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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 11 OF 2026
DATE ISSUED 27 MARCH 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF DEFENCE:** kindly note that the following posts were advertised in Public service Vacancy Circular 09 of 2026 dated 13 March 2026 with a closing date of 27 March 2026 Registry Clerk: Production (2x Posts): with reference no: REF NO: SAAFCOL/02/08/26/02, are respectively have been withdrawn.
NATIONAL SCHOOL OF GOVERNMENT: Kindly note that the post of Principal (Director-General) was advertised in Public Service Vacancy Circular 10 dated 20 March 2026 with Ref No: NSG:10/2025. With the closing date of 17 March 2026. Please be advised that applicants can also use a link to apply for the Principal (Director-General) post: Application For Employment Principal (Director-General No: NSG 10/2025) Five Year Contract. – Fill Out Form The closing date is extended to 17 April 2026.
ENQUIRIES: Ms Letty Raseroka Tel No: (012) 441 6626

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DEPARTMENT OF AGRICULTURE (DOA)

<u>CLOSING DATE</u>	:	14 April 2026 at 16:00
<u>NOTE</u>	:	To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

MANAGEMENT ECHELON

<u>POST 11/01</u>	:	<u>DEPUTY DIRECTOR-GENERAL: FOOD SECURITY AND AGRARIAN REFORM REF NO: 3/3/1/66/2025</u> Branch: Food Security And Agrarian Reform
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	Gauteng: (Pretoria)

REQUIREMENTS

: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Honours / Postgraduate Diploma (NQF 8) in Agricultural Studies / Agricultural Economics. Eight (8) years' experience at a senior managerial level. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Understanding of the South African government imperatives, priorities and sector requirements (especially with regards to capacity development, agrarian reform and food security matters). Knowledge of Government policies and priorities in terms of food security. Knowledge and understanding of international laws, agreements and commitments and their impact on food security. Knowledge and understanding of the Southern African Development Community, African Union and United Nations activities around matters related to food security. Understanding of social development and poverty aspects affecting the country. Understanding of health and nutrition matters. Understanding of rural and small farmers issues and requirements. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job Related Skills: Financial management. Strategic Capability and Leadership. Programme and Project management. Knowledge management. Service Delivery Innovation. Problem Solving and Analysis. People management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Change management. Extended working hours. Travel (Including international travel).

DUTIES

: Provide national frameworks to promote sustainable household food security programmes. Improve on the production systems of subsistence producer/farmers in the agricultural sector to achieve food security and improve livelihoods. Support the production systems of smallholder producers/farmers in the agricultural sector to achieve food security and sustainable livelihoods. Facilitate the provision of engineering services, inputs, implements & infrastructure support. Oversee partnerships with other national and international stakeholders involved in the food security initiatives. Develop and provide strategic support to Land Reform beneficiaries. Develop norms and standards to guide support on land reform and other land beneficiaries. Provide Strategic support on land reform farms value chain. Coordinate land development support on acquired land. Facilitate the provision of the Department of Agriculture (DoA) education and Training in support of sustainable growth and equitable participation in the sector. Facilitate and support education and training skills in the Sector. Promote development of centres of excellence on sector skills training. Develop, manage and coordinate sector transformation policy and strategy in line with government objectives for DoA. Provide national extension support services. Develop norms and standards for extension and advisory services. Set norms and standards for all service providers, extension officers (standard equipment and offices) level of training and qualifications. Monitor and evaluate the implementation of norms and standards in extension and advisory services. Coordinate the implementation and monitoring of the national extension recovery plan in consultation with Provincial Departments of Agriculture (PDA's). Develop and assess the effectiveness of various extension and advisory service delivery methodologies or approaches relevant for the sector. Provide sound development finance services for development of DoA programmes. Promote the development of DoA financing programmes. Facilitate and manage sector development funding. Facilitate the development of funding instruments. Prove a national policy framework for development financing. Coordinate the development of national policy and facilitate the implementation of financing programmes. Facilitate the development finance initiatives within DoA. Provide strategic direction and guidance with regards to the management of resources within the Branch. Provide support to the Minister and Director-General (DG) in relation to the development of solutions for challenges specific to the Branch, to ensure delivery of the Branch related key result areas (including playing a direct role regarding inputs into strategy, being accountable for relevant inputs to parliamentary committee meetings, cluster meetings, implementation of the sector plan, etc.). Articulate the Departmental Strategy consistent with the Medium-Term Strategy Framework (MTSF) and relevant to the Branch's programmes and support the DG in leading the implementation thereof. Ensure

synchronization of the deliverables of the Department with those of the Provincial Department of Agriculture and other government entities reporting to the DoA. Develop Service Level Agreement with relevant State-Owned Entities, consistent with the sector priorities. Lead the Branch in the implementation of policy priorities and the realisation of the Branch's strategic objectives – including setting of targets. Mobilise and allocate resources in accordance with the defined priorities. Monitor and evaluate the implementation of projects and ensure appropriate progress tracking, analysis, and reporting. Assume a central coordination role in relation to the functions of the Branch with all stakeholders, including provincial coordination.

- ENQUIRIES** : Ms M K Kgang Tel: (012) 319 7331
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DDGFSARrecruit66@nda.gov.za.
- CLOSING DATE** : 14 April 2025
- POST 11/02** : **CHIEF DIRECTOR: NATURAL RESOURCES AND DISASTER MANAGEMENT (REF NO: 3/3/1/78/2025)**
Branch: Agricultural Production, Biosecurity And Natural Resources Management
- SALARY** : 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).
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree OR Advance Diploma in Agriculture (NQF 7). Five (5) years' experience at a senior managerial level. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: knowledge and understanding of International agricultural Trade, WTO-SPS import and Export regulatory systems, WTO-TBT, CBD and other related agreements. Knowledge and understanding of the white paper on the transformation of the public service (Batho-Pele). Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. knowledge and understanding of : Policies and legislative framework applicable to the sector, Policies and legislative framework applicable to Public Sector administration and Management, Strategies and policies that govern natural Resource management, The sector and key partners/stakeholders within the sector and the imperatives of government with regards to land use and soil management. Job Related Skills: Strategic Capability and Leadership. Programme and Project management. Financial management. Change management. Knowledge management. Service Delivery Innovation. Problem Solving and Analysis. People management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity.
- DUTIES** : Provide guidance in the development and revitalization of irrigation water scheme and water use. Facilitate research on the development and revitalization of irrigation water schemes and water use. Ensure the development/review of policies and strategies on the development and revitalization of irrigation water schemes and water use. Support the implementation of policies and strategies on the development and revitalization of irrigation water schemes and water use. Monitor the implementation of relevant policies and strategies. Ensure the evaluation studies on the development and revitalization of irrigation water schemes and water use are conducted. Provide guidance and policy advice to management and key stakeholders on the development and revitalization of irrigation water schemes and water use. Approve and submit reports on the department's efforts with regards to the development and revitalization of irrigation water schemes and water use. Ensure and monitor awareness building and education initiatives on the development and revitalization of irrigation water schemes and water use. participate in relevant national, regional, continental and international structures. Facilitate Climate change mitigation and adaptation, risk and disaster management. Facilitate research on climate change and adaptation, risk and disaster management as it relates to agriculture. Ensure the

development/review of policies and strategies on climate change mitigation and adaptation, risk and disaster management. Coordinate and support the implementation of climate change programmes in support of risk and disaster management and ensure sectoral compliance with the National Climate Change Response Framework and regional and international obligations. Ensure effective planning and implementation of an early warning system in support of associated sector risk management. Monitor the implementation of relevant policies and strategies. Provide strategic and policy advice to management and key stakeholders on climate change mitigation and adaptation, risk and disaster management. Prepare and submit reports on the department's efforts regarding climate change mitigation and adaptation, risk and disaster and climate change mitigation and adaptation, risk and disaster management. Participate in relevant national, regional, continental and international structures. Promote, regulate and coordinate the sustainable use of natural resources (land and soil). Facilitate research and sustainable use of natural resources (land and soil). Ensure the development of policies and strategies on sustainable use of natural resources (land and soil). Monitor the implementation of relevant policies and strategies. Ensure the effective management of the process of undertaking evaluation studies to determine the extent to which policies and strategies implemented have had a sustainable impact on the use of natural resources (land and soil). Support the process for transferring land rights and ensuring that the process is sustainable. Provide guidance and policy advice to management and key stakeholders on the sustainable use of natural resources (land and soil). Issue directive in line with legislation on the sustainable use of natural resources (land and soil). Manage enforcement of legislation and directives with regards to the sustainable use of natural resources (land and soil). Approve and submit reports on department's efforts with regards to the sustainable use of natural resources, land and soil. Approve and submit reports to management and key stakeholders on land use and soil management (trends and forecast). Approve and submit reports to the World Trade Organization and other international organizations with regard to support provided in respect of land use. Promote awareness building and education initiatives on the sustainable use of natural resources (land and soil).

