regulations, PoPIA, PAIA and Customer Services (Batho Pele Principles). Knowledge of the Employee Assistance Programme. Communication skills (verbal and written). Computer literacy. Report writing skills. Listening skills. Telephone etiquette and basic interpersonal skills. Data and records management. Problem-solving and decision-making skills. Analytical thinking skills. Planning and organization skills. Coordination and monitoring skills.
<u>DUTIES</u>	:	To implement the plan for management of occupational injuries and diseases. Conduct safety awareness workshops in the department and districts. Develop and maintain register for occupations injuries and diseases at Head Office. Conduct incident investigations in the workplace and ensure timeous reporting thereof according to the requirements of the General Administrative Regulations. Assist the development and review of OHS/COID general service delivery standards. Monitor implementation of COID in the districts. Collate information on trends regarding occupational injuries and diseases and report quarterly and annually. Liaise with Compensation Commissioner on injury on duty cases. Render administrative support to the directorate. Environmental Health promotion programmes (communicable and non-communicable diseases). Implement Employee Assistance Programme in the department.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/104</u>	:	<u>CONSUMER OFFICER REF NO: C2/25/28</u> Directorate: Consumer Affairs
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Waterberg District: Modimolle
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Business Management / Economics / Public Administration / Commercial Law / Business Administration / Law or equivalent as recognized by SAQA. Two (2) years' experience in Consumer Affairs field, dealing with LCPA, CPS Legislation or inspectorate and investigation environment. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of relevant legislation (CPA, LPCA and PSA). Knowledge of Public Sector Policies and Regulations. Consumer care skills. Good communication skills (verbal and written). Negotiation skills. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy. Planning and organising skills. Public speaking skills.

		Attention to detail. Project management skills. Facilitation skills. Ability to work under pressure.
<u>DUTIES</u>	:	Render administrative support services in the Consumer Affairs offices. Conduct compliance inspections. Conduct investigation of consumer complaints. Conduct consumer education and prepare reports. Liaise with consumers and stakeholders. Administer LPCA and CPA.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/105</u>	:	<u>CLUSTER SALES OFFICER REF NO: C2/25/32</u> Directorate: Commercial Development
<u>SALARY</u>	:	R325 101 – R382 959.per annum (level 7)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management / Marketing Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Sales and Marketing field. Valid driver's license (with exception of persons with disability). No criminal record. Skills And Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and sales and marketing strategies. Computer literacy. Analytical thinking skills. Problem solving and analysis skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relationship management. People management. Leadership skills. Financial management skills.
<u>DUTIES</u>	:	Implement strategic marketing plans and sales plans for Limpopo Wildlife Resorts (LWR). Render advertising and promotion activities, including print, online, electronic media and direct mail. Implement product positioning, packaging and pricing strategy to produce the highest possible long-term market share. Establish and maintain relationships with industry influencers and key strategic partners. Manage sales/marketing operating budget. Identify media, trade marketing and advertising platforms. Provide after-sales services to customer base. Recruit new customers. Update information on the website and publications regularly. Post all activities on social media platforms. Respond to online enquiries, complaints and compliments. Conduct all sales promotional activities. Distribution of collaterals for resorts. Coordinate product promotion and advertising. Coordinate co-marketing with the concessionaires in the resort. Coordinate resort marketing initiatives and proposals. Coordinate resorts' marketing reports. Report writing. Partnership management with communities, public and private stakeholders. Community levies. Community empowerment. Kids and Parks programmes.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/106</u>	:	<u>PROJECT ADMINISTRATIVE OFFICER REF NO: C2/25/33</u> Directorate: Commercial Development
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management / Marketing Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Sales and Marketing field. Valid driver's license (with exception of persons with disability). No criminal record. Skills And Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and sales and marketing strategies. Computer literacy. Analytical skills. Problem solving and analysis skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relationship management. People management. Leadership skills. Financial management skills. Project management.
<u>DUTIES</u>	:	Implement commercialisation of nature reserves. Implement LWR Revenue Enhancement Projects. Facilitate and coordinate LWR EPWP Projects. Facilitate and coordinate community and stakeholder engagements. Implement strategic marketing plans and sales plans for Limpopo Wildlife Resorts (LWR). Render advertising and promotion activities, including print, online, electronic media and direct mail. Implement product positioning, packaging and pricing strategy to produce the highest possible long-term market share. Establish and maintain relationships with industry influencers and key strategic partners. Manage sales/marketing operating budget. Identify

		media, trade marketing and advertising platforms. Provide after-sales services to customer base. Recruit new customers. Update information on the website and publications regularly. Post all activities on social media platforms. Respond to online enquiries, complaints and compliments. Conduct all sales promotional activities. Distribution of collaterals for resorts. Coordinate product promotion and advertising. Coordinate co-marketing with the concessionaires in the resort. Coordinate resort marketing initiatives and proposals. Coordinate resorts' marketing reports. Report writing.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/107</u>	:	<u>BOOKINGS & RESERVATION OFFICER REF NO: C2/25/34 (X2 POSTS)</u> Directorate: Commercial Development
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Bookings and Reservation field or Front Office role in a lodge, resort or eco-tourism setting. Valid driver's license (with exception of persons with disability). No criminal record. skills and knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and project management. Computer literacy. Analytical skills. Conflict management and problem solving skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relations management. People management. Leadership skills. Stakeholder management. Sales and product knowledge (Provincial Protected Nature Reserves and Reports). Financial management. Telephone etiquette. Ability to work under pressure.
<u>DUTIES</u>	:	Manage and process all booking inquiries through telephone, email and online platforms. Provide detailed information about the resort's accommodation, wildlife activities (e.g. game drives, hiking trails, etc.), conservation projects, dining options and community-based experiences. Accurately update and manage the reservation system, including guest preferences and special requests. Liaise with resort staff and operations teams to ensure availability of activities and accommodation. Send booking confirmations, invoices, payment requests and pre-arrival communication to guests and resort officials. Coordinate group and package bookings, including tailored itineraries and activity packages. Monitor occupancy levels and suggest strategies to optimise lodging capacity. Handle cancellations, changes and no-shows according to the Reservations policy and ensure proper guest communication. Assist in managing partnerships with booking agents, tourism boards and online travel platforms. Handle clients' queries, complaints and compliments. Filing and safekeeping of documents. Liaise with IT unit for Online Reservations and Booking System upgrades. Prepare daily, weekly and monthly booking reports for management review. Verify and compile database of revenue activities, including guest profiles, booking statistics and revenue reports. Review reservation policies and procedures periodically, identify means of improving productivity and efficiency. Administer complementary bookings. Review annual tariffs according to different categories. Loading of tariffs in the reservation system. Develop and review terms and conditions for reservations. Identify opportunities to promote additional services or packages to enhance customer experience. Provide input into promotional campaigns and seasonal offers based on booking trends. Implement promotions and specials.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/108</u>	:	<u>PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: C2/25/35 (X2 POSTS)</u> Directorate: Human Resource Management & Development
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Sekhukhune District: Lebowakgomo (X1 Post) Vhembe District: Thohoyandou (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Human Resource Management or equivalent, in the field of HRM, as recognized by SAQA. One (1) to two (2) years' experience in Human Resource Management: Conditions of Services field will be an added advantage. Successful completion PERSAL Administration training will be an added advantage. Valid South African driver's license (with exception of

		persons with disability). Skills and Knowledge: Knowledge of Public Service Act, Public Service Regulations and PILIR. Knowledge of relevant government legislative prescripts. Knowledge of PERSAL system. Knowledge of PCM system. Business writing skills. Report and analysis skills. Computer literacy. Accurate data capturing. Data management skills. Presentation and communication skills. Financial and change management skills. Programme and project management skills. Problem solving skills. Client orientation skills. Policy development skills.
<u>DUTIES</u>	:	Render effective administration process of all types of service terminations (death, resignations, retirements, contract expiry, and discharge). Administer leave process including Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Processing of leave gratuities/discounting, administer long service awards, medical aid and housing allowance. Administer termination of service and processing of pension documents. Capture and process PERSAL Transactions related to service benefits. Processing of pension benefits. Utilise resources effectively. Adhere to Batho Pele Principles, Service Standards as well as Human Resource Policies and procedures.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/109</u>	:	<u>REVENUE CLERK REF NO: C2/25/36 (X2 POSTS)</u> Directorate: Management Accounting
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Sekhukhune District: Lebowakgomo (X1 Post)
	:	Waterberg District: Lephalale Service Centre (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 4 qualification (Grade 12) with Accounting as a subject or equivalent as recognized by SAQA. An appropriate NQF 6 qualification in Financial Management / Accounting / Management Accounting will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of PFMA, DORA and Treasury regulations. Computer literacy. People management and communication skills. Interpersonal relations and analytical skills. Financial management.
<u>DUTIES</u>	:	Issuing of receipts and safeguarding of revenue assets and stock registers. Ensure that all revenue is collected, recorded and banked as prescribed in the revenue policy and procedure manual. Ensure proper safe keeping of face value stock. Compile monthly revenue statistics. Clearing of exceptions in financial accounts.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/110</u>	:	<u>SENIOR FIELD RANGER REF NO: C2/25/37 (X3 POSTS)</u> Directorate: Provincial Protected Areas Management
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Langjan Nature Reserve (X1 Post)
	:	Lekgalameetse Nature Reserve (X1 Post)
	:	Mphaphuli Nature Reserve (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 4 (Grade 12) / ABET / AET level 3 qualification or equivalent as recognized by SAQA. A National Diploma in Nature Conservation or related will be an added advantage. Valid SAPS Firearm Competency Certificate. Related training is essential (from SAWC or any other accredited institution). One (1) to two (2) years' working experience in the Nature Conservation field. Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Skills and Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Computer literacy. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.
<u>DUTIES</u>	:	Assist with the protection of the nature reserve and its natural resources. Lead teams with the following: law enforcement operations / programmes (nature conservation patrols), inspection and repair the boundary fence, infrastructure maintenance, manage visitors' behaviour and actions in the reserve, reporting non-compliance, assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in the nature reserve which include: gathering biological and ecological data, identify and conduct ecological rehabilitation programs such as soil erosion controls, alien plants removal and bush encroachment programs. Assist Wildlife Management in other areas and communities.

		Conduct conservation management programmes (water provision and fire management). Assist with game monitoring programmes. Assist with administration activities.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/111</u>	:	<u>MESSENGER/DRIVER: RECORDS & KNOWLEDGE MANAGEMENT REF NO: C2/25/38</u> Directorate: Security & Facility Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 – R227 766 per annum (Level 04) Sekhukhune District: Lebowakgomo An NQF 3 (Grade 8 / ABET / AET) qualification or equivalent as recognized by SAQA. Seven (7) to twelve (12) months experience in driving will be an added advantage. A valid PDP licence. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of messenger services. Knowledge of planning and organising. Knowledge of roads and places. Knowledge of messenger services. Computer literacy. Good people skills. High level of reliability. Basic written communication skills. The ability to act with tact and discretion. Good grooming and presentation skills. Ability to operate photocopier machine. Organisational skills.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Collect mail and documents from all over as requested. Collect mail from post office including heavy boxes. Deliver invitations to stakeholders e.g. business group. Collect stationery and goods from stores. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry activities. Attend to district logistical support services. Provide transport services for the district officials.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/112</u>	:	<u>FIELD RANGER REF NO: C2/25/39 (X15 POSTS)</u> Directorate: Provincial Protected Areas Management Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
<u>SALARY CENTRE</u>	:	R193 359 – R227 766 per annum (Level 04) Atherstone Nature Reserve (X2 Posts) (X1 Post re-advertisement) Brackenridge Nature Reserve (X1 Post) (re-advertisement) Hans Merensky Nature Reserve (X1 Post) Langjan Nature Reserve (X1 Post) Makapans Valley WHS (X1 Post) Matrompie Nature Reserve (X1 Post) Modjadji Nature Reserve (X1 Post) Mokolo Dam Nature Reserve (X1 Post) Mphaphuli Nature Reserve (X1 Post) Nwanedi Nature Reserve (X2 Posts) (re-advertisement) Turfloop Nature Reserve (X2 Posts) Witvinger Nature Reserve (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 4 (Grade 12 / ABET / AET level 3) qualification or equivalent as recognized by SAQA. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Experience in conservation management programs will be an added advantage. Conservation training certificate / qualification is essential from accredited institution. Skills And Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.
<u>DUTIES</u>	:	Assist with the protection of the nature reserve and its natural resources. Conduct law enforcement operations / programs (nature conservation patrols). Inspect and repair the boundary fence. Infrastructure maintenance. Manage visitors' behaviour and actions in reserves. Report non-compliance. Assist with fire management services. Assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gathering biological and ecological data. Identify and conduct

		ecological rehabilitation programmes such as soil erosion controls, alien plants removal and bush encroachment programmes. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management programmes). Assist with game monitoring and management programmes.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/113</u>	:	<u>CHEF REF NO: C2/25/40</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Nylsvlei Nature Reserve
<u>REQUIREMENTS</u>	:	An NQF 4 qualification (Grade 12 / ABET / AET certificate) or equivalent as recognized by SAQA. A certificate (NQF 2) of assistant Chef. One (1) to two (2) years' experience as an Assistant Chef in the Food and Beverages field will be an added advantage. Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Skills And Knowledge: Problem solving and analysis skills. Client orientation and customer focus. Excellent communication and interpersonal skills. The ability to operate elementary machines and equipment. Ability to supervise a team. Ability to work under sustained pressure. Computer literacy. Thorough knowledge of the professional cookery in hospitality environment. Willingness to work long extraordinary hours. Strong knowledge of culinary techniques, food safety practices and nutrition. Exceptional supervisory skills with the ability to motivate and manage a diverse kitchen team. Strong organizational and time management skills, with the ability to thrive in a fast-paced environment. A passion for culinary excellence and a commitment to delivering outstanding guest experiences. Ability to organize. Integrity. Professionalism. Service orientation. Decision-making ability. Delivering results and meeting standards and expectations. Good leadership ability and able to motivate a team. Conflict resolution. Innovative. Can easily adapt to change.
<u>DUTIES</u>	:	Facilitate the menu planning and costing. Ordering and stock control. Implement Health and Safety Regulations and Standards. Maintain operational equipment. Staff supervision. Organize food service at buffet stations and service of special dietary requirements. Follow food hygiene and safety standards during storage and production of food. Assist with monthly and quarterly asset stock take of kitchen equipment and reporting of shrinkage. Ensure that all fridges, freezers and store facilities are clean, neat and packed according to unit standards. Administer general mass matters. Administer register stock taking and mass purchases. Control mass stock. Set up the kitchen for meals preparations with cooking utensils and equipment. Plan, pre-preparation and cook of food as per healthy menu. Ensure well cooked food and appealing plate presentation. Serve meals and provide waiter service. Coordinate Chef on Wheels services.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/114</u>	:	<u>CLEANER: WORK ENVIRONMENT & FACILITY SERVICES REF NO: C2/25/41 (X3 POSTS)</u> Directorate: Security & Facility Management
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Mopani District: Giyani (X1 Post) Sekhukhune District: Lebogakgomo (X2 Posts)
<u>REQUIREMENTS</u>	:	An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. Skills And Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organising and people skills.
<u>DUTIES</u>	:	Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipment. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms cleanliness regularly. Clean windows on the inside and outside.

		Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparations of meetings in boardrooms. Serving water / tea / coffee. Request cleaning materials.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/115</u>	:	<u>ROOM ATTENDANT REF NO: C2/25/42</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Lekgalameetse Nature Reserve
<u>REQUIREMENTS</u>	:	An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. A housekeeping certificate will be an added advantage. Physically fit. No criminal record. Skills And Knowledge: Ability to work independently and under sustained pressure. Excellent communication and customer relations services skills. Ability to interact with guests and addressing their needs according to job resources. Flexibility in working hours, including weekends and holidays. Time management skills. Ability to complete tasks efficiently and prioritize workload. Must have knowledge of cleaning products and equipment. Ability to execute instructions. Ability to work effectively as part of a team. Adaptability. Be physically fit to perform tasks like lifting, carrying and moving heavy items. Work under extreme weather conditions (cold and hot). People skills. Ability to organise. Service orientation. Decision-making ability. Be self-motivated. Conflict management. Innovation skills.
<u>DUTIES</u>	:	Cleaning tourism facilities, ensuring that guest rooms are properly cleaned, empty waste bins, rooms are properly prepared with clean linen. Clean kitchen, crockery and cutlery. Housekeeping services- remove, wash, iron and store linen properly Guest suppliers are provided and regularly cleaned. Cleaning public areas – all tourist' facilities and surroundings are always clean and ready for use by guests. Always adhere to hospitality standards. Ensure records of stock and amenities. Light bulbs are checked and replaced if necessary. Report damaged items in the guest rooms. Complete hospitality forms from guest. Cleaning of conference halls.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	07 October 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 the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)
		ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 29 dated 15 August 2025, the post of Operational Manager Nursing (PN-B3): Maternity (Bethal Hospital, Gert Sibande District) with Ref. No.: MPDoH/Aug/25/322), the post of Operational Manager Nursing (PN-A5): General (Standerton Hospital, Gert Sibande District) with Ref No, MPDoH/Aug/25/327 with the closing date of 29 August 2025 and the post posted in the Public Service Vacancy Circular 32 dated 05 September 2025, the post of Administrative Officer: Risk and Security (Mapulaneng Hospital, Ehlanzeni District) with Ref No: MPDoH/Sept/25/374 its closing date of 19 September 2025, has been withdrawn.

OTHER POSTS

<u>POST 34/116</u>	:	<u>MEDICAL OFFICER GRADE 3 REF NO: MPDOH/SEPT/25/375</u>
<u>SALARY</u>	:	R1 322 352 - R1 647 630 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical

		assessment and clinical management. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engagement when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, working within a team, self-confidence and the ability to build and maintain good relationships.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that are consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Providing support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 34/117</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/SEPT/25/376</u>
<u>SALARY</u>	:	R1 093 611 - R1 265 916 per annum
<u>CENTRE</u>	:	Pharmaceutical Depot, Middelburg
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist (2025). Minimum of five (5) years' appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's licence.
<u>DUTIES</u>	:	Supply chain Management of pharmaceutical and medical devices. Authorize purchase orders according to SCM delegation. Serve as a finance committee member and advise on technical aspects. Monitor the receiving of purchased goods and confirm that goods have been received and can be paid for (sign completion certificate). Monitor stock upliftment and ensure proper credit allocation by the supplier/s. Manage and monitor the transfer of stock from receiving to the warehouse and from the warehouse to receiving (upliftment/recalls and stock of poor quality/sub-standard). Monitor and manage donation stock received and issued to facilities. Monitor compile and submit reports of obsolete (expired and damaged) and redundant stock. Monitor, manage, compile and submit reports on the shelf life of stock in the warehouse to prevent stock loss due to expiry. Monitor and confirm stock issued to facilities (sign completion certificate for the service rendered by the service provider). Assist with the processes of stock take. Perform quality assurance activities in the areas of responsibility. Maintain and uphold good warehousing practice standards and Good Pharmacy Practice standards.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>POST 34/118</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/SEPT/25/377</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 34/119</u>	:	<u>PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/SEPT/25/378</u>
<u>SALARY</u>	:	R1 001 349 - R1 062 183 per annum
<u>CENTRE</u>	:	Pharmaceutical Depot, Middelburg
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma Pharm/ BSc. Pharm/ B. Pharm. Current registration with South African Pharmacy Council (SAPC) (2025). Minimum of seven (7) years' appropriate experience after registration as a Pharmacist with SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid code B driver's licence.
<u>DUTIES</u>	:	Implement and monitor the procurement of medicines and medical devices against the approved demand plan and stock levels. Authorize purchase orders generated as per the SCM delegation. Monitor the receiving of purchased goods and confirm that goods have been received and can be paid for (sign completion certificate). Monitor and manage returns by facilities. Compile and submit reports. Monitor stock upliftment and ensure proper credit allocation by the supplier/s. Coordinate the transfer of stock from receiving to the warehouse and from the warehouse to receiving. Monitor upliftment and batch recalls and stock of poor quality or standard. Compile and submit reports of obsolete (expired and damaged) and redundant stock. Monitor receipt of all stock received on donation. Confirm stock issued to facilities (sign completion

		certificate for the service rendered by the service provider). Compile stock reports and analyse these reports. Capture receipt transactions on stock management system. Attend Bid Evaluation and/or Bid Specific Committee meetings. Perform quality assurance activities in the area of responsibility. Maintain and uphold good warehousing practice standards and Good Pharmacy Practice standards.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 34/120</u>	:	<u>DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: MPDOH/SEPT/25/379</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Internal Audit / Finance / Accounting / Financial / Human Resource Management, Public Administration and Public Management At least a minimum of three (3) years' experience at management level (ASD). Extensive knowledge of PERSAL and at least must have four PERSAL courses. Knowledge and understanding of the Public Sector, Financial Administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll. Ability to develop and apply policies. Computer literacy. Planning, organising, communication (verbal and written), numeracy and accuracy skills. People Management and Leadership skills. A good understanding of BAS, PERSAL and other Computer Systems. The incumbent must have advanced Microsoft application skills.
<u>DUTIES</u>	:	Manage the salaries sub-directorate. Clearing of salary related accounts. Processing payments of salaries, allowances and deductions. Approve and authorise maintenance orders, SARS garnishee and uploading garnishee orders from PERSAL. Uploading orders to Q-Link. Manage clearing of suspense accounts and refunding employees. Monitor filing of all salary documents. Tax reconciliations. Assist districts who need guidance regarding salary issues. Provide inputs to policies and strategies aimed at improving service delivery. BAS and PERSAL reconciliation.
<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 34/121</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: MPDOH/SEPT/25/380</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Security Management / Policing as recognized by SAQA. At least a minimum of three (3) experience at management level (ASD) in Security Management / Policing. Security Manager Course offered by SSA, vetting course, SAMTRACK will be an added advantage. Must be registered with PSIRA Grade A. Valid driver's licence.
<u>DUTIES</u>	:	Manage all aspects of Security: (Security Administration, Physical, Information, Personnel, ICT) in line with MISS and MPSS. Develop security policies, Security Plan and Standard Operating Procedures (SOP). Provide guidance and leadership to subordinates at the provincial and district offices. Render advice on security matters and keep track of the developments in the security field for the purpose of reviewing security measures within the Department. Develop a plan and conduct physical security appraisals/assessments and ensure proper implementation of recommendations in consultation with relevant authorities. Develop a departmental vetting strategy and the vetting of personnel. Report/liase with SAPS and SSA all incidents or suspected

	incidents of security breaches and leakages of sensitive information for investigation. Develop departmental security awareness plan. Conduct Threat Risk Assessment (TRA). Liaise with SAPS on issues involving criminal activities within the department. Implement and monitor policy procedures and code of ethics with respect to departmental security policy. Create, develop, and maintain a security training capacity for the department and conduct security training sessions for staff. Advise management about the security implications of management decisions. To manage/monitor the performance of Security service providers in terms of the SLA. To make necessary security arrangements for departmental functions with all security stakeholders. Advice on adherence to security measures and procedures and corrective measures in case of non-compliance.
<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 34/122</u>	: <u>ASSISTANT MANAGER NURSING (PB-B4): MOTHER, CHILD, WOMEN, YOUTH AND HEALTH (MCWYH) REF NO: MPDOH/SET/25/381</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	: R755 355 - R863 667 per annum : Nkangala District Office, Emalahleni (Witbank) : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Paediatric / Child Care / PHC / Advanced Midwifery. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the Specific Specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District Hospitals, and Community Based Health Services. Good knowledge of policies on public health services and communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the public service. Knowledge and understanding of the department of health Mpumalanga Comprehensive Service Plan. Computer literacy (word, excel, PowerPoint, Microsoft teams: zoom). Must be proactive, innovative and an independent team leader. Able to participate in continuous professional development activities. Skills: Strong analytical skills and extensive experience in Monitoring and Evaluation (M&E) of Programs. Report writing, good communication skills (Verbal and written). Program and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Ability to work within a multidisciplinary team to ensure holistic care. Understanding legislative frameworks and related policies in the health public sector and other prescripts. Valid driver's licence.
<u>DUTIES</u>	: To coordinate and support the implementation of Mother, Child, Women, Youth and Health (MCWYH) Programmes. Coordinate and facilitate the implementation of Maternal and Child Health Programmes. Coordinate and facilitate the implementation of the Integrated Nutrition Programme. Ensure the implementation of national and provincial policies. Facilitate the provision of adequate woman, and youth health care services. Facilitate the provision of adequate and safe maternal and child health care services. Facilitate the improvement of standards of health care for women and youth. Facilitate the improvement of standards of health care for maternal and child health. Render advice and technical support services to the district. Monitor and evaluate the impact of implementation of policies and guidelines. Coordinate the implementation of National and Provincial INP policies and guidelines. Plan and coordinate INP Services. Monitor and evaluate INP Services. Coordinate the implementation of poverty alleviation projects.