**ENQUIRIES
APPLICATIONS**

: Mr D Serage Tel: (012) 319 6471
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email CDNRDMrecruit78@nda.gov.za.

CLOSING DATE

: 14 April 2025

POST 11/03

: **CHIEF DIRECTOR: COOPERATIVES DEVELOPMENT (REF NO :3/3/1/67/2025)**
 Branch: Economic Development, Trade And Marketing: National Office

SALARY

: 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).

**CENTRE
REQUIREMENTS**

: Gauteng: Pretoria
 : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree/Advanced National Diploma in Social Sciences/ Economics (NQF 7). Five (5) years' experience at a senior managerial level. Job Related Knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge of the Government's visions in terms of the international forums and the intergovernmental Relations framework. Knowledge of the Government's policies and priorities for Agriculture. Knowledge of the Department of Agriculture strategy and business plan. Knowledge of the Agriculture, Forestry and Fisheries sectors, the Economic sector, Public Administration, supporting structures and programmes. Understanding of international trade policy and regulations e.g. WTO etc. Understanding of relevant regional and international conventions and protocols. Understanding of the relevant legal principles. Understanding of relevant Trade and International Relations operating procedures as prescribed by relevant Departments. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele) Job Related Skills: Financial Management. Strategic Capability and Leadership. Programme and

<u>DUTIES</u>	:	Project Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Change Management. Extended working hours. Traveling
	:	Oversee the development of policies, strategies and programmes with regards to Broad Based Black Economic Empowerment within the sector and implementation thereof. Ensure the development of BBBEE charters, norms, and standards. Ensure the effective communication of policies, strategies and programmes and the implications for key stakeholders. Ensure analysis and report on BBBEE compliance in the sector. Ensure synergies with the relevant Departments to monitor and report on non-compliance to the sector Code. Ensure the review of implementation challenges experienced by businesses in the sector; and develop appropriate responses to those challenges. Oversee the provision of support to the charter councils. Ensure status reports on BBBEE compliance in the sector. Oversee the development of policies, strategies, and programmes to support co-operative development and implementation thereof. Ensure the development of operational guidelines for implementation of policies, strategies and programmes. Ensure development of supporting communication plans and operational manuals for the implementation of policies and strategies. Ensure implementation of the agricultural cooperative development policies, strategies, and programmes. Ensure that relevant institutional arrangements are in place for the implementation of policies, strategies and programmes. Ensure monitoring, evaluation and reporting on progress made on various programmes. Ensure Cooperative education and skills training to enhance performance and efficiencies. Oversee the development of policies, strategies and programmes to support enterprise development and implementation thereof. Ensure coordination of sector small businesses readiness to enhance market access. Ensure support sector small businesses in acquiring information on research methodologies and technologies. Ensure coordination of entrepreneurial development from SMMEs in the sector. Ensure the management of small business education and skills training to enhance internal business performance and efficiencies. Oversee implementation of programmes and resources to increase participation of agribusinesses and SMMEs within the sector the in mainstream economy. Ensure the efficient and effective implementation of allocated resources for the advancement of Small and measured entities in the Sector. Ensure governance structures for the management of resources are in place. Ensure agreements between the Department and Partners are in place. Ensure marketing and promotion to improve uptake. Ensure monitoring and evaluation pre and post implementation of projects. Ensure impact assessment on approved and implemented projects. Ensure promotion and coordination of entrepreneurial development.
<u>ENQUIRIES</u>	:	Ms M K Kgang Tel: (012) 319 7331
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email CDCDrecruit67@nda.gov.za .
<u>CLOSING DATE</u>	:	14 April 2025
<u>POST 11/04</u>	:	<u>CHIEF DIRECTOR: PLANNING, MONITORING AND EVALUATION (REF NO: 3/3/1/68/2025)</u> Branch: Office Of The Director-General
<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</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree OR Advance Diploma in Development Studies/Social Sciences/Public Administration (NQF L7). Five (5) years' experience at a senior managerial level in Monitoring and evaluation. Job Related Knowledge: Applicants must have knowledge and understanding of monitoring and evaluation frameworks including the Government wide monitoring and evaluation system. Knowledge and understanding of all relevant legislations that are applicable to the Department and the sector. Job Related Skills: Interpersonal and presentation skills.

		Communication skills (Verbal and written). Negotiation and advocacy skills. Interpretation skills. Project Management skills. Strategic Capability and leadership skills. Diplomatic. Report writing skills. Investigation skills. Computer Literacy. A Valid drivers' license.
<u>DUTIES</u>	:	Oversee the development and maintenance of an integrated monitoring and evaluation system. Develop/review the Department's framework for monitoring and evaluating the performance of the Department and relevant State-Owned Entities (SOEs), the framework may include policy, strategy, processes, tools etc. Oversee the development/review of the Department's systems for managing data and information as well as reporting. Oversee the development of a framework for assessing the effectiveness and efficiency of the monitoring and evaluation system. Oversee the conducting of periodic assessments to determine the effectiveness and efficiency of the monitoring and evaluation system. Facilitate the development of capacity to implement and manage the monitoring and evaluation system. Oversee the development/review detailed guidelines for implementing the Department's monitoring and evaluation system. Oversee the development/review processes for managing the quality of monitoring and evaluation data, information and reports. Monitor and report on the performance of the Department in line with strategic plans, annual performance plans and operational plans. Drive operational excellence and governance of the department. Develop and maintain performance monitoring tools and frameworks. Coordinate and compile institutional performance and strategic reports. Compile and consolidate inputs into the Departmental annual report. Conduct evaluation assessments related to the programmes of the Department. Develop and maintain evaluation frameworks. Perform evaluation of strategic projects and programmes according to the departmental evaluation plan. Analyse and interpret evaluation data. Facilitate development of sectoral evaluations plan. Manage monitoring and evaluation functions and provide technical support to provincial departments and public entities. Oversee the processes of monitoring and reporting between DoA, the Provincial Departments of Agriculture (PDA) and public entities. Facilitate and coordinate capacity building on M& E matters. Facilitate and coordinate planning, monitoring and evaluation of working groups. Provide strategic guidance and support on the development and review of performance indicators. Facilitate and coordinate monitoring of strategic projects performance and results. Create capacity to monitor and evaluate performance. Facilitate the provision of training with regards to monitoring and evaluation. Formulate and manage strategic partnerships to enhance the capacity of the Department to monitor and evaluate its performance. Establish and lead forums/ structures aimed at enhancing monitoring and evaluation practices within the Department. Participate in national, regional and international forums and structures aimed at enhancing monitoring and evaluation practices.
<u>ENQUIRIES</u>	:	Ms M K Kgang Tel: (012) 319 7331
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DPMErecruit68@nda.gov.za .
<u>CLOSING DATE</u>	:	14 April 2025
<u>POST 11/05</u>	:	<u>CHIEF DIRECTOR: INTERNATIONAL RELATIONS AND TRADE: (REF NO: 3/3/1/69/2025)</u> Branch: Economic Development, Trade And Marketing
<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</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree (NQF 7) Agricultural Economics. 5 years' experience at a senior managerial level. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge of the Government's vision in terms of the international forums and the Intergovernmental Relations framework. Knowledge of the Government's policies and priorities for Agriculture, Forestry

and Fisheries. Knowledge of the Department of Agriculture, Forestry and Fisheries strategy and business plan. Understanding of international trade policy and regulations e.g. WTO etc. Understanding of relevant regional and international conventions and protocols. Understanding of the relevant legal principles. Understanding of relevant Trade and International Relations operating procedures as prescribed by relevant Departments. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job Related Skills: Financial management. Strategic Capability and Leadership. Programme and Project management. Knowledge management. Service Delivery Innovation. Problem Solving and Analysis. People management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Change management. Extended working hours. Travel (Including international travel).