<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 34/123</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDOH/SEPT/25/382</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R755 355 – R863 667 per annum Nkomazi Sub-district (Ehlanzeni District) Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years of appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). At least six (6) years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. A valid driver's licence.
<u>DUTIES</u>	:	Supervise and support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators and form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 34/124</u>	:	<u>OPERATIONAL MANAGER (PN-A5): GENERAL REF NO: MPDOH/SEPT/25/383</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R549 192 - R629 121 per annum Standerton Hospital (Gert Sibande District) Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in General Ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<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 34/125</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/SEP/25/384</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus service benefits) Nkangala District Office, Emalahleni (Witbank) Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Supply Chain Management / Financial Accounting / Cost Accounting / Purchasing / Accounting / Finance / Logistics / Economics / Internal Audit as recognized by SAQA. At least a minimum of three (3) years' experience at supervisory / managerial (Level 7/8) within the Finance Environment. Knowledge: Supply Chain Framework. Preferential Procurement Policy Framework. Departmental policies and procedures. Project Management. General management. Strategic management. PFMA. PPPFPA. Treasury Regulations. Experience in Acquisition of goods and services procurement of goods, Logistics, fleet management, demand and contract management. Computer literacy. Skills: Leadership. Negotiating. Facilitation Computer literacy. Presentation. Innovative. Analytical. Verbal and written communication, presentation skills, management skills, good communication skill and excellent interpersonal relations. Experience on government systems (BAS & LOGIS), knowledge of financial prescripts. Valid driver's licence.
<u>DUTIES</u>	:	Implementation of Asset, Acquisition, procurement, Logistics, demand, contract and fleet management policies and procedures of the department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special conditions of contract; compile a procurement plan. Compile monthly SCM reports. Oversee the utilization of the central supplier Database in the bid/quotation process. Control and oversee a compliant execution of the bid/quotation processes. Oversee management of fleet and assets. Administer demand management plans for all sub units and manage inventory. Oversee management of departmental, provincial interdepartmental and national contracts. Compile operational plan for the unit. Identify and mitigate risk within the unit providing training to officials on new developments and SCM processes and policies. Management of Human Resources in the unit including performance assessment of the officials in the unit.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 34/126 : **ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: MPDOH/SEPT/25/385**

SALARY : R325 101 per annum (Level 07), (plus service benefits)
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years' functional experience or Diploma / Degree in Safety Management or Security Management in Security Management Services. Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Monitoring of Service Level Agreement with contracted private companies. Management Skills: Leadership Skills, Good written and verbal communication skills, Conflict management skills, Interpersonal relations skills, Investigative analysis skills.

DUTIES : To render security management services, To implement and monitor policies, System and processes pertaining to security management, Implement and monitor information technology policies based on MISS, Facilitate staff vetting process, To monitor contracts for security services delivered by external service providers, Facilitate the provision of security services to events, To manage security investigations and reporting, Monitor and implement audit plans and ensure quality response thereof, Provide reports to the accounting.

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 34/127 : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/SEPT/25/386**

SALARY : R325 101 per annum (Level 07), (plus service benefits)
CENTRE : Tonga Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services or Diploma / Degree (NQF Level 6/7) in Public Administration / Management. Knowledge of PFMA, Public Service Act, regulations and other prescripts. Knowledge of office management. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel, PowerPoint and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Valid driver's licence is essential. Good communication skills (written and verbal).

DUTIES : Implement policies and processes on office support services. Facilitate and render general office support services (Porter, Mortuary, Switchboard services, Security services and Messenger Services). Ensure compliance with National Core Standards and ideal assessment tools. Leave matters and overtime management. Provide advice to floor supervisors. Ensure security services are in their post 24/7, and the Control Room is always active. Make rounds and monitor security services, mortuary, porter, switchboard and messenger services are performing the required duties and meeting deadlines. Take responsibility for movement or transfer of corpses from various referral facilities in collaboration with the wards and your supervisor. Be actively involved in budgeting and budgetary control for these units. Ensure saving measures are put in place. Apply disciplinary measures when necessary. Order, receive and distribute materials and equipment for the units under your control. Manage performance and development of staff. Attend meetings and give feedback.

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 34/128 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING: MALARIA PROGRAMME REF NO: MPDOH/AUG/25/388 (X2 POSTS)**
 One Year Eight Months Contract

SALARY : R324 384 – R382 107 per annum
CENTRE : Bushbuckridge and Nkomazi (Ehlanzeni District)

REQUIREMENTS

: Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 0-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Knowledge of Public Service Policies, Acts and regulations, Knowledge of SANC rules and regulations, Knowledge of the District Health Care system and referral pathways. Good communication. Leadership, interpersonal and decision-making and problem-solving skills. Knowledge of Code of Conduct, Labour Relations, Conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and patients' rights charter. Knowledge of Labor relations and handling grievances and disciplinary procedures, Clear understanding of malaria management, Understanding clinical, treatment guidelines and protocols. Good knowledge of Malaria Elimination strategies. Valid code 10 (C1) drivers' license (Please attach copy), Experience in malaria control will be an added advantage.

DUTIES

: Plan and manage malaria onsite malaria testing and treatment activities. Conduct clinical assessment of signs and symptoms of Malaria. Screening and Diagnoses. Notification of all positive cases. Administration of ACT to positive clients. Conduct follow-up visits to treat patients. Manage and monitor Human Resources activities within the malaria sector, Conduct Health Education and training within the sector's localities and facilities. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as part of the malaria multi-disciplinary team to ensure good malaria management. 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). Monitor & manage malaria data within scope of duties. Assist with data quality checks.

ENQUIRIES

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

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

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

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

ERRATUM: Kindly note that post 32/154: EMS Shift Leader Grade 3 to 6 (X4 Posts) Chief Directorate: Emergency, Clinical and Support Services Salary: Grade 3: R335 226 per annum, Grade 4: R397 308 per annum, Grade 5: R480 108 per annum, Grade 6: R589 443 per annum, Centre: Emergency Medical Services, Metropole and Rural Districts advertised in the Public Service Vacancy 32 dated 05 September 2025, has been cancelled.

OTHER POSTS

POST 34/129 : **MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (MEDICINE: 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 qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Allergology. Registration with 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 Allergy 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 the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 October 2025

<u>POST 34/130</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: ADULT NEPHROLOGY)</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>	:	Tygerberg Hospital, Parow Valley Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Adult Nephrology. Registration with Professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Adult Nephrology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Adult Nephrology. 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 Adult Nephrology. 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 Adult Nephrology. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours. The position will be full- time (40 hours per week). Competencies (knowledge/skills): Comprehensive clinical knowledge of general nephrology, acute and chronic dialysis (haemodialysis and peritoneal dialysis), and renal transplantation. Proven ability and experience in performing relevant procedures (e.g., native and transplant renal biopsies, insertion of temporary and tunnelled dialysis catheters). Demonstrable experience in undergraduate and postgraduate teaching and supervision. A proven record of research output (e.g., publications in peer-reviewed journals) and the ability to independently conduct and supervise research projects. Strong leadership and management skills with the ability to work effectively within a multidisciplinary team. Excellent communication (verbal and written) and interpersonal skills.
<u>DUTIES</u>	:	To render a comprehensive tertiary clinical service in nephrology at Tygerberg Hospital and its satellite dialysis units, that includes participating in the 24-hour emergency service. To teach medical students and junior doctors. Must conduct and supervise research independently within nephrology. To do such administration and management as may be necessary to maintain the efficient running of the service. Participating fully in all activities of the division. Clinical Service: Provide a comprehensive, evidence-based specialist clinical service to nephrology patients at Tygerberg Hospital and its associated satellite and drainage area facilities. This includes inpatient, outpatient, dialysis, and transplant care. On-Call Participation: Participate fully in the 24-hour on-call roster for nephrology emergencies. Teaching and Training: Actively participate in the teaching and training of undergraduate medical students, postgraduate registrars in internal medicine, and sub-specialist fellows in nephrology. Research: Initiate, conduct, and supervise research in the field of nephrology, and contribute to the academic and research profile of the Division. Management and Administration: Perform administrative duties required for the efficient functioning of the clinical service. Participate in divisional, departmental, and hospital meetings and committees. Outreach and Development: Contribute to the development and support of nephrology services within the hospital's referral network.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof MY Chothia Tel No: (021) 938-9239 or Email: yaziedc@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. The medical sub-specialist (adult nephrology) will function at Tygerberg Hospital and its primary satellite dialysis units within the Metro East region, as per an agreed programme. "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 Adult Nephrology

		with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/131</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: PAEDIATRIC CRITICAL CARE)</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
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Critical Care. Registration with Professional council: Registration with the HPCSA as Medical Specialist in Paediatric Critical Care. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. 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 Paediatric Critical Care. 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 Paediatric Critical Care. Inherent requirement of the job: A valid driver's license. Competencies (knowledge/skills): Appropriate experience working in Paediatric Critical Care. Appropriate experience in Paediatric Critical Care of post-cardiac surgery patients. Ability to function independently at a level of a Specialist in Paediatric Critical Care. Demonstrated interest in Paediatric Critical Care research. Working with multi-disciplinary teams. Computer literacy (e.g. Word, Excel, PowerPoint, etc.)
<u>DUTIES</u>	:	To render a comprehensive clinical service in Paediatric Critical Care. To provide clinical teaching in Paediatric Critical Care. To engage in Paediatric Critical Care research. Ecosystem support.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof Pierre Goussard Tel No: (021) 938-9220
	:	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 as Medical Specialist in Paediatric Critical Care with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/132</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (X2 POSTS)</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 Medical Specialist in Radiology. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirements of the job: Participate in the after-hours call system. Commuted

	overtime is compulsory. Competencies (knowledge/skills): Excellent team player. Good clinical expertise in general radiology with a sub-speciality interest that can be developed. Good record of clinical governance, research, teaching, and training at undergraduate and postgraduate levels in Diagnostic Radiology. Excellent managerial, interpersonal, leadership, administrative, communication, analytical, and problem-solving skills. Ability to supervise training and mentorship of registrars and junior radiologists.
<u>DUTIES</u>	: (key result areas/outputs): Provide supervision of clinical service delivery within the Radiology Division to ensure excellent clinical services of diagnosis, investigations, and treatment in inpatient, outpatient and emergency contexts. Take overall responsibility for the comprehensive Diagnostic Imaging Radiology service at Groote Schuur Hospital, reporting to the Head of Department. Responsible for a strong academic program within the wider Radiology teaching program, including relevant research and continuing medical education for staff. Liaise and collaborate with all surgical and medical disciplines to support the delivery of best practices for patient care. Responsible for corporate governance and management activities, ensuring quality outputs and optimal use of resources. Communications skills including report generation, letter writing, consultation, verbal skills, liaison with support service, nursing and Professions Allied to Medicine. Coordinate and manage afterhours support for Diagnostic Radiology services. Coordinate and participate in outreach programs to the facility's drainage area.
<u>ENQUIRIES</u>	: Prof S Moosa Tel No: (021) 404-4184
<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). Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/133</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)</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 qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. 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 Obstetrics and Gynaecology. 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 Obstetrics and Gynaecology. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Participate in after-hours (commuted overtime) is compulsory. Competencies (knowledge/skills): The candidate must have an excellent track record of clinical and training skills. Clinical experience with general and high-risk obstetrics, general and emergency gynaecology, termination of pregnancy and ultrasound is required. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes and referral writing skills. Sound verbal and written communication skills as well as analytical and problem-solving skills. Experience with teamwork, planning, organizing and coordination of a O&G unit, including clinical and administrative governance of the unit (personnel and leave management, procurement and operational statistics). The candidate must have sufficient clinical and academic skills to handle a large clinical workload. Computer literacy in MS Word and Excel or similar, including the ability to use online resources relevant to the discipline (e.g. PubMed).

<u>DUTIES</u>	:	The main purpose of the job is to strengthen the O&G services at general specialist level for all women in the district (ecosystem) at either Khayelitsha, Karl Bremer or Tygerberg hospitals and there referring clinics and midwife obstetric units. This includes Outpatient, Inpatient, Emergency, Theatre and Afterhours service (nights, weekends, and public holidays).
<u>ENQUIRIES</u>	:	Prof S Gebhardt Tel No: (021) 938-4638 or email, Stefan.Gebhardt@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 the post. Cape Town Metro East Ecosystem (Karl Bremer, Khayelitsha or Tygerberg Hospital). The post will either be on the establishment of Khayelitsha Hospital; or Karl Bremer hospital, or Tygerberg hospital, depending on the availability of posts; and candidates must be willing to accept a position at any one of these. - "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 Obstetrics and Gynaecology with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/134</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist Internal Medicine. Registration with Professional council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Internal Medicine. Grade2: 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 Internal Medicine. 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 Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime within the MetroHealth Services. Competencies (knowledge/skills): Ability to work as a specialist physician at a Large District Hospital attached to a teaching institution. Ability

	to work and make clinical decisions independently. Ability to manage a broad spectrum of medical problems. Good organizational skills and ability to perform tasks efficiently. Ability to provide leadership and management within the Department of Medicine. Excellent individual coping and interpersonal skills and ability to perform well within a multidisciplinary team context. Enthusiasm to attend and present training and educational courses to broaden clinical and managerial skills and knowledge. Ability to communicate effectively. Knowledge and understanding of relevant legislation, hospital procedures and policies.
<u>DUTIES</u>	: Provision of specialist care to outpatients and inpatients (including ICU and high care). Clinical service leadership and oversight at Victoria hospital. Clinical link and between the Community Health Centres and Victoria and Groote Schuur and False Bay. Outreach to western subdistrict. Training and teaching of students, interns, medical officers and registrars' Clinical governance and management for the Department of Internal Medicine including handling medico-legal enquires.
<u>ENQUIRIES</u>	: Dr GL 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 the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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 a change in registration status). The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/135</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3</u>
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1531 032 per annum Grade 3: R1773 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 Medical Specialist in Urology. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Urology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Experience in Adult and Paediatric Urology, renal transplantation, laparoscopic surgery, trauma, endourological and oncological surgery. Have research experience. Ability to perform urologic surgery at a tertiary level.
<u>DUTIES</u>	: The management of specialist urological patients within the Division of Urology and at related hospitals to Groote Schuur Hospital. To provide services (operative and OPD consulting) at Eerste River and Western Cape Rehabilitation Hospitals. Supervision and performance of major Urology surgery, Laparoscopic surgery, laparoscopic surgery, trauma, endourological and oncological surgery. Oversee day surgery, surgical clinics and surgical emergencies. Organise and contribute to the surgical skills training courses.

	Contribute to the under and post grad training and research agenda of the Division.
<u>ENQUIRIES</u>	: Prof J Lazarus Tel No: (021) 406-6105
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer 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). Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/136</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC SURGERY)</u>
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic Surgery. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Plastic Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Plastic Surgery. 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 Medical Specialist in Plastic Surgery. 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 Medical Specialist in Plastic Surgery. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate effectively (verbal and written). Ability to initiate research, strong academic record in terms of teaching and research supported by publications and presentations. Support to postgraduate and Masters' students. Commitment to attaining advanced surgical skills especially in Microsurgery. Computer literacy, the ability to develop and work with databases. Skills and experience in undergraduate and postgraduate teaching and training.
<u>DUTIES</u>	: Actively participate in all the academic activities of the division including performing and overseeing research. Assess, investigate and manage patients referred to the Plastic Surgery service from the Western Cape and beyond. Assist with cross-cover for the plastic service at Red Cross War Memorial Children's Hospital. Train under/post-graduate students, including elective students, and other allied health personnel. Help manage the out-patient service for Plastic Surgery. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of plastic surgery patients. Assist with leadership and oversight of the day-day running of the Division of Plastic and Reconstructive Surgery.
<u>ENQUIRIES</u>	: Prof S Adams Tel No: (021) 406-6415 or email: saleigh.adams@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. 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). Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/137</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL) (EMERGENCY, ICU, THEATRE AND CSSD)</u>
<u>SALARY</u>	:	R1 028 091 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital Minimum educational qualifications: Basic R425 qualification (i.e Degree/ diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with Professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Good communication skills. Ability to work on MS packages (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance, manage quality improvement of nursing care. Manage financial resources assets and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in the inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Dubase Tel No: (021) 938-4000 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a practical/ competency assessment.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/138</u>	:	<u>REGISTRAR (PSYCHIATRY) (X4 POSTS)</u> Chief Directorate: Metro Health Services (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>	:	Stikland Hospital (X2 Posts) Tygerberg Hospital (X1 Post) (Lentegeur Hospital (X1 Post)

<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. It will be expected of the successful candidate to perform emergency and after-hour call cover. Completed FC Psych Part I Colleges of Medicine South Africa qualification. Competencies (knowledge/skills): Appropriate experience in Psychiatry with appropriate supervised medical officer experience. Registrars will be appointed in a specific training complex but is required to work across the platform. Excellent clinical assessment and management skills. Good leadership and interpersonal skills. Knowledge and practical skills in psychiatry. Communication skills.
<u>DUTIES</u>	: Assisting with the training of interns, medical students, nursing staff and multidisciplinary team members. Learning critical skills required of a psychiatric specialist. Involvement in research/audits relating to Psychiatry. Maintaining accurate and detailed patient records and adhering to the medicolegal requirement of the Mental Health Care Act and other relevant South African legislation. Provision of safe and comprehensive psychiatric care to inpatients and outpatients at Tygerberg Hospital, Stikland Hospital, Lentegeur Hospital and associated training sites. Provision of clinical support to other medical and surgical disciplines at Tygerberg Hospital. Performing onsite after-hours duties as per call roster. Supervision and support of medical interns and medical officers providing psychiatric care on the service platform. Attending teaching program activities, tutorials and assessments as part of the registrar training program at the designated university as required to achieve the FCPsych and MMed (Psych) qualifications.
<u>ENQUIRIES</u>	: Prof L Koen Tel No: (021) 940 8718 / liezle.koen@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 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 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. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. 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. 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). Short listed candidates will be subjected to a written and/or oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 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. Each registrar will be appointed in a specific training complex and will be expected to rotate through the various institutions in the complex. 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.
<u>CLOSING DATE</u>	: 06 October 2025

<u>POST 34/139</u>	:	<u>REGISTRAR (OCCUPATIONAL 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>	:	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 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. Registrars will be required to register as post-graduate students with the University of Cape Town. 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. Completion of FCA (SA) Part 1. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal medicine rotations. 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. Completion of community service in Internal Medicine.
<u>DUTIES</u>	:	Clinical Service Provision. Participate in the teaching programme. Research and professional development (including completion of MMED). Effective Clinical Administration in patient records and patients reports.
<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 the 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 registrars should they not be successful for advertised Specialist positions. Should registration with the HEI as 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 maybe 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. Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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). Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/140</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (OCCUPATIONAL HEALTH CLINIC)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum

	A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Experience: 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): Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge, expertise and experience with regards to providing medical care to employees in a clinical setting.
<u>DUTIES</u>	: Primary acute and chronic care to non-medical aid staff. Primary acute care to medical aid staff. Primary acute care for children of GSH creche. Provide support for outbreaks. Identify trends and implement interventions. Diabetic care, weight management, hypertensive care, smoking cessation. Provide referral letters for family planning for staff. Provide support to OHC for IOD cases. Conduct side room tests including basic vitals and bloods.
<u>ENQUIRIES APPLICATIONS</u>	: Dr F Conrad Tel No: (021 404-2205 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. 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). The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/141</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (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>	: 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 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 requirement of the job: A Valid driver's licence. Perform commuted overtime within the department of surgery. Competencies (knowledge/skills): Good communication skills. Ability to work in a team and with all levels of staff. Experience working within a surgical department of a district-/secondary-/tertiary-level hospital. Interest in developing an academic career and involvement in research activities. Completion of Basic Life Support, FCS primary examination, Advance Trauma Life Support and Basic Surgical Skills courses.
<u>DUTIES</u>	: To deliver safe, cost-effective and high-quality surgical care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patients (including gynaecology, urology & ENT) presenting to the EC and planning appropriate operative management with guidance & supervision from senior specialists. Involvement (supervised) in daily ward rounds, outpatient clinics & elective theatre lists (including urology & ENT cases). -Post-operative inpatient assessment & care, with appropriate investigation & management of possible complications and common surgical emergencies. Teaching and training of community service medical officers, interns, students and nurses providing an appropriate level of care and knowledge. Planning & triaging (supervised) of efficient emergency & elective theatre lists, involving communication and discussion with anaesthetic & theatre nursing staff. Completion of medicolegal documents. Participation in research, audits and quality improvement programs.
<u>ENQUIRIES</u>	: Dr J. Plaskett Tel No: (021) 799-1200, email: Jeremy.Plaskett@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/142</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS)</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>	: New Somerset Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom 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 licence. Willingness to work overtime when required. Willingness to work at the relevant institutions on the rotation platform. Competencies (knowledge/skills): Appropriate experience in providing Orthopaedic Surgical Services. Ability to function in a team under pressure in high volume, high stress environment. Administrative and IT Skills. Research methodology.
<u>DUTIES</u>	: Clinical Service: Patient care: in-patient and outpatient management of orthopaedic patients. Clinical Service: Operative (surgical) care of orthopaedic patients, both elective and emergencies. Clinical governance, for example ensuring rational and cost-effective use of resources such as laboratory investigations, medications, consumables and equipment. Teaching: both formal and informal teaching to students. Innovation and Research within the orthopaedic team. Leadership within the orthopaedic and hospital team.
<u>ENQUIRIES</u>	: Dr S Mears Tel No: (021) 402-6197 or email: Stewart.Mears@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. This position is a rotating medical officer position across the platform: Groote Schuur (ICU), Victoria, New Somerset, Mitchell's Plain, and Red Cross Children's Hospitals. 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 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 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>	: 06 October 2025
<u>POST 34/143</u>	: <u>REGISTRAR (MEDICAL) (OBSTETRICS AND GYNAECOLOGY) (X6 POSTS)</u> (5 Year Contract)
<u>SALARY</u>	: R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Participation in commuted overtime (after-hours emergency service) is compulsory. Valid driver's license. Registrars can be rotated through the related departments at various hospitals, including hospitals served in their specific outreach programmes, e.g. Paarl and Worcester Regional hospital as well as Khayelitsha, Helderberg, Eerste Rivier and Karl Bremer district hospitals; as required by the training program. Candidates must be willing to participate in the Termination of Pregnancy services according to the relevant act. Competencies (knowledge/skills): Appropriate post-community service experience in obstetrics and gynaecology (under onsite supervision of a registered obstetrician gynaecologist). Clinical experience with adult as well as neonatal intubation and resuscitation is required. Applicants must have a valid CMSA (College of Obstetricians and Gynecologists) FCOG part 1. Diploma in obstetrics, ultrasound training and additional obstetrics/gynaecology experience. Ability to do a Caesarean section independently and to work in a professional team. Computer literacy in MS Word and Excel or similar,

including the ability to use online resources relevant to the discipline. Auxiliary courses relevant to the field of Obstetrics and Gynaecology (e.g. ultrasound, ACLS, ESMOE, ANLS, surgical skills, basic laparoscopy etc). A logbook indicating at least 250 Caesarean sections performed as main operator. CMSA FCOG part 1 (valid for at least 5 years after entry into the post). Basic obstetric ultrasound certification (or a letter from a specialist indicating competence in ultrasound, accompanied by a logbook of cases done).

DUTIES : Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FCOG intermediary exam after 18 months and FCOG part II exam of the CMSA prior to the end of the five-year contract. Graduation with an MMed (O&G) degree prior to the end of the five-year contract after completion of the required research project.

ENQUIRIES : Prof GS Gebhardt Tel No: (021) 938-4638, email: (gsgeb@sun.ac.za) or jeban@sun.ac.za

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for the post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. 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)".