DUTIES

: Promote market access and fair trade in international markets. Facilitate the support in the development of international trade (bilateral and multilateral) strategies related to agriculture. Ensure that provision of support to the head of the branch and the chief directorate in the implementation of international trade (bilateral and multilateral) policies and agreements relate to agriculture. Facilitate the provision of trade intelligence and interpretation of economic data on the agriculture sector regularly as part of the support. Facilitate support in the implementation of trade instruments as negotiated and agreed upon. Facilitate the dissemination of trade information to industry stakeholders. Facilitate support to the head of the branch in the various international fora. Coordinate and support bilateral and multilateral relations. Facilitate advice on international trade policy instruments such as tariffs, subsidies, and quotas. Facilitate the establishment of sound development cooperation on bilateral trade in a specific country or region. Monitor and evaluate African events and developments that impact the agriculture sector. Facilitate timeous support in the drafting of documents, in the form of briefing documents, monthly, quarterly annual reports etc., for the attention of the head of the branch. Promote relations and partnerships with international organisations in liaison with the Branch head. Coordinate and support engagements with multilateral organisations to advance the agricultural sector. Render management support services. Facilitate the implementation of international trade policies in relations to the African continent and the rest of the world. Coordinate and support relations with international governments, organisations and forums. Oversee the management of the resources of the Chief Directorate. Interpret the Branch's business strategy, with special reference to how priority projects should be resourced and delivered with guidance from the executive of the branch. Lead the Chief Directorate in relation to the implementation of the approved strategic and annual performance plans. Manage the efficiency and effectiveness of the Chief Directorate, to ensure the achievement of set targets of the Directorates, while reporting on value for money in this regard. Develop systems and procedures to enable delivery of services by the Directorates. Define processes required for the delivery of services by the Directorates. Define processes required for the delivery of set targets. Take responsibility for coordination and communication in relation to the functions of the Chief Directorate. Create an enabling environment, including ensuring solicitation of resources as needed in support of the Directorates, for achievement of their targeted plans.

ENQUIRIES

: Ms M K Kgang Tel: (012) 319 7331

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email CDIRTrecruit69@nda.gov.za.

CLOSING DATE

: 14 April 2025

POST 11/06

: **DIRECTOR: INTERNATIONAL TRADE PROMOTIONS (REF NO: 3/3/1/70/2025)**
Directorate: International Trade Promotions

SALARY

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

CENTRE

: Gauteng: Pretoria

REQUIREMENTS

: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree (NQF 7) Agricultural

Economics. 5 years' experience at middle/senior managerial level in Agricultural economics/Agricultural trade/ International trade. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge of the Government policies and priorities in terms of Agriculture. Understanding of the Government's international relations policy framework. Understanding of Government's vision in terms of international forum and the Intergovernmental Relations framework. Knowledge and understanding of the Agricultural sector, Public Administration, various structures and programmes (SADC, NEPAD, AU, UN). Understanding of relevant regional conventions and protocols. Understanding of diplomatic protocol. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Job Related Skills: Financial management. Strategic Capability and Leadership. Programme and Project management. Knowledge management. Service Delivery Innovation. Problem Solving and Analysis. People management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Change management. Extended working hours. Travel (Including international travel).

DUTIES

: Manage economic research and provide regular policy briefs to management. Conduct research on economic issues and disseminate research findings through technical reports and briefing documents. Compile, analyze and report data to explain economic phenomena and forecast market trends. Formulate recommendations, policies or plans to guide DoA interventions. Monitor international trends on agricultural commodity markets and provide briefs to management. Manage the development of international relations and trade (bilateral and multilateral) policies related to agriculture. Manage the analysis and development of policies and advice bilateral trade. Manage the analysis and development of policies and advice multilateral trade. Provide inputs with regards to the signing of trade agreements. Provide the necessary documentation for stakeholder consultations. Manage the implementation of international trade (bilateral and multilateral) policies and agreements related to structure. Implement obligations in terms of trade agreements. Monitor the implementation of trade agreements by the Department. Facilitate, co-ordinate and support the implementation of international trade agreements and policies. Monitor the implementation of trade policy and trade obligations by other trading partners. Facilitate, coordinate and guide the support of international relations with governments, organisations and forums in the Americas, Australasia, Europe and Middle East. Facilitate, co-ordinate and guide the sector participation in multilateral forums and Rome based agencies. Manage, undertake and support trade negotiations, in order to improve international access and contribute towards fair trade rules. Manage the preparations of policy discussion documents to inform South African's international trade in agriculture (including cross cutting e.g non-tariff barriers). Manage the preparation of negotiating positions for the relevant bilateral and multilateral trade negotiations. Co-ordinate and manage research that forms the basis for negotiation of treaties. Undertake, manage and support trade negotiations regarding agriculture. Represent the Department in international trade fora. Undertake and manage support negotiation of bilateral agreements. Manage the provision of trade intelligence to the agriculture sector. Provide input with regards to the development of expo and import policies and regulations. Manage the preparation of and collaborate with the DTI in compiling economic impact assessments of international trade policies on procedures, exporters and consumers. Co-ordinated and manage research into foreign trade policies and best practice. Provide advice and recommendations on research outcomes. Manage, co-ordinated and guide international and multilateral relations with governments, organisations and forums in the UN Americas, Australasia, Europe and Middle East. Manage, negotiate and implement the bilateral Agreements with South-South and North-South regions. Manage, negotiate and implement Multilateral agreements relating to agriculture, land reform and rural development. Manage the participation of the department in the Official Development Assistance Programme and implementation of global norms and standards by International Organisations.

ENQUIRIES

: Ms M K Kgang Tel: (012) 319 7331

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DITPrecruit70@nda.za.

CLOSING DATE : 14 April 2025

POST 11/07 : **DIRECTOR: ADMINISTRATION AND DOCUMENT MANAGEMENT (REF NO: 3/3/1/71/2025)**
Branch: Office of the Director General

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

CENTRE : Gauteng: Pretoria

REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Public Management/ Public Administration/ Business Administration (NQF 7). Five (5) years of experience in middle or senior managerial level at administration environment. Job Related Knowledge: Knowledge of the public service systems and legislation governing public service delivery. Good governance and Batho Pele Principles. Internal performance evaluation and reporting. Government decision making processes. Diversity Management. Performance Management and Monitoring. Public Service Regulations. Government systems and structure. Public Finance Management Act. National Treasury Regulations. Job Related Skills: Computer literacy skills. Communication skills. Report writing skills. Financial Management skills. Project Management skills. Organising and planning skills. Document management skills. Working under pressure. Meeting deadlines. Teamwork. A Valid driver's license.