CLOSING DATE : 06 October 2025

POST 34/144 : **REGISTRAR (MEDICAL) (FAMILY)**
Cape Winelands Health District
(4-Year Contract)

SALARY : R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Cape Winelands Health District based at Robertson Hospital Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Willingness to work overtime. Commuted overtime is compulsory. A valid Driver's license. Competencies (knowledge/skills): Computer literacy (e.g., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills.

<u>DUTIES</u>	:	Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports.
<u>ENQUIRIES</u>	:	Dr. L Rossouw via Liezel.Rossouw@westerncape.gov.za Nicole Cordon-Thomas via nicolec@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 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)". The pool of applications will be considered for vacancies within Robertson Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/145</u>	:	<u>REGISTRAR (MEDICAL) (UROLOGY)</u> (5-Year Contract)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with Professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after-hours call cover. Registrars may be required to work across the training platform on request. Successful completion of FCS (SA) part 1 and part 2 examinations. Registration for MMed (Urology) degree at University of Stellenbosch (SU) and completion of 2 internal examinations, FC(Urol) final examination and research projects within 5 years. Pre-graduate MBChB student teaching. A valid (code B/EB) driver's license. Competencies (knowledge/skills): FCS part 1 and experience in research/publications. Appropriate experience in general surgery and urology and an accredited Intensive Care Unit. Ability to render high quality surgical management for Urology patients in tertiary and secondary level. Ability to render high quality inpatient and outpatient management of urology patients. Ability to initiate own research project. Proven prior involvement with research (e.g. publications as primary author or co-author). Ability to render high quality teaching to medical officers, interns and medical students. Strong ethical principles and relevant clinical and counselling skills. Computer literacy.

<u>DUTIES</u>	: Leadership-, interpersonal- and organisational skills. Ability to effectively function as part of a team in a high-pressure environment.
<u>ENQUIRIES APPLICATIONS</u>	: Provision of clinical service delivery at registrar level across the full spectrum of urological surgery. The registrar will spend the majority daytime working hours at various Tygerberg Hospital, but some clinical duties will be at other hospitals in the referral area. Active participation in the postgraduate and undergraduate academic programmes of the Urology Department at Tygerberg Hospital, this includes daily teaching of undergraduate medical students. Effective management of inpatients and outpatients in the urology department. Conduct research projects pertinent to urology and in line with MMed (Urology) degree requirements.
<u>NOTE</u>	: Prof A van der Merwe Tel No: (021) 938-9094 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). No payment of any kind is required when applying for the post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. -"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. 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>	: 06 October 2025
<u>POST 34/146</u>	: <u>PHARMACY SUPERVISOR GRADE 1</u> Chief Directorate: Emergency & Clinical Services Support
<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>	: Medicine Management, Bloods and Labs (on the premises of Karl Bremer Hospital)
<u>REQUIREMENTS</u>	: Minimum educational qualifications: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with Professional council: Current registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Inherent requirements of the job: Ability to work accurately under pressure and maintain a high standard of professionalism. Valid drivers' licence. Willingness to travel when required. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Policies and the Pharmacy Act 53 of 1974. Sound Management, Communication and conflict handling skills. Computer literacy (MS Word, Excel, Power-point and Outlook).
<u>DUTIES</u>	: To manage and ensure the comprehensive, cost effective and efficient management of receipt, storage and distribution of pharmaceuticals for Western Cape Government: Department of Health & Wellness. To lead the warehouse team and provide stewardship for change management required

		within CMD. To monitor the workflow process and manage all related expenditure in the warehouse. To ensure compliance to legislative requirements and facilitate learning in the warehouse. To ensure adherence to People Management prescripts and ensure a people centric workspace in the warehouse.
<u>ENQUIRIES</u>	:	Ms. H Moeng Tel No: (021) 483-8408
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants may be considered for other vacant Pharmacy Supervisor posts within the Chief Director Emergency & Clinical Support 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. Candidates may undergo a competency-based assessment and will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/147</u>	:	<u>DENTIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R972 612 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>	:	Nomzamo CDC
<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 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. 1year relevant experience after registration as Dentist 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: Minimum of 7 years appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA qualified employees. Minimum of 8years relevant experience after registration as Dentist 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: Minimum of 12 years appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA qualified employees. Minimum of 13years relevant experience after registration as Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Good verbal and written communicate skills. Ability to perform in a multi-disciplinary team. Ability to manage the dental clinic. Ability to maintain good interpersonal relations. Ability to work under pressure and manage a heavy workload.
<u>DUTIES</u>	:	Examine and diagnose oral conditions. Treat oral diseases and conditions. Oral health training. Perform all aspects of oral health, e.g. preventative, conservative, prosthetics, etc. Manage clinic and staff. Plan and implement services to the community.
<u>ENQUIRIES</u>	:	Ms N Matiso at (074) 199-8834
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a 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 other similar 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>	:	06 October 2025
<u>POST 34/148</u>	:	<u>PSYCHOLOGIST GRADE 1 TO 3</u> West Coast District Office
<u>SALARY</u>	:	Grade 1: R872 709 per annum Grade 1: R1 014 705 per annum Grade 3: R1 174 848 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Malmesbury CDC, Swartland Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with 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: Valid (Code B/EB/) driver's licence and willingness to work at the clinics and hospital in the Swartland Sub-district. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Excellent clinical skills in terms of consultation. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Developing psychological and counselling services at PHC level with particular emphasis on the provision of clinical services at designated CDCs and Clinics. Interventions include evidenced-based short-term and longer-term psychotherapies, support and containment work, and telehealth services, as well as liaising with relevant service providers and stakeholders in making appropriate referrals for the management of patients. Developing and facilitating referral pathways. Service development includes capacity building by way of clinical supervision, mentorship and training of psychologists, interns, students, and staff at district facilities. Edit Library X. The championing of mental health within the DOH and the development of intersectoral partnerships with various health department role-players as well as NPOs. Performing administrative tasks related to clinical work as well as data collection and line-management. Adhere to Continuous Professional Development (CPD) requirements as stipulated.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr RA Christoffels Tel No: (022) 482 2729 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within the Swartland 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>	:	06 October 2025
<u>POST 34/149</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PSYCHIATRY) (WARD 12 & 109) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with Professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid code (B/EB) drivers' licence. Willingness to work shifts, after hours, public holidays, day or night and standby duties. Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Computer literacy in MS Office package. Demonstrate a good understanding of HR and financial policies and practices. Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate experience working in Acute Psychiatric Services.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.
<u>ENQUIRIES</u>	:	Mr ST Mndende Tel No: (021) 370-1400 / Mr M Banzi Tel No: (021) 370-1248
<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.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/150</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Central Karoo District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Hillside Clinic, Beaufort West Sub-district,
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned

		above. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to rotate between PHC clinics within the Sub-District. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC Principles and implementation. Legislation of Ideal Clinic and Office of Health standards and compliance.
<u>DUTIES</u>	:	Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
<u>ENQUIRIES</u>	:	Ms A Hansen 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 can be subjected to a practical/ oral assessment. The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/151</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Malmesbury CDC, Swartland 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 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 Professional 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 requirements of the job: Valid (Code B/EB) driver's license and willingness to travel to the clinics around Swartland Sub-district Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate in-depth knowledge of Nursing and public service legislation. Appropriate experience in a primary health care setting. Appropriate experience in rendering a support service.
<u>DUTIES</u>	:	Ensure the rendering of a comprehensive nursing health care program for the promotion of health, self-care, treatment and rehabilitation of patients at the primary health care facility. Effective Human Resource Management and Development Management. Effective stock control and management of equipment within the facility. Contribute to the training and professional development of students and sub-ordinates. Foster Community Participation and Collaboration with Partners and Stakeholders within the Sub-district.
<u>ENQUIRIES</u>	:	Mr. RA Christoffels Tel No: (022) 482 2729
<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 Swartland 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." Candidates who are not in possession of the

stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council.

<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/152</u>	:	<u>PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALTY NURSING: TRAUMA AND OPD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	False Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with Professional council: Registration with the SANC as a Professional Nurse and midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts, Sundays, Public Holidays, weekends, night shift and over-time. Competencies (knowledge/skills): Good written and verbal communication skills. Knowledge of policies and legislation regarding Trauma/Emergency/Critical Care Services and the ability to implement it. Leadership and interpersonal skills. Computer literacy (ie MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Implement standards, practices, criteria and indicators for quality nursing (quality practice). Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Collaborate and maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms B Tyutu Tel No: (021) 832-5206
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of 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 concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. The pool of applicants will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025

<u>POST 34/153</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OBSTETRICS & GYNAECOLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1-year accredited with SANC in Advanced Midwifery & Neonatal Nursing Science. Registration with Professional council: Registration with SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwifery & Neonatal Nursing Science. Inherent requirement of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Expected to function rotate within the Functional Business Unit of Neonates, Paediatrics, Maternity and MOU. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
<u>ENQUIRIES</u>	:	Ms V Rulumeni Tel No: (023) 348-1496
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within 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. Shortlisted candidates will be subjected to a practical test. 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 a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/154</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: THEATRE)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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 a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science Operating Theatre.

Registration with Professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work shifts, public holidays, after-hours, night duty and weekends. Competencies (knowledge/skills): Computer literacy (MS Office). Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of specialty. Ability to promote quality through the setting, implementation, and the monitoring of nursing standards in the operating theatre. Ability to function independently as well as part of multi-disciplinary team. Effective communication. Interpersonal, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Provide comprehensive specialized nursing care provided within a professional/ legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. Support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Medical and Surgical Nursing Science: Operating Theatre. The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 October 2025

POST 34/155 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
 Chief Directorate: Metro Health Services

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

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with Professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as 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 with the SANC in General nursing. Inherent requirement of the job: Willingness to work after hours and clinical duties to meet the operational requirements. Competencies (knowledge/skills): Good verbal and communication and Computer literacy (Ms Word, Excel, Power point) Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality

	Management. Ability to work independently and as part of the multi-disciplinary team.
<u>DUTIES</u>	: Provide Occupational Health Clinical Services at institutional level (promoting Health, Safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service. Conduct Risk assessment audits. Participate in training programmes in conjunction with People Management and Training Departments as required. Management & Promotion of Quality Assurance and Infection Prevention and Control (liaise with IPC related matters)
<u>ENQUIRIES</u>	: Ms M Dubru-Shunmugam Tel No: (021) 799-1125 or Email: Mary.Dubru@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)" The pool of candidates will be considered for similar vacant posts within the department for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/156</u>	: <u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum : Khayelitsha Eastern Sub Structure Office : Minimum educational qualifications: Appropriate 3-year degree/diploma. Experience: Appropriate experience in Information Management. Appropriate experience in health-related Information Systems. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advance technical skills, including proficiency in database management, MS Office Suite, and reporting tools. e.g. MS Excel, Power BI. Strong data analytical skills for interpretation of health-related information. Strong understanding of legislation, policies, and prescripts governing information management in the public health sector. Proven ability to manage resources effectively, and drive performance through strong planning, decision-making, and interpersonal skills. Strong team management skills with the ability to lead, motivate, and coordinate teams to achieve organizational goals effectively.
<u>DUTIES</u>	: Oversee and maintain structured data capture processes, ensure compliance and seamless communication of information within the Sub-structure. Perform data analysis, prepare comprehensive reports, and present findings to support decision-making. Provide feedback and support to facilities within the Sub-structure and Metro Health Services. Ensure data quality and integrity by implementing robust data verification and validation processes. Enforce compliance with departmental policies and guidelines on information management. Provide technical support and system development assistance to enhance information flow and efficiency. Lead a team by supervising daily operations, providing guidance, and conducting performance evaluations to drive excellence. Manage and support sub-ordinates and provide support to manager.
<u>ENQUIRIES APPLICATIONS</u>	: Mr R Manesen at (065) 860-9938 : 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 Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 06 October 2025

<u>POST 34/157</u>	:	<u>ASSISTANT DIRECTOR: ASSEST MANAGEMENT</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Diploma/ Degree in Accounting, Financial Management, Supply Chain Management (with Accounting/Finance modules), or equivalent. Experience: Appropriate experience in asset management, with a proven track record in: Financial reporting and compliance with the Modified Cash Standard, managing government movable assets, including reconciliations, disposals, and audit processes, leading teams and implementing asset management controls. Competencies (knowledge/skills): Strong leadership, conflict resolution, and project management skills. Expertise in government asset management systems (e.g., LOGIS, Syspro) and advanced Excel. Proficiency in financial reporting, reconciliations, and audit processes. Advanced knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Modified Cash Standard.
<u>DUTIES</u>	:	Collaborate with finance, procurement, and clinical teams to align asset management with budgetary and operational needs. Manage the moveable asset management component, including staff performance, training, and HR matters. Oversee real-time capturing of acquisitions, transfers, disposals, and barcoding on the institutional asset register. Plan and conduct the annual asset verification and reconcile discrepancies between the asset register and BAS systems. Prepare and reconcile monthly/quarterly financial reports, including inputs for the Annual Financial Statements (AFS) and asset disclosure notes. Ensure accurate accounting for assets in compliance with the Modified Cash Standard and PFMA/Treasury Regulations, including ensuring that asset valuations align with GRAP (Generally Recognised Accounting Practice) standards for departmental reporting.
<u>ENQUIRIES</u>	:	Mr R Schroeder Tel No: (021) 404-3248
<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.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/158</u>	:	<u>LAUNDRY MANAGER: CONTROL (LINEN MANAGEMENT)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Laundry Services: Bellville, M4 Building)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate management experience. Inherent requirements of the job: Willing to travel throughout the Western Cape Province. Valid driver's licence (Code B). Competencies (knowledge/skills): Knowledge of public service sector procurement, PFMA and regulations. Excellent verbal and written communication skills. Extensive knowledge and experience in the functional fields of laundry operation and linen auditing.
<u>DUTIES</u>	:	Manage linen stock levels at health institutions within the Western Cape Department of Health and Wellness. Provide accurate statistics on linen stock levels and production rates at health institutions to management monthly. Manage and provide training regarding control of linen at hospitals and institutions in terms of set policy and guidelines. Manage and provide an effective linen support service to health institutions within the Western Cape Department of Health and Wellness. Manage the Monitoring and Evaluation of Linen Service. Perform regular inspections of linen stock levels at health institutions within the Western Cape Government. Manage the linen audit team. Manage the new Western Cape Department of Health and Wellness Linen Depot.
<u>ENQUIRIES</u>	:	Mr A Jantjies Tel No: (021) 918-1702
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/159</u>	:	<u>DIETICIAN GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Metro TB (Transitional Care) Hospital Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dietician. Registration with a professional council: Registration with the HPCSA as a Dietician. Experience: Grade 1: None after registration with the HPCSA as Dietician. 1-year relevant experience after registration with the HPCSA as Dietician 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 Dietician, in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Dietician. A minimum of 21 years' relevant experience after registration with the HPCSA as Dietician 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 obtain Continuing Professional Development (CPD) points to maintain registration and remain compliant with the HPCSA. Willingness to work as a Dietician within the multidisciplinary team at a transitional care facility/Metro TB Hospital Complex. Valid driver's license Code B/EB. Willingness to travel. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Appropriate clinical experience as a Dietician in an acute hospital or rehabilitative environment. Ability to solve problems, organize and prioritize patients' treatment and discharge plans. Ability to work independently and under pressure. Good interpersonal, communication and organizational skills. Computer literacy (Microsoft Word, Excel, and PowerPoint)
<u>DUTIES</u>	:	To deliver a comprehensive Dietetic service to clients (patients) ensuring optimal nutritional care. Assessment and the treatment of patients that is referred to Metro TB Hospital Complex / transitional care facility with nutritional needs in a medical, rehabilitative, TB and palliative setting. Be responsible for the administration related to patient care as well as departmental administration. Management of financial resources and assets in allocated work area. Effective support in the multidisciplinary context and to the management team. Provide support to the food service Manager / supervisor for specialized nutrition and effectively manage resources for provisioning of Dietetic services. Capacitated workforce – provide in-service training and mentoring of all categories of personnel on nutrition related topics.
<u>ENQUIRIES</u>	:	Mr M.G. Nabie Tel No: (021) 508-7413
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. 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 for health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Metro 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>	:	06 October 2025

<u>POST 34/160</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CRITICAL CARE)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Critical Care. Registration with Professional council: Registration with the HPCSA as a Clinical Technologist: Critical Care Inherent requirements of the job: Will be required to work after hours (on call), over weekends and on public holidays. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Good interpersonal and communication skills (verbal and written) with above average technical skills and problem-solving ability under pressure. Proven to work within a group at all levels of authority. Ability to work under pressure. Computer literacy (MS Word, Excel, Outlook). Capable of maintaining confidentiality. Ability to work independently and in team context. Knowledge of ventilation, infusion devices, ICU patient transport and equipment trouble shooting. Experience in ICU (Adult and Neonatal), Theatre and Trauma/Emergency unit.
<u>DUTIES</u>	:	Contribute to the training of technologists and other healthcare professionals. Effectively perform stock control and maintenance of ICU equipment and consumables. Assist with ICU and Theatre diagnostic and therapeutic procedures including resuscitation. Perform quality control measures for ICU and Anaesthetic equipment. Effectively work in various areas (Mainly ICU with future rotational duties through Theatre and Maternity/Neonatal ICU, Trauma & Emergency) in the Clinical Technology – Critical Care Service s at Groote Schuur.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Straithie Tel No: (021) 404-3291 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/161</u>	:	<u>CHIEF FOOD SERVICE MANAGER (CATERING SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification).

	Experience: Appropriate experience in a large-scale Hospital Food Service environment. Appropriate management and supervisory experience. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Willingness to be on standby. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets, word documents and presentations in Microsoft Office Knowledge and skills regarding managing the operation of an industrial Food Service Unit. Problem solving, decision making and time management skills. Sound numerical skills. Computer literacy (Microsoft Office).
<u>DUTIES</u>	: Plan and develop the strategic management of the Food Services Unit. Manage an operational Food Service Unit. Manage risks within the Food Service Unit. Manage all related Human Resource Manage matters of the Foodservices Unit. Manage all related Finance matters of the Foodservices Unit.
<u>ENQUIRIES</u>	: Ms G Engelbrecht Tel No: (021) 503-5017
<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. 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 date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/162</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Karl Bremer Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate Support Services experience. Supervisory experience. Maintenance of buildings, equipment, and machinery experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Good communication skills, both verbal and written and have computer skills (MS Office, Excel and Word). Ability to draft and implement standard operating procedures as well as the ability to draft service level agreements and contracts. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts as well as extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures, knowledge of LOGIS and working knowledge of support services management or facilities management.
<u>DUTIES</u>	: Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Mortuary, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective control of maintenance and capital works of buildings and equipment of institution. Optimum utilisation and supervision of human and other resources within Support Services. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.
<u>ENQUIRIES</u>	: Ms C Cornelius Tel No: (021) 834-5897
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the 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>	: 06 October 2025
<u>POST 34/163</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital
	:	Minimum educational qualifications: An Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Human Resources Management, Personnel Management (i.e. Salary Administration, Service Conditions. Appropriate supervisory experience of Personnel Management clerks. Appropriate PERSAL and payroll experience. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Good interpersonal and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Knowledge and experience of commuted overtime system and OSD & non-OSD prescripts. Approval experience of all personnel relevant functions on PERSAL. Ability to provide training. Knowledge of the PFMA, experience of debt management and knowledge of all HR related policies, legislation, guidelines, standards, procedures and applicable practices.
<u>DUTIES</u>	:	Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regard to Personnel provisioning, Personnel and Salary administration. Supervise Administration Clerks to ensure effective functioning of the Human Resource Section, Administer and ensure effective and efficient implementation of appointments, service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and management of pay sheets, administration of OSD and Grade Progression, sessional appointments and RTAs administration. Complete ad-hoc tasks, e.g. answer audit queries. Implement recommendations of the Auditor-General or Advisory Services. Monitor Compliance w.r.t Payroll administration and Service Benefits. Provide monitoring and evaluation of HR audit reports. Provide training to HR clerks and support Victoria staff members as a whole regarding HR related matters.
<u>ENQUIRIES</u>	:	Ms J Theunissen Tel No: (021) 799-1199 or email Janine.Theunissen@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. The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/164</u>	:	<u>EMS SHIFT LEADER GRADE 3 TO 6 (X4 POSTS)</u> Chief Directorate: Emergency, Clinical and Support Services
<u>SALARY</u>	:	Grade 3: R335 226 per annum Grade 4: R397 308 per annum Grade 5: R480 108 per annum Grade 6: R589 443 per annum
<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services, Metropole and Rural Districts
	:	Minimum educational qualification: Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). -Grade 4: Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as an Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with a Professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South

		Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as an Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's license. Current Professional driver's permit. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.
<u>DUTIES</u>	:	Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services, and members of the Public. -Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required.
<u>ENQUIRIES</u>	:	Ms S Modack-Robertson Tel No: (021) 932 1966
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/165</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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 (KRA's) of the post. Experience: Appropriate experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. LOGIS experience, IPS experience and good leadership abilities. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System. A working knowledge of all relevant legislation, policies and prescripts applicable to SCM. Good communication and interpersonal skills. Ability to work under pressure, independently and in a team. Computer literacy (MS Windows, Word and Excel). Knowledge of LOGIS; BAS Treasury regulations and stock control system. Willingness to work overtime.
<u>DUTIES</u>	:	Acquisition of assets and repairs of equipment. Manage the annual asset stocktaking process. Monitoring of Assets at institutions. Ensure effective and efficient annual/monthly reporting of Asset, Disclosure Notes, Gifts & Donations. Disposals & Transfers. Demand and Acquisition Management. Compliance: Ensure that all batchers are compliant as per finance instructions and accounting officer system. Effective efficient and economic Human Resource Management pertaining to SCM.
<u>ENQUIRIES</u>	:	N Sitonga Tel No: (021) 360-4237 or Email: Ntsikelelo.Sitonga@westerncape.gov.za

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/166</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate Support Services experience. Appropriate Supervisory experience. Appropriate experience in maintenance of buildings, equipment and machinery. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to do standby and work overtime. Competencies (knowledge/skills): Ability to draft service level agreements/contracts and implement standard operating procedures. Appropriate knowledge of the Treasury Regulations and Contract Management, PFMA, OHS, and Public Service Acts. Good communication and interpersonal skills. Computer skills (MS Office, Excel, and Word). Appropriate knowledge of Western Cape Government maintenance protocols. Working knowledge of support services management or facilities management. Willingness to do standby and work overtime.
<u>DUTIES</u>	:	Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective support of maintenance and capital works of buildings and equipment of institution. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to ASD Facility Management, Staff and Support Services section. Optimum utilisation and supervision of human and other resources within Support Services.
<u>ENQUIRIES</u>	:	Ms E Scholtz Tel No: (021) 902-8061
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant within the Department for a period of 3 months from date of advert. Applicants will be subjected to a written/practical and oral assessment
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/167</u>	:	<u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum.
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Advanced Computer literacy (MS Office 365 package, SINJANI, Clinicom & Business Intelligence). Knowledge of business process analysis, mapping, modelling and automation of Systems to improve data flow processes. Compilation of reports for meetings and decision making – using various BI platforms (Power BI).
<u>DUTIES</u>	:	Design, implement and coordinate a well-established ICT functionality within the organisation (DITCOM, CITCOM, ITSr) Coordinate the Licencing & Compliance process according to the departmental prescripts. Develop, test and implement automated solutions for existing or new manual processes as part of the IM team. Creating of Dashboards and visualisations in aid of creating data awareness and information sharing. Submit timeous reports to management and staff on performance. Operate as part of the team through participation in innovations.
<u>ENQUIRIES</u>	:	Ms L Cooper Tel No: (021) 937 3141

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/168</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital: (Family Meds) (X1 post), (Mixed Surgery) (X1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with Professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms AE Badenhorst Tel No: (023) 348-1137
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within 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. 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).
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/169</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Sonstraal Transitional Care Hospital, Paarl