DUTIES : Develop frameworks, procedures, and policy. Develop the policy and ensure that it is being implemented by staff at all times. Monitor the implementation and adherence of the PFMA, DPSA Directives, Archives and National Treasury Regulations. Monitor the provision of financial administrative support services. Manage financial and administrative services. Manage supply chain management services. Manage general administration functions. Manage and supervise the overall functioning of Community liaison and Enquiry Management in the office of the Director-General. Manage the flow of the queries from the office of the Director-General and Ministry. Manage and supervise the overall functioning of documentation in the Office of the Director-General. Manage documents flowing in and out of the office of the Director-General. Monitor instructions emanating from documents. Attend to classified documents according to the security standards. Compile submission reports as required. Monitor the provision of administrative support services. Consolidate management Information frequently. Monitor that all training activities are communicated to Human Resource Development. Verify that procurement procedures are followed at all times. Ensure that the activities of the Chief Directorate are coordinated daily. Ensure that there is compliance with the prescripts as contemplated with the PFMA at all times. Manage the performance of officers reporting to him or her and compile performance contracts continuously. Compile reports and statistics on a monthly basis. Manage and supervise Asset management of the Department. Ensure control and management of assets of the Department.

ENQUIRIES : Ms A Stevens Tel: 060 973 1630

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DADMrecruit71@nda.gov.za.

CLOSING DATE : 14 April 2025

POST 11/08 : **DIRECTOR: AGRO PROCESSING SUPPORT (REF NO: 3/3/1/72/2025)**
Branch: Economic Development, Trade And Marketing

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

CENTRE : Gauteng: (Pretoria)

REQUIREMENTS

: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Degree in Agricultural Economics (NQF 7). Five (5) years of relevant experience at middle / senior management level in Agricultural Economics / Agro – processing. Job Related Knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Understanding of the South African government imperatives, priorities and sector requirements (especially with regards to capacity development, agrarian reform and food security matters). Knowledge of Government policies and priorities in terms of food security. Knowledge and understating of the food security systems in the country. Knowledge and understanding of international laws, agreements and commitments and their impact on food security. Knowledge and understanding of the Southern African Development Community, African Union and United Nations activities around matters related to food security. Understanding of social development and poverty aspects affecting the country. Understanding of health and nutrition matters. Understanding of rural and small farmers issues and requirements. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job Related Skills: Financial management. Strategic Capability and Leadership. Programme and Project management. Knowledge management. Service Delivery Innovation. Problem Solving and Analysis. People management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Change management. Extended working hours. Travel.

DUTIES

: Develop an integrated agro-processing strategic framework for South Africa. Liaise with the Department of Trade and Industry (DTI) to develop an integrated agro-processing strategy for South Africa. Develop integrated agro-processing support and implementation plans focusing on the following: Facilitate the establishment of dry and cold storage infrastructure. Provision of processing skills. Provision of post-harvest management and processing technologies and facilitate access to finance. Develop profiles for the agro-processing sub-sectors. Facilitate the establishment of small and medium scale processing facilities in areas near points of production. Develop, manage and maintain systems for identifying the needs of and supporting small and medium scale agro-processing enterprises. Provide strategic and policy advice to relevant stakeholders to ensure the development of small and medium scale agro-processing enterprises. Participate in relevant forums and structures to contribute towards the development of an integrated framework for supporting small and medium scale agro-processing enterprises. Facilitate and manage the provision of direct support to small and medium scale agro-processing enterprises. Establish agro-processing support units within DOA to promote the growth and development of agro-processing industries in South Africa. Develop customized support measures to support processing in DOA sectors. Monitor, evaluate and report on relevant support programmes and strategies. Facilitate the formation of strategic partnerships with established industry players to support small and medium scale agro-processing enterprises. Facilitate the development of procurement contracts between established and developing agro-processing industries. Manage the implementation of sector transformation charters to promote the development of small, and medium scale agro-processing enterprises. Facilitate the provision of direct support to small and medium scale enterprises through strategic partnerships and ensure appropriate funding mechanisms. Manage the development and implementation of information systems to support agro processing. Manage the provision of information to support agro processing. Facilitate the attraction of domestic and foreign direct investments into the agro-processing sector. Ensure the implementation of the legislative framework and strategies aimed at improving agro processing. Collaborate with the DTI and other relevant stakeholders in enforcing and implementing legislation and national policies. Manage the development and implementation of systems to monitor the implementation of legislation and national policies. Manage the provision of direct support to Provincial Departments of Agriculture and other sector role players with regards to the implementation of legislation, policies and strategies. Manage engagements with sector role players to ensure implementation of legislation and national policies. Monitor, evaluate and report on the implementation of relevant legislation and national policies within the sector.

- ENQUIRIES** : Ms M K Kgang Tel: (012) 319 7331
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DAPSrecruit72@nda.gov.za.
- CLOSING DATE** : 14 April 2025
- POST 11/09** : **DIRECTOR: AGRICULTURE INPUTS CONTROL REF NO: 3/3/1/73/2025**
Branch: Agricultural Production, Biosecurity, Natural resources Management
- SALARY** : R1 266 714 per annum (Level 13) (All-inclusive package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma (NQF 7) in Agriculture. Compulsory registration with South African Council for Scientific Professions as a professional Natural Scientist. Five (5) years' experience at middle management or senior management level. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act, etc. Extensive knowledge of Fertilizers, farm Feeds, Agricultural Remedies and Stock Remedies Act no. 36 of 1947. Knowledge of applicable international guidelines and agreements. Knowledge of API's scientific principles, research and product development processes. Knowledge and understanding of the international activities related to registration of agricultural inputs. Knowledge and understanding of government priorities and imperatives. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job Related Skills: Financial management. Change management. Knowledge management. Service Delivery Innovation. Problem Solving and Analysis. People management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Change management. Extended working hours. Travel (Including international travel).
- DUTIES** : Manage the development and effective administration of fertilizers, Farm feeds, Agricultural Remedies act (Act No. 36 of 1947) and its regulations. Develop, policy, strategies and legislation related to agricultural inputs. Develop/Compile guidelines, standards (specifications) a production inputs as well as Pest Control Operators and Sterilizing Plants. Ensure that there is continuously review of legislations, regulations, and standards. Ensure that registrations standards comply with international norms and standards. Ensure and monitor compliance to the requirements of the Act, and the regulations promulgated there under. Provide regulatory interpretations and technical advice to relevant stakeholders. Manage the setting of tariffs and collection of revenue in terms of the Act. Ensure that there effective administration processes for registration of agricultural production inputs (agricultural remedies, farm seeds, stock remedies and fertilizers), Pest control and sterilizing plants. Ensure that there is an effective regulatory systems, registration, process, and enforcement. Manage scientific data analysis and provide scientific support and advice. Ensure the interpretation of scientific and product development reports. Manage the rendering of a professional, cost effective, and efficient legislative service. Design and develop appropriate scientific guidelines for generation of scientific for generation of scientific data for registration purpose. Conduct risk assessment on the products to determine their efficiency, suitability, and safety. Manage and monitor the efficiency of scientific evaluations to ensure that the Department makes sound scientific based registration decisions. Manage the registration process of agricultural production inputs products. Develop and maintain relationships/ partnerships with the relevant stakeholders. Prove leadership and direction in the establishment and strengthening of appropriate forums. Ensure cooperation and collaboration with other government departments, NGO's public and ago-chemical industry on science related matters. Develop necessary networks to maintain and manage stakeholders' participation. Provide and advice to the industry and stakeholders. Participate and represent the department in relevant national, regional, and international forums to ensure that the country's framework influences and stays at the

international best practices. Manage the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate, and report on the performance of the Directorate. Manage client relation. Ensure the management and development of human resources.