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with Professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/) driver's license. Frequent travelling between Sonstraal Hospital (Paarl) and ID Hospital (Malmsbury). Willingness to work overtime when necessary. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 815 8340
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a competency assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within West Coast TB Complex, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/170</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> <u>(SPECIALISED NURSING SERVICES)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Riversdale Hospital, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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 Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other wards in the facility and to work at the clinic in the Sub-district when needed. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Implement standards, practices, criteria,

	and indicators for quality nursing (quality of practice). Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES APPLICATIONS</u>	: Mr NL Mphato Tel No: (028) 713-8643 : 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. Candidates will be subjected to a practical/written assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/171</u>	: <u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (PRIMARY HEALTH CARE) (X2 POSTS)</u> West Coast District
<u>SALARY</u>	: Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	: Piketberg CDC (X1 Post) Bergriver Sub-district (Stationed at Velddrif Clinic) (X1 Post)
<u>REQUIREMENTS</u>	: Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with Professional council: Registration with the South African Pharmacy Council as Pharmacist Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: Grade 1: None after registration as a Post Basic Pharmacist Assistant with SAPC. Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities within the Bergrivier SD and provide relief as Post Basic Pharmacist Assistant. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work independently and in a multi-disciplinary team with excellent interpersonal and communication skills. -Appropriate knowledge of National and Provincial Health policies; Medicines Act 101 of 1965; Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative and analytical thinking and the ability to initiate, coordinate, manage and sustain programs.
<u>DUTIES</u>	: Manage drug supply in the clinic as well as in satellite clinics and mobiles. Dispensing of medicine. Administration and Collection of all pharmacy related data for M + E purposes.
<u>ENQUIRIES APPLICATIONS</u>	: Ms E Engel Tel No: (022) 913-1337 : 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 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 Bergriver 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>	:	06 October 2025
<u>POST 34/172</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy in MS Word, Outlook and Excel applications. Proven ability to produce and organize formal documents, spreadsheets as well as manage emails, email responses and electronic calendars. Excellent interpersonal, time management and filing skills. Ability to plan, organize and execute office responsibilities. Strong sense of initiative, prioritization and precision and ability to work independently. Minute taking skills.
<u>DUTIES</u>	:	Render high quality administrative and secretarial support to the office of the Medical Manager. Manage professional communications by email, telephone and in-person. Take minutes at meetings. Timeously and accurately process paperwork and information to internal and external stakeholders. Administrative functions to support the office of the Medical Manager. Support of clinical projects as requested. Maintain documentary registry, both electronic and hard copy for administrative tasks.
<u>ENQUIRIES</u>	:	Dr M Salie Tel No: (021) 658-5430
<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 may be required to complete a practical test.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/173</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u>
		Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Observatory Forensic Pathology Institute (OFPI), Forensic Pathology Service
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate Clinical administrative experience. Appropriate typing experience. Inherent requirements of the job: Ability to type a minimum of 30 words per minute. Proficiency in Microsoft Office (MS Word and MS Excel). Competencies (knowledge/skills): Dictaphone typing. Ability to collate and verify data accurately. Good interpersonal and organizational skills. Ability to work under pressure. Ability to interpret and apply policies. Ability to communicate clearly and discreetly in person and in writing. Accuracy in entering numerical data using the numeric keyboard, including the decimal point and mathematical operators.
<u>DUTIES</u>	:	Effective and efficient typing of post-mortem reports. Effective and efficient administrative support to the Division of Forensic Medicine and Toxicology. Effective and efficient management of Forensic Databases. Effective management of Forensic documentation.
<u>ENQUIRIES</u>	:	Ms TG Cornelius Tel No: (021) 836-0965/0
<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. Shortlisted candidates will be subjected to a security clearance prior to appointment. The pool of applicants will be considered for vacancies within the 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>	:	06 October 2025

<u>POST 34/174</u>	:	<u>PERSONNEL OFFICER: PEOPLE ADMINISTRATION</u> Directorate: People Management Planning and Practices
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources that include Salary Administration, Service Conditions, Personnel Administration, Pension Administration and PERSAL. Competencies (knowledge/skills): A sound understanding of HRM policies, Public Service Act, Public Service Regulations, and Collective Agreements concerning personnel and salary administration. Competency in the MS Office Suite and PERSAL system operations. Strong organisational skills with a focus on accuracy, attention to detail, and deadline management. Strong critical thinking and problem-solving capabilities.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the Personnel Administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, and debt management. Responsible for capturing transactions on PERSAL and auditing of personnel and leave records. Maintenance of registers, i.e. appointment, probation, ORW, and service terminations. Provide an effective support service to supervisor (i.e. relief duties and attending meetings). Handle all telephone and written enquiries. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters.
<u>ENQUIRIES</u>	:	Mr RB Vermeulen Tel No: (021) 483 8909 or email: Ryan.Vermeulen@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 the post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/175</u>	:	<u>ADMINISTRATION CLERK: SCM (WAREHOUSE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Knowledge and appropriate experience in Supply Chain Management and Warehouse Management. Inherent requirements of the job: Ability to lift and move heavy boxes and stock. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational, planning and interpersonal skills. Sound knowledge of a Warehouse Management environment and Logis / Syspro systems of the Western Cape Government Health & Wellness (BAS, LOGIS). Knowledge on matters related to the Accounting Officer's System / Financial Administration (including legislation and policy documents, i.e. PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with warehouse stock, different stakeholders (users / wards), financial figures and good organizational and stock balance skills. Appropriate knowledge and practical experience in LOGIS, ESL, Electronic Procurement Solutions (EPS) and Microsoft Office.
<u>DUTIES</u>	:	Prepare and capture documentations (Log1's & issue vouchers) for the Warehouse Management team. Effective control over warehouse stock. Timely delivery of stock to departments, theatre and clinics in a cost effective and safe manner. Ensure regular warehouse item spot checks and replenishment thereof. Adhere to all prescripts. Support Supervisor and Manager. Capture of issues, receipts, donations, disposals etc. Request dues-out reports. Applying of warehouse stock principles (FIFO / LIFO). Handle telephonic and written enquiries.
<u>ENQUIRIES</u>	:	Mr. Q. Vaughan Tel No: (021) 377-4363
<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 competency test. 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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/176</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of medical records processes and procedures. Experience of Clinicom system. Inherent requirement of the job: Willingness to work shifts. Must be willing to rotate and/or relieve personnel. Competencies (knowledge/skills): Computer literacy. Good written and verbal communication skills.
<u>DUTIES</u>	:	Loaning and returning of patient files on Clinicom. Record file movement on Clinicom. Obtain patient files according to appointments for the following day. Draw files on request from Medical Staff. Filing of patient related documents. Destruction of old patient files and E-ray. Locate and retrieve missing patient files. Handle telephone enquiries.
<u>ENQUIRIES</u>	:	Ms J Van der Riel Tel No: (021) 799-1270
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/177</u>	:	<u>ADMINISTRATION CLERK: HRM (PERFORMANCE MANAGEMENT AND ADVERTISING)</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 administering the Staff Performance Management System (SPMS) and Advertising. Competencies (knowledge/skills): Computer literacy (MS Office). Competency in the PERSAL system. Good communication skills (verbal and written).
<u>DUTIES</u>	:	(key result areas/outputs): Assist with the correct implementation of SPMS system applied at Groote Schuur Hospital. Correct implementation of pay and grade progression and instating on PERSAL. Administration of applications to perform Other Remunerative Work (ORW). Effective storage and safekeeping of documents. Assist with the timeous and accurate advertising of posts. Assist with Permis training. Perform other HRM tasks and relieve on other sections as required.
<u>ENQUIRIES</u>	:	Ms C Jacobs Tel No: (021) 404 2010
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/178</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Forensic Pathology Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/ Senior Certificate (or equivalent). Experience: Appropriate administration experience in Asset Management. Appropriate experience in LOGIS. Inherent requirement of the job: Ability to work in a physically demanding environment. Willingness to travel and work overtime when required. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Computer literacy (MS Office: Word, Excel, Outlook and PowerPoint). Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations and Financial Instructions and Legislations pertaining to Asset Management. Knowledge of SCM Systems, i.e. SharePoint and SCM Helpdesk (Uploading Requests) and Asset Stock take APP (Asset Scanning) and Asset Dashboard (Extracting Asset Information). Ability to work in a team and independently. Ability to accurately analyze data (numbers). Good interpersonal and organizational skills.
<u>DUTIES</u>	:	Effective and efficient management of Assets. Maintenance of the Electronic Asset Register (LOGIS). Reporting theft, losses and shortages. Movements, repair and condemning of equipment and furniture. Effective and efficient Management of Asset Counts. ICN maintenance and support to FPS facilities.
<u>ENQUIRIES</u>	:	Ms JJ Levendal, Email: Juanita.Levendal@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 practical test. The pool of applicants will be considered for vacancies with Forensic Pathology Service: Head 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>	:	06 October 2025
<u>POST 34/179</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (TRANSPORT SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience within a transport section within a support services environment. Inherent requirement of the job: Valid (Code C/ C1/ EC1/EC) driver's licence. Valid Public Driver's Permit (PDP). Willingness to travel and work overtime when required due to operational needs. Competencies (knowledge/skills): Computer literacy (Word and Excel). Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team. Knowledge of Transport Circulars, relevant policies and instructions. Capacity to work amongst people with disabilities/special mental healthcare needs.
<u>DUTIES</u>	:	Coordinate GG transport and the maintaining all logbooks, kilometres, vehicle inspections and the maintenance of GG vehicles including all accident report. Maintain all relevant registers, filing, electronic systems and assist with ad-hoc tasks. Supervision of subordinates and human resource control within transport section. To ensure effective Financial Resources within the transport section. Optimally rendered administrative services to the Administrative Officer and Assistant Director: Support Service.
<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.
<u>CLOSING DATE</u>	:	06 October 2025

<u>POST 34/180</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)</u>
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience of Medical Records or Registry services. Inherent requirement of the job: Willingness to work shifts. Must be willing to rotate and/or relief personnel. Competencies (knowledge/skills): Computer literacy. Good written and verbal communication skills.
<u>DUTIES</u>	:	Batching of all incoming episode folders. Issue and receive folders master file daily. Responsible for archiving all inactive folders. Ensure that folders are prepared correctly. Ensure that folders are scanned as per prescripts. Ensure that folders are being index correctly. Daily re-filing of episodes into yellow folders. File tracking on Hospital Information System and Trace misfiles. Ensure duplicate folders are being merged correctly. Handle of Microfilm as per request. Handle telephone enquiries.
<u>ENQUIRIES</u>	:	Ms M Xontana Tel No: (021) 938-4512
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/181</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject with experience / competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience and knowledge in Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate experience in procurement functionality & the utilization of the Electronic Procurement System (EPS), Essential Supplier List (ESL) & Logistical Information System (LOGIS). Inherent requirements of the job: Sound knowledge of & experience in working on BAS, Logis & EPS. Willingness to work after hours if & when needed. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational, planning and interpersonal skills. Sound knowledge of a Procurement Management environment and financial systems of the Government (BAS, LOGIS). Knowledge on matters related to Financial Administration (including legislation and policy documents, i.e. PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organizational, managerial and leadership skills.
<u>DUTIES</u>	:	Demand and Acquisition Management of Goods and Services for the Klipfontein & Mitchell's Plain Substructure area. Assisting with the compilation of specifications for various Goods and Services to meet the requirements of the end-user. Attend briefing / site meetings if & when required. Sourcing Quotations for Goods and Services via the EPS. Preparation of Quotation Batches for the Quotation Committee. Processing, expediting & the follow-up of Purchase Orders. Communication and Feedback with Suppliers and End-users. Report on Procurement Related Transactions on a weekly / monthly basis. Assist in the preparations of the Interim and Annual Financial Statement reconciliations w.r.t. assets and reporting thereof. Adhere to all prescripts.
<u>ENQUIRIES</u>	:	Mr Q.J. Vaughan Tel No: (021) 377-4363
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of 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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/182</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience / competencies that focus on the Key Performance Area (KRA) of the post. Experience: Knowledge and appropriate experience in Supply Chain Management and Asset Management. Inherent requirement of the job: Perform overtime duties when required. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook Sound communication, organisational, planning and interpersonal skills. Sound knowledge of an Asset Management environment and financial systems of the Government (BAS, LOGIS). Knowledge on matters related to Financial Administration (including legislation and policy documents, i.e. PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organizational, managerial and leadership skills. Appropriate knowledge and practical experience in LOGIS, ESL, Electronic Procurement Solutions (EPS) and Microsoft Office.
<u>DUTIES</u>	:	Prepare and capture documentation for the Asset Management team. Effective control over all assets. Responsible for asset counts of various facilities within the drainage area. Assist in the preparations of the Interim and Annual Financial Statement reconciliations w.r.t. assets and reporting thereof. Adhere to all prescripts. Support Supervisor and Manager Placing of orders for both capital and minor assets Capture of asset receipts, donations, disposals etc. Request BAS / LOGIS reports. Handle write-offs and filing of source documents. Handle telephonic and written enquiries.
<u>ENQUIRIES</u>	:	Mr QJ Vaughan Tel No: (021) 377 4363
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of 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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/183</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (GENERAL INPATIENTS)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Qualification that allows registration with the SANC as a Staff Nurse. Registration with Professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other wards in the facility and to work at the clinic in the Sub-district when