- ENQUIRIES APPLICATIONS** : Mr M Mudzunga Tel: (012) 319 6502
- ENQUIRIES APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DAICrecruit73@nda.gov.za.
- CLOSING DATE** : 14 April 2025
- POST 11/10** : **DIRECTOR: SPECIAL PROJECTS COORDINATOR (REF NO: 3/3/1/74/2025)**
Office Of The Chief Information Officer
- SALARY** : R1 266 714 per annum (Level 13) (All-inclusive package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng: Pretoria
- CENTRE REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Computer Science/ Information Technology (NQF 7). Five (5) years' experience at middle or senior managerial level. Job Related Knowledge: Knowledge of project management, budgetary planning, expenditure reporting monitoring and evaluation, infrastructure planning and implementation, human resource management. Knowledge of software tools for project management preferred. Job Related Skills: Communication Skills. Presentation Skills. Financial Management. Conflict Management. Problem Solving. Project Management. MS Project Office. Valid driver's license.
- DUTIES** : Coordinate all strategic reports for the OCIO. Consolidate all inputs from all directorates in the OCIO and compile all Reports on time in compliance with good governance requirement: (a) Monthly Branch Management Reports, (b) Quarterly Performance Reports, (c) Risk Management Reports, (d) Audit Committee Reports. Develop the Risk Register for the OCIO. Strategic Risk. Operational Risk. Develop an internal network of ICT and KIIM sponsors across the Department. Lead Branch engagements on ICT and KIIM projects working together with Branch Relationship Managers and Business Analysts on a regular basis to assess requirements. Facilitate the development of project plans illustrating resource requirements (budget and allocated ICT/KIIM technicians). Analyse and define the Return on Investment (RoI) on implemented projects of ICT and KIIM. Identify new and trending technologies to inform and for consideration into the Departmental ICT and KIIM strategy and identify external partners for digital collaborations. Research new technologies for ICT and KIIM that would be relevant to DoA and that would save costs and enhance efficiencies. Identify external partners for digital collaborations: Cluster level departments, SOEs, External Collaborations.
- ENQUIRIES APPLICATIONS** : Ms P T Sehoole Tel: (012) 319 6527
- ENQUIRIES APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DSPCrecruit74@nda.gov.za.
- CLOSING DATE** : 14 April 2025
- POST 11/11** : **DIRECTOR: ICT SERVICE DELIVERY AND OPERATION (REF NO: 3/3/1/75/2025)**
Office Of The Chief Information Officer
- SALARY** : R1 266 714 per annum (Level 13) (All-inclusive package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng: Pretoria
- CENTRE REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced

Diploma in Computer Science/ Information Technology (NQF 7). Five (5) years' experience at middle or senior managerial level. Job Related Knowledge: The PFMA and regulations, and other relevant legislation – e.g. the National Strategic Intelligence Act; the National Archives of South Africa Act; the Promotion of Access to Information Act; the Public Service Act. The Department and its core objectives and functions. Public service, strategies and goals. Knowledge of ITIL and Cob-it frameworks. IT operating systems and technical knowledge. Data Management. Information Management. The development of IT strategies. The e-government policy framework. The GITO strategy, standards, norms, regulations and policies. Minimum information security standards (MISS). Good corporate governance principles. Government priorities and imperatives. The White paper on the transformation of the public service (Batho Pele). Job Related Skills: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Valid driver's license.

- DUTIES** : Manage ICT network and telecommunications services. Implement, manage and maintain all ICT network Infrastructure. Implement, manage and maintain telecommunication infrastructure. Implement, manage and maintain the Wide Area Network (WAN). Manage ICT Operations, Infrastructure and Exchange services. Implement, manage and maintain server room infrastructure. Ensure continuous ICT Service Improvement. Implement, manage and maintain ICT services. Implement, manage and maintain exchange services. Manage ICT Cyber Security services. Implement, manage and maintain all ICT security Infrastructure. Implement Cyber Security Awareness in DoA. Manage ICT Internal Disaster Recovery and ICT Resilience. Implement, manage and maintain ICT Service Continuity. Test the internal ICT DRP at least once a year. Provide leadership, direction, advice and support. Ensure the development of financial management strategic objectives. Assist the Chief Financial Officer in discharging his/her responsibilities. Advise senior management on financial matters and financial consequences of draft policies including strategic planning issues. Ensure the provision of timely and accurate financial and operational information necessary for strategic decision-making. Liaise with the relevant role-players in the financial environment regarding transversal financial matters.
- ENQUIRIES APPLICATIONS** : Ms P T Sehoole Tel: (012) 319 6527
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DISDOecruit75@nda.gov.za.
- CLOSING DATE** : 14 April 2025
- POST 11/12** : **ICT PROFESSIONAL (REF NO: 3/3/1/76/2025)**
Office of the Chief Information Officer
- SALARY** : R1 266 714 per annum (Level 13) (All-inclusive package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng: Pretoria
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma (NQF 7) in Information Technology/ Computer Science. 5 years' experience at middle/senior managerial level. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: The PFMA and regulations and other relevant legislation .e.g., the National Strategic Intelligence Act, the National Archives of South Africa Act, the promotion of Access to Information Act, the Public Service Act. The Department and its core objectives and functions. Public service, strategies and goals. Knowledge of ITIL and Cob-it frameworks. IT operating systems and technical knowledge. Data Management. Information Management. The development of IT strategies. The development of IT strategies. The e-government policy framework. The GITO strategy, standards, norms, regulations and policies. Minimum information security standards (MISS). Good corporate governance principles. Government priorities and imperatives. The White paper on the transformation of the public service (Batho Pele). Job Related Skills: Strategic

- Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. A valid driver's licence.
- DUTIES** : Identify, plan, co-ordinate, control and implement various projects to support the dissemination of information. Disseminate data. Disseminate information. Disseminate decision support systems. Disseminate knowledge-based systems/ expert systems. Anticipate/ identify gaps that need to be addressed before it becomes a need from a line functionary and provide the data or infrastructure to enable their service delivery. Provide advice and guidance by remaining relevant in terms of IT and the business environment, through continuous research and development. Attend ICT technical meetings, operational meetings, provide inputs and advice on incidents, projects, systems tenders, undertake work emanating from meetings, evaluate and monitor implementation of changes, BTORs or reports. Participate in and provide inputs/guidance and support of activities in DoA, government, the sector and or organisations efforts in collaborating with DoA. Remain current in terms of the IT and business environment. Identify and evaluate new technologies, systems and processes and releases that potentially will benefit the department and the agricultural sector. Serve on and represent the NDA on identified Boards, Commissions, Inter-Departmental/ Provincial and Intra-Departmental Committees. Prepare strategic and operational plans for identified projects. Establish and determine what standards and norms are used in the industry and modify/apply them to assist the department in its objectives. Analyse policies and strategies and provide inputs to ensure optimal utilisation of resources to the benefit of the department. Provide guidance and support for policies and activities in the Information Technology environment. Support Import-Export System (IESODA) initiatives. Participate in work groups, undertake work required and or arrange/ facilitate/ attend meeting, write BTORs reports, emails. Engage in strategic surveillance and evaluation continually. Support Food Security/ APAP/RAAVC/Agri-hubs/IMC land redistribution in assisting to gather information, plans, process and map information from role-players. Participate in work groups, undertake work required and or arrange, facilitate, attend meetings, write BTORs, reports, emails and facilitate provision of maps/advice. Work with relevant role players in collecting, collating, processing, disseminating information on commodities, logistics, models and programmes related to spacial planning. Support the allocation of adequate funds, personnel and other resources from Government and the donor community to execute the core responsibilities/targets.
- ENQUIRIES APPLICATIONS** : Ms P T Sehoole Tel: (012) 319 6527
- CLOSING DATE** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email ICTPecruit76@nda.gov.za
14 April 2025
- POST 11/13** : **DIRECTOR: AFRICA RELATIONS PROMOTIONS (REF NO: 3/3/1/77/2025)**
Branch: Economic Development, Trade And Marketing
- SALARY** : R1 266 714 per annum (Level 13) (All-inclusive package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng: Pretoria
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Degree in Agricultural Economics and/or Economics (NQF 7). 5 years' experience at middle/senior managerial level. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge. Job Related Skills: Financial Management. Strategic Capability and Leadership. Programme and Project Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity.

DUTIES

Change Management. Good Teamwork. Extended working hours. Travel (including international travel).

: Facilitate the negotiations of bilateral and multilateral technical co-operation agreements and treaties. Plan co-ordinate the Departments participation in relevant engagements in Africa. Plan and co-ordinate Departmental presentation in bilateral engagements and multilateral structures. Coordinate and arrange discussions, meetings and gather inputs for agendas for all engagements. Participate in negotiations and discussions to ensure the achievement of consensus in bilateral and multilateral structures. Facilitate and coordinate the signing and implementation of international agreements and/or Memorandums and Understanding (MOUs). Coordinate the implantation of bi-national action plans and/or agreements and ensure effective monitoring and reporting. Coordinate and manage partnerships with African Governments. Promote partnerships with African Governments. Establish and maintain relationships through representation and liaison with other countries. Coordinate and facilitate exchanges on agreements and programmes. Update the database on relevant multilateral organisations dealing with agriculture and rural development. Manage the provision of technical, advisory and administrative support services with regards to bilateral and multilateral relations. Identify and manage of partner countries needs in terms of key issues relating to foreign policies and protocols. Provide guidance in the development and implementation of policy regulations. Coordinate and provide support services related to briefing documents and protocol services. Present monthly, quarterly and annual reports on the departments bilateral and multilateral engagements in the African Continent. Coordinate Ministerial meetings and Bi-National Commissions. Develop and implement a policy regarding the placing of foreign representatives and management of foreign offices. Manage the provision of multilateral and bilateral relations intelligence to the agricultural and rural development sector. Identify key cooperation issues, develop and coordinate briefing notes on promoting such bilateral and multilateral cooperation. Monitor and evaluate African events and developments which impact on agriculture. Analyse and monitor foreign policy trends. Coordinate and gather technical information bilateral and/or multilateral for departmental engagements. Collaborate with researchers in collating country profiles and conducting feasibility studies. Know and apply legislation, policies and procedures. The Constitution. Government decision making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. government systems and structures. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act. National Treasury Regulations.

ENQUIRIES
APPLICATIONS

: Ms M K Kgang Tel: (012) 319 7331
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DARPreruit77@nda.gov.za.

CLOSING DATE

: 14 April 2025

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za.
- FOR ATTENTION** : Ms M Mahape/Ms N Kumalo
- CLOSING DATE** : 14 April 2026
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (Only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered. Note: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

MANAGEMENT ECHELON

- POST 11/14** : **CHIEF DIRECTOR: EDUCATION HUMAN RESOURCE MANAGEMENT**
REF: DBE/25/2026
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Management
- SALARY** : R1 494 900 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in a possession of a Bachelor's degree or undergraduate qualification in the Education or Social Science (NQF Level 7) or equivalent qualification as recognised by SAQA; A post bachelor's degree will be an added advantage; At least 5 years' experience at a senior managerial level; Experience in Education Planning, Education Human Resources or

Education Labour Relations, which is supported by extensive knowledge of and experience in the education sector and training system planning, Policy funding and implementation in Education Human Resources System, Human Resource policy and Condition of Services Development; Understanding processes regarding Human Resources and in provincial education departments; Strong writing and communication skills as well as computer skills; Managing a team of people; A postgraduate qualification in the fields mentioned above will be an added advantage. Core Competencies: Strategic Capacity and Leadership; People management and Empowerment; Financial Management and Change Management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic.

DUTIES

: The candidate will be in charge of the Chief Directorate, which comprises the Directorates: Education, Human Resource Planning, Provisioning and Monitoring; Education Performance Management and Development; Whole School Evaluation; Education Labour Relations Management and Conditions of Service; The successful candidate will be responsible for serving the entire sector and will be expected to lead and manage a team of people, working in close collaboration with other branches in the Department of Basic Education, other state departments, and the provincial departments; Ensuring effective and efficient labour relations; Analysing and reporting on human resources requirements and capacity; Developing a teacher recruitment strategy and system; Assessing the effective utilisation and teachers at schools, revamping the post allocation system by reducing class size at school; Developing and implementing the Human Resource Management Information System, as well as improving the effectiveness of the teacher performance system, as part of the integrated quality management performance evaluation and development of educators and improving the quality of teaching and learning in South African.

ENQUIRIES

: Ms M Mahape Tel No: (012) 357 3291 or Ms N Kumalo (012) 357 3398

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.
- CLOSING NOTE** : 14 April 2026
- : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. All shortlisted candidates' posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POSTS

- POST 11/15** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/01/2026**
(12 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R1 059 105.per annum (plus 37%)
: Pretoria
: Bachelor Degree in Research, Criminology, Social Sciences, Policing, or relevant equivalent qualification. Five (5) years' experience in Research, Policy Development and Analysis within the safety and security/policing environment of which three (3) years must be at Assistant Director Level. Understanding of research strategies, policies and procedures. Knowledge of government prescripts and procedures, and stakeholder management. Understanding of IGR Framework in the 3 spheres of government. Ability to use applicable systems, software and database relating to Policy and Research. Knowledge of integrated planning and monitoring of stakeholders' performance within the safety and security/policing sector. Ability to conduct analysis of Policy and Research projects and reports. Ability to conduct impact analysis and assessment. Communication (verbal & written), presentation and facilitation skills. Project Management and Coordination. Valid Driver's licence.
- DUTIES** : Undertake primary and secondary desktop research. Undertake comparative research with national and international institutions, develop policy guidelines and procedures. Review and/or update policy. Analyse or scope the research problem. Draft concept note/ framework to support policy development project, develop policy project plan. Analyse monitoring and evaluation reports for policy implications. Identify key policy issues in policing. Conduct analysis of data collected and existing policy. Identify and evaluate alternatives to policy development. Present policy data analysis findings. Make recommendations and compile policy analysis reports. Manage policy and research collaboration

relationship with internal and external stakeholders. Present research/ policy findings to internal and external stakeholders (Government Clusters, NGOs, Reference groups, etc). Develop networks in the safety and security/policing environment, cultivate stakeholder engagement process with relevant stakeholders. Conduct consultation workshop on the draft policy reports with stakeholders. Coordinate multi-sectoral stakeholders' meetings. Management of resources (human and financial).

ENQUIRIES : Ms NM Sefitl, Tel 012 4931 388
APPLICATIONS : Can be emailed to: DD-PolicyDev@csp.gov.za

POST 11/16 : **ASSISTANT DIRECTOR: POLICE PERFORMANCE REF NO: CSP/02/2026**

SALARY : R582 444.per annum
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 6 as recognised by SAQA) in Public Administration/ Social Sciences or Development Studies or relevant equivalent qualification. Four (4) years' experience in the monitoring, evaluation and research environment of which two (2) years must be at Senior Practitioner level. Understanding of monitoring and evaluation strategies, policies and procedures. Good governance and Batho Pele Principles. Knowledge of Civilian Secretariat for Police Service Act, South African Police Service Act, community structures, Public Service Act, Public Service Regulations and Public Finance Management Act. Computer Literacy (MS Word, Excel, PowerPoint, Outlook). Communication (verbal & written) skills. Presentation, project Management and report writing skills. Planning and organising skills. Analytical, decision-making and problem solving skills. Drivers licence

DUTIES : Planning and development of documents to guide the monitoring and evaluation processes for police performance. Support the development of data collection tools, guidelines and procedures for monitoring police performance. Consolidate the approved reports recommendations into a template for effective monitoring of police performance. Schedule and undertake oversight visits. Develop tabulation plans. Plan and conceptualise projects through the development of Terms of Reference. Draft police performance project plans. Ensure the implementation and monitoring of police performance project plans. Coordinate monitoring and evaluation partnership activities and/or stakeholder engagement. Ensure data collection and processing. Analyse data collected. Compile draft reports with findings and recommendations. Management of resources (human and financial). Preference will be given to Male Coloured, Indian and White in accordance with our employment equity plan.

ENQUIRIES : Mr M Maiko, Tel 012 4931 390
APPLICATIONS : Can be emailed to: ASD-PP@csp.gov.za

POST 11/17 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: CSP/03/2026**

SALARY : R468 459.per annum
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Financial Management/ Management Accounting/ Financial Accounting / Cost Accounting/ Business Administration/Taxation/Accounting Information Systems or equivalent relevant qualification. Four (4) years functional experience in Finance environment, of which three (3) years should be at a State/Senior State Accountant level. Knowledge of Public Finance Management Act, Treasury-related Legislations/Framework, Accounting Principles, Practices and Tax. Knowledge of budgeting processes, Accounting Standards and Financial systems (BAS, etc). Computer Literacy, communication (verbal & written) skills. Presentation and project Management skills. Planning and organising skills. Problem solving and decision-making skills.