		needed. Competencies (knowledge/skills): Good communication and interpersonal skills. Self-discipline and motivation.
<u>DUTIES</u>	:	(key result areas/outputs): Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Mr TW Ntombana 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 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 Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/184</u>	:	<u>FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2</u> Chief Directorate: Emergency And Clinical Services Support (Contract Position up until 31 March 2026)
<u>SALARY</u>	:	Grade 1: R217 092 per annum Grade 2: R252 840 per annum
<u>CENTRE</u>	:	Forensic Pathology Service, Mossel Bay
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Will be required to deliver testimony in court proceedings. Willingness to be trained in Forensic Investigation and Dissection. 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. Willingness to assist with duties in an X-ray room. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies.
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of deceased. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. 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.
<u>ENQUIRIES</u>	:	Mr L Smith Tel No: (044) 813 1890 or email (Lester.Smith@westerncape.gov.za)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical and driver's test. Candidates will be subjected to a Security Clearance prior to appointment. The pool of applications will be considered for vacancies within Mossel Bay Forensic Pathology Laboratory for a period of three months from the date of the advert, provided that the job title, core function, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025

<u>POST 34/185</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R192 972 per annum Grade 2: R227 292 per annum Grade 3: R270 009 per annum
<u>CENTRE REQUIREMENTS</u>	:	Metro TB Transitional Care Minimum educational qualifications: Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Registration with Professional council: Registration with the South African Council for Social Service Profession (SACSSP) as a Social Auxiliary Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Willingness to travel. Competencies (knowledge/skills): Brief knowledge of the social work methods. Ability to work independently and within MDT environment and be computer literate.
<u>DUTIES</u>	:	Conduct accurate assessments and provide direct specialized social work interventions to all inpatients using different methods. Management and completion of patient related administration in all spheres. To assist with the smooth-running of social work department through providing necessary supporting role to other social workers and the head of the department. Attends and actively participate in MDT meetings through case presentations and providing feedback when necessary. To liaise with the MDT and partner with the external stakeholders in linking patients with external services providers. To participate in events like TB awareness and relevant programs organized by MDT. Ensure continued professional development by keeping abreast with the latest developments in your field.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Bhongcoshe Tel No: (021) 508-7400 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. 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 for health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Metro 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>	:	06 October 2025
<u>POST 34/186</u>	:	<u>ARTISAN ASSISTANT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE REQUIREMENTS</u>	:	Paarl Hospital Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience and sound knowledge of maintenance and repairs of electrical, plumbing, mechanical, air-conditioning- and refrigeration systems and carpentry. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to do standby and work overtime and after hours,

		including weekends and public holidays. Physical ability to perform work at heights and in confined spaces. Competencies (knowledge/skills): Ability to communicate effectively both verbal and written. Ability to handle conflict and problem-solving situations. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to plan own work activities, work independently and in a team.
<u>DUTIES</u>	:	Carry out and assist the Artisan Foreman / Production Artisan with category 1 maintenance: e.g., basic / elementary maintenance, installations, inspections, and repairs at Health Institutions to ensure compliance with the OHS Act and other relevant regulations or acts. Ensure an organised and neat workshop / office space. Attend to Job Requisitions and job cards. Assist with Administration duties and functions. Adhere to Occupational Health and Safety instructions. Support to Supervisor.
<u>ENQUIRIES</u>	:	Mr GR.Abrahams Tel No: (021) 860-2797 / or Gregory.Abrahams@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/187</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital Mixed Ward (X1 Post) Theatre (X2 Posts) Orthopaedic (X1 Post) Trauma And Emergency (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with Professional council: Registration with the South African Nursing Council as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth / ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr S Bruiners Tel No: (023) 348-1104
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for 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). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025

<u>POST 34/188</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X4 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>	:	Mitchells Plain District Hospital, Female Ward 30B (X2 Posts) OPD TOP & Infectious Diseases & 10 Bed Day (X1 Post) Paediatric Ward 30 Beds (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with Professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment.
<u>DUTIES</u>	:	Provide basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, Mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self-development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.
<u>ENQUIRIES</u>	:	Mr. R Geswindt Tel No: (021) 377-4410
<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 change in registration status). The pool of applications will be considered for vacancies within Mitchell's Plain Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/189</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (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>	:	Elsies River CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with Professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None after registration with SANC as a Nursing Assistant. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with SANC. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Willingness to assist in all departments according to operational needs. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required Ability to work under pressure. Competencies (knowledge/skills): Good communication skills and ability to communicate (written and verbal). Ability to work in them Ulti-

		disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
<u>DUTIES</u>	:	Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Ms JJ Heunis Tel No: (021) 931-0211
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/190</u>	:	<u>CHILD MINDER (GENERAL CLEANING & CRECHE SERVICES) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic literacy and numeracy skills. Child Care Certificate. Experience: Appropriate experience as a Child Minder. Inherent requirements of the job: Willingness to work shift and/or rotation basis. Competencies (knowledge/skills): Computer literacy in MS Office package. Good interpersonal, supervisory skills Ability to work independently and within a team Edu care teaching and training skills and the ability to perform child minding activities Support children's emotional, social, physical, and cognitive development. Ability to multitask and overall responsibility for each child.
<u>DUTIES</u>	:	Provide quality childcare to children at the Lentegeur Hospital Childcare Centre. Ensure safe supervision for the children between the ages of 1 year and 5 years. Provide effective communication within and outside the institution. Respond appropriately to emergencies and report incidents immediately Assist with feeding, changing, and toilet training routines. Developing a healthy multi-disciplinary environment. Ensure the development of Children. Provide Support to Supervisor 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. 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."
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/191</u>	:	<u>TRADESMANS AID</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (Std 8) qualification. Experience: Appropriate experience within the maintenance field and repairs (electrical, plumbing, mechanical and carpentry). Appropriate experience with handling of Workshop tools. Inherent requirements of the job: Valid (Code B/EB) driver's

		license. Willingness to travel. Physically fit to do manual labour. Willingness to work after hours and overtime should the need arise. Competencies (knowledge/skills): Ability to handle tools, parts and materials. Good interpersonal skills. Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	:	Carry out minor maintenance electrical, carpentry, plumbing, mechanical, air conditioning and refrigeration task. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and materials are available when needed. Assist the Artisans in the execution of their duties.
<u>ENQUIRIES</u>	:	Mr GR Abrahams Tel No: (021) 860 2797/or Gregory.Abrahams@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/192</u>	:	<u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale industrial Food Service Unit. Inherent requirements of the job: Ability to work overtime, shifts which include weekends and public holidays when needed. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles.
<u>DUTIES</u>	:	Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.
<u>ENQUIRIES</u>	:	Ms R Potgieter Tel No: (021) 940 4575
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. The pool of 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>	:	06 October 2025
<u>POST 34/193</u>	:	<u>GENERAL WORKER STORES (CSSD)</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Competencies (knowledge/skills): Communication Skills. Ability to function independently, as well as in a multi-disciplinary team. Good interpersonal skills. Ability to perform physically demanding tasks.
<u>DUTIES</u>	:	Assist the Admin Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users and Rotate store stock (first in, first out). Clean various stores and non-storage areas within the main stores. Answer telephone and handle internal queries. Assist in other CSSD areas and Theatre stores when required.
<u>ENQUIRIES</u>	:	Ms R. Sutcliffe Tel No: (021) 404 2092
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those

of the advertised post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.

<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/194</u>	:	<u>PORTER (DENTAL NURSING SUPPORT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a porter in a health facility. Inherent requirement of the job: Ability to handle heavy objects. Ability to report for duty at 06h00. Competencies (knowledge/skills): Good communication and interpersonal skills.
<u>DUTIES</u>	:	Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with the transfer of patients to beds/trolleys and vice versa. Direct or accompany visitors to various destinations. Carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Transport blood and blood products. Act as a reliever for messenger when needed.
<u>ENQUIRIES</u>	:	Mr Z Karoodien Tel No: (021) 937-3015
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/195</u>	:	<u>LAUNDRY AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in laundry services. Inherent requirement of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
<u>DUTIES</u>	:	Collecting, Sorting and Weighing of dirty, soiled linen. Machine & Equipment operation, sluicing of linen. Linen Stock Control and management of Linen Room. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Support to supervisor and willingness to rotate in other departments.
<u>ENQUIRIES</u>	:	Mr R Cupido Tel No: (021) 571 8040; Email: Ricardo.Cupido@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. The pool of applications will be considered for vacancies within Wesfleur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/196</u>	:	<u>HOUSEHOLD AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	False Bay Hospital

<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate general hospital cleaning experience. Inherent requirement of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty and Over-time when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices.
<u>DUTIES</u>	:	Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Responsible for cleaning and safe-keeping of machinery. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients meals.
<u>ENQUIRIES</u>	:	Ms B Tyutu Tel No: (021) 832-5206
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other vacant 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>	:	06 October 2025
<u>POST 34/197</u>	:	<u>GROUNDSMAN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	False Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate hospital experience in gardening and grounds maintenance. Inherent requirement of the job: Perform heavy manual labour including lifting, using various gardening and grounds maintenance tools and power equipment safely and efficiently. Competencies (knowledge/skills): Good interpersonal skills. Ability to function independently as well as in a team set up. Good written and communication skills.
<u>DUTIES</u>	:	To deliver an effective cleaning and maintenance service on the grounds of the hospital. Maintenance of terrain, gardens and lawns. Apply and maintain quality and risk. Maintain apparatus and equipment.
<u>ENQUIRIES</u>	:	Ms L Shoosmith Tel No: (021) 832-5211
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other vacant 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>	:	06 October 2025
<u>POST 34/198</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (ANAESTHESIA) (20 SESSIONS)</u> Chief Directorate: Metro Health Services (6 Month Contract)
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Karl Bremer Hospital
<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 Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom 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 driver's license and willingness to travel. Competencies (knowledge/skills): Ability to render high quality Anaesthesia service and appropriate experience in Anaesthesia at District level – including level 1 & 2 Obstetrics. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, organisational skills, strong administrative skills, strong team dynamics, communications skills, conflict resolution skills and excellent skills in teaching and training at undergraduate and postgraduate 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 Centre. Clinical governance in the form of resource stewardship, accurate medical record keeping, morbidity & mortality reviews and case audits. Teaching & 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 : Dr S Le Roux Tel No: (021) 918 1990

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

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

CLOSING DATE : 06 October 2025

POST 34/199 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY) (SESSIONAL) (6 HOURS PER WEEK) (31 MARCH 2026)**

SALARY : Grade 1: R262 per hour

Grade 2: R306 per hour

Grade 3: R358 per hour

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with Professional council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Ability to work independently, without supervision and work within a group with all levels of staff. Above average

		academic record, work record and managerial abilities. Appropriate experience in clinical technology within the field of cardiology including in-service training at a registered training facility. Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Good communication skills (verbal and written).
<u>DUTIES</u>	:	Clinical service delivery: Provision of clinical service delivery at specialist level across the full. To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology. Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis).
<u>ENQUIRIES</u>	:	Mr M Govender Tel No: (021) 404 4094/5.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/200</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: MEDICINE) (20 HOURS SESSIONS) (31 MARCH 2026)</u>
<u>SALARY</u>	:	Grade 1: R214 per hour Grade 2: R261 per hour Grade 3: R314 per hour
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with Professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirements of the job: To rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing Practices, Knowledge of Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Clinical service delivery: Provision of clinical service delivery at specialist level across the full. Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404 2109
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory 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." This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE

: 06 October 2025