DUTIES : Creditors/Supplier Payments Management. Oversee the verification of the validity and allocation of payments received via electronic transfers. Approval and management of all S& T Claims and LOGIS payments. Management of manual PERSAL payments, manage payment of suppliers within 30 days, oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received,

management of suspense accounts, manage bank reconciliations and bookkeeping matters. Collection of revenue resulting from suspense accounts. Tax Reconciliation, Payroll management and PERSAL System Controller. Oversee and review disclosure notes on revenue collection. Amendments of IRP5 accumulations, availability of IRP5's at the end of the tax year. Submission of Tax Recon in accordance with SARS requirements. Creation and maintenance of user profiles on PERSAL. Expenditure Management. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorise payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Authorise the payment of transfers and subsidies processed on the accounting system. Compile interim and annual financial statements for the department. Provide information as requested by the AGSA. Keep audit file and supporting documents available for Internal and External auditors. Management of resources (human and financial). Preference will be given to Female Coloured, Indian and White in accordance with our employment equity plan.

- ENQUIRIES** : Mr MD Mashifane, Tel 012 4931 1435
APPLICATIONS : Can be emailed to: ASD-FinAcc@csp.gov.za
- POST 11/18** : **SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: CSP/04/2026**
- SALARY** : R397 116.per annum
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 6 as recognised by SAQA) in Management Services /Operations Management /Organisational Development / Organisation and Work Study/Industrial Psychology/ Public Management/Administration or relevant equivalent qualification. (Certificate in Job Evaluation will be an added advantage). Three (3) years' experience in Organisational Development/Design environment of which two (2) years should be at the Organisational Development Practitioner level. In-depth understanding of the Legislative Framework that governs Organisational Design, Job Evaluation and Job Descriptions. Knowledge of the Public Service Compensate Evaluate Grading System. Proven knowledge and experience in conducting work study investigations, organisational design, job evaluation and business process mapping. Knowledge of Organisational Design Principles, Change Management, DPSA Directives and Determination and Operations Management Framework. Communication (written and verbal), Facilitation, Presentation, Interpersonal, Analytical, Computer Literacy, Problem solving, Report writing, Project Management, Business Process Mapping and research.
- DUTIES** : Conduct Organisational Design Investigations. Review, align and develop organisational structure based on Departmental strategic objective and mandate. Facilitate the determination of post provisioning norms and standards. Facilitate the costing of the proposed organisational structure and post establishment. Facilitate the implementation of organisational design and development strategies. Conduct Job Evaluation in line with the Departmental Na National Policy guidelines. Identify and prioritise jobs to be evaluated. Conduct job evaluation on identified and prioritised jobs (newly and existing jobs). Present the evaluated jobs to the Job Evaluation Panel for recommendations. Update the Job Evaluation Executive Summary in line with approved JE results. Maintain the job evaluation database. Facilitate the development and review of job descriptions. Identify job descriptions to be developed and reviewed. Draft job descriptions and submit to relevant stakeholders for inputs, confirmation and sign off. Quality assure job descriptions received from line managers/subordinates. Maintain the job description database. Conduct Organisational Functionality Assessment. Participate in the development and review of the Service Delivery Model, Service Charter and Service Delivery Improvement Plans. Participate in the compilation of the OFA report and implementation plan. Conduct workshops for work streams within CSPS. Consolidate inputs from the work streams and submit to supervisor for consideration. Keep record of the Operations

Management Framework Documents. Conduct Work Study Investigations. Receive and acknowledge requests for work study investigations. Meet with relevant stakeholders to gather more information/data on request. Conduct research and benchmark exercise with other departments to determine best practices. Draft preliminary work study report and submit to supervisor for inputs and advise. Keep record of approved submissions. Preference will be given to Male African, Coloured, Indian, White, Youth and people with disability in accordance with our employment equity plan.

ENQUIRIES : Mr MD Mashifane, Tel 012 4931 1435
APPLICTIONS : Can be emailed to: SOD-Pract@csp.gov.za

POST 11/19 : **ICT SUPPORT TECHNICIAN REF NO: CSP/05/2026**

SALARY : R325 101.per annum
CENTRE : Pretoria
REQUIREMENTS :

An undergraduate qualification (NQF 6) as recognised by SAQA in Information Technology/Computer Science or equivalent qualification. Minimum of two 2 to 3 years of experience within Information Technology support environment. Knowledge and/or qualification in a recognised framework for ICT service, Microsoft Windows, ICT Systems and transversal systems (BAS, PERSAL or LOGIS). Sound understanding of computer systems (hardware/software), networks etc. Knowledge of Client User IT environment and exposure to business applications platforms. Knowledge of Batho Pele Principles, Public Service Act, Public Finance Management Act, Government Information Technology Officers Council. Protection of Personal Information (POPI) Act No. 4 of 2013. Computer Literacy, communication (verbal & written) Skills. Planning and organising, team leadership, problem solving and decision-making skills. Ability to prioritise, delegate and stick to strict deadlines.

DUTIES : Provide ICT service desk administration and support. Act as a first point of contact for IT incidents reporting and service request handling. Coordinate all the incoming requests in a form of phone calls, emails and tickets logged to the IT service desk. Provide regular feedback to customers/users and IT group on logged calls/incidents progress. Ensure compliance with ICT policies and procedures. Provide users with support regarding hardware, software and network connectivity. Render Local Area Network (LAN) and Wide Area Network (WAN) administration and support. Perform installation, maintenance and upgrading of computer hardware. Install and upgrade software applications. Provide support and maintenance of the department's telecommunications and audio-visual equipment systems. Ensure end-users systems are backed up and restorable. Provide and Maintain Internet and Email Client Services. Provide users with support regarding password activation/change. Ensure that antivirus software signature and operating systems are up to date. Compile and submit accurate monthly, quarterly, and ad hoc ICT reports. Maintain ICT asset registers, assist with ICT procurement processes, including preparation of specifications, quotations, and supporting documentation. Maintain records for software licenses and warranties. Advise users on ICT policies. Maintain IT asset registers and compile technical reports for asset disposals. Monitor the adherence to SLAs and OLAs by the internal ICT service providers. Preference will be given to Male and Female Coloured, Indian, White, Youth and People with disability in accordance with our employment equity plan.

ENQUIRIES : Mr MAIKO, Tel 012 4931 390
APPLICTIONS : Can be emailed to: ICTSuppTech@csp.gov.za

POST 11/20 : **DRIVER/MESSENGER REF NO: CSP/06/2026**

SALARY : R163 680.per annum
CENTRE : Pretoria
REQUIREMENTS :

Grade 10 or ABET Level 4. One (1) to two (2) years driver/messenger working experience. National Traffic Regulations. Knowledge of messenger/driver processes and procedures. Experience in handling confidential and classified documents. Knowledge of local routes and Traffic Laws. Ability to assess condition / road worthiness of motor vehicles to ensure safety of self and passengers. Ability to read and use GPS to navigate locations. Communication (verbal & written skills). Interpersonal, customer orientated and time management. Planning, organising and coordinating. Driving skills. Valid SA Driver's license (Code 10/C1). Professional Driver's Permit (PDP).

DUTIES

: Drive light and medium motor vehicles to transport passengers and deliver other items (e.g. Mail and Documents). Transport passenger/s and other items to the correct destination. Shuttling employees to various destinations for official purposes. Deliver, collect and distribute official documents, mail and parcels to the correct destination. Adhere to safety protocols and driving regulations. Check vehicle each time before driving e.g. oil, water etc). Refer vehicle when due for service, report mechanical defects to the supervisor and always keep the vehicle clean. Obtain authorisation for vehicle use, complete the required documentation and always keep all receipts and necessary prescribed records and logbooks. Assist with the checking of logbooks. Collect and deliver documentation and related items in the department. Copy and e-mail transport documents. Assist in the registry office, assist with any other duties delegated by the supervisor. Assist with transport filing and signing delivery notes services. Preference will be given to Female African, Coloured, Indian, White and Youth in accordance with our employment equity plan.

ENQUIRIES
APPLICTIONS

: Mr OP Phomane, Tel 012 493 1439
: Can be emailed to: Driver@csp.gov.za

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.

- CLOSING DATE** : 14 April 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one (1) document or attachment. Zipped and JPEG documents will not be accepted. indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

- POST 11/21** : **BUSINESS ANALYST (ICT) REF NO: HR4/26/04/01HO**
- SALARY** : R896 436 per annum (all-inclusive)
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : A qualification at NQF6 as recognized by SAQA in Information Technology/ Information Systems. ITIL and COBIT Certificate will be an advantage. Five (5)

years' functional experience in Software Development Life Cycle (SDLC), gathering Business and Functional requirements and Process Modelling. Knowledge: Prescribed Technical standards and procedures, Technology & Systems knowledge, Database design, Business & Industry knowledge, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Financial Management Act, Public Service Act, Project Management Principles. Skills: Problem solving, Excellent verbal and written communication, Analytical thinking, Software Development Lifecycle, Team Player, Problem solving, Technical and Analytical, Ability to work under tight deadlines and handle multiple assignments, Ability to influence at all levels of the organization, Sound knowledge of Service Orientated Architecture, Negotiations, Conflict Management.

DUTIES : Elicit and analyse business, system and data requirements to compile documentation for business solutions. Compile, validate and facilitate approval of business and system requirements. Participate and provide inputs during solution delivery life cycle. Identify training and development requirements of end users. Assess and resolve or reassign incident and problem management support of existing applications.

ENQUIRIES APPLICATIONS : Ms E Cronje Tel: (012) 309 4876
 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ23@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 11/22 : **DEPUTY DIRECTOR: HUMAN RESOURCE OPERATIONS REF NO HR4/25/04/07**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (all- inclusive)
 : Supported Employment Enterprises, Silverton, Pretoria
 : A qualification at NQF 6 as recognised by the South African Qualifications Authority (SAQA) in Human Resource Management/Labour Relations/Public Management/Public Administration. Valid driver's licence. Five (5) years' experience of which two (2) years Middle Management experience (ASD Level) and three (3) years Functional experience in Human Resource Management/Labour Relations environment. Knowledge: Recruitment and Selection, Human Resource Administration, Relevant Labour Relation Legislations, Public Service Regulation Act, Basic Condition of Employment Act, Departmental policies and procedures, Public Finance Management Act (PFMA), Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Communication (verbal and written), Computer Literacy, Negotiation, Patience and empathy, Presentation.

DUTIES : Manage the implementation of recruitment and selection policy within the Supported Employment Enterprises. Manage and administer service benefits within the Supported Employment Enterprises. Ensure Sound Employee Relations in the Supported Employment Enterprises. Manage the resources within the HR unit of the Supported Employment Enterprises.

ENQUIRIES APPLICATIONS : Ms WK Tselane Tel: 012 843 7300
 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-SEE07@labour.gov.za

POST 11/23 : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
 : Labour Centre: Pietermaritzburg –Ref No: HR4/4/3/28 (X1 Post)
 : Labour Centre: Verulam – Ref No: HR4/4/3/46 (X1 Post)
 : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF7) in Environment Health/ Occupational Health/ Hygiene/ Analytical Chemistry/ Chemical Engineering. Valid Driver's License. Four (4) years functional experience in Health and Hygiene inspection/ services. Knowledge: Department policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing Listening and

- Observation, Presentation, Innovative, Analytical, Research, Project Management.
- DUTIES** : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per Inspection programme. Conduct technical research on the latest trends in Occupational Health and Hygiene within Identified sector. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES** : Mr M September Tel: (033) 341 5300 (Pietermaritzburg)
Mr B Zondi Tel: (032) 541 5600 (Verulam)
- APPLICATIONS** : Deputy Director: Pietermaritzburg Labour Centre, P/Bag X 9048, Pietermaritzburg 3201 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Applications: Jobs-KZN12@labour.gov.za
Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Applications: Jobs-KZN25@labour.gov.za
- POST 11/24** : **TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/23**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
: Durban Labour Centre
: Three (3) year qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection and Enforcement Services. Valid Driver's License. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written skills.
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Acts (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COID), Occupational Health and Safety (OHS) and UI Contributions Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of Labour legislations and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (BLITZ) inspections regularly to monitor compliance with Labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all Labour legislation independently, analyze impact therefore, consolidate and compile report. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional plans and reports including executions of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
- ENQUIRIES APPLICATIONS** : Mr SA Mchunu, Tel: (031) 336 1500
: Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For online applications email Jobs-KZN7@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 11/25** : **SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/4/03/01**
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
: Provincial Office: Gauteng
: Three years' relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management/Accounting/Law/Policing/Forensic Investigation/CFE qualification. Two (2) years functional experience in anti-

fraud and corruption environment. ACFE membership will be an added advantage. Prepared to travel nationally (In possession of a at least a Code 8 driver's license). Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contribution Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management, Analytical Skills, Investigation skills, Computer Literacy, Presentation skills, Communication skills, Report writing Skills.

DUTIES : Implement Fraud and Corruption Prevention Strategies, Conduct Investigations on reported Fraud and Corruption, analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Employment & Labour and external stakeholders on Fraud Prevention measures. Supervise resources in the Section.

ENQUIRIES : Ms SI Tyantsi Tel: (011) 853 0899
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP-PO/3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 11/26 : **INSPECTOR (X2 POSTS)**

SALARY : R325 101 per annum
CENTRE : Labour Centre: Gqeberha –Ref: HR4/4/7/02 (X1 Post)
 Labour Centre: East London – Ref: HR4/4/7/03 (X1 Post)

REQUIREMENTS : Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental policies, procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Mr M Njamela, Tel: (043) 702 7500 – East London Labour Centre
 Mr SC Mshumpela, Tel: (041) 506 5000 – Gqeberha Labour Centre
APPLICATIONS : Deputy Director: Labour Centre Operations : Private Bag X9084, East London, 5201, hand deliver at IGI Building, Ensuc House, Cnr Oxford and Hill Str, East London, 5201; Email: Jobs-ECELN@LABOUR.gov.za
 Deputy Director: Labour Centre Operations Private Bag X6045, Gqeberha, 6000 hand deliver at 116-134 Govan mbeki Avenue, Central, VSN Building, Gqeberha, 6000; Email: Jobs-ECPLZ@LABOUR.gov.za

POST 11/27 : **CLIENT SERVICE OFFICER: UIF (X6 POSTS)**

SALARY : R269 499 per annum
CENTRE : Komani Labour Centre-Ref No: HR4/4/1/05 (X4 Posts)
 Richards Bay Labour Centre– Ref No: HR4/4/3/44 (X2 Posts)

REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles.

- Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).
- DUTIES** : Provide screening services. Process applications for UIF Benefits. Register payment continuation forms, Provide administrative functions.
- ENQUIRIES** : Mr. U Thambo Tel (045) 807 5400
Mr I Ximba Tel: (035) 780 8708 (Richards Bay)
- APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag x 323, Queenstown, 5320 or hand deliver at No 10 Robison Road, Queenstown or email at Jobs-ECQTN@labour.gov.za
Deputy Director: Richards Bay Labour Centre, P/Bag X 20033, Empangeni 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications: Jobs-KZN28@labour.gov.za
- POST 11/28** : **CLIENT SERVICE OFFICER: EMPLOYER SERVICES (X7 POSTS)**
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE** : R269 499 per annum
: Labour Centre: Kariega but stationed at Joubertina Satellite Office –Ref: HR/4/4/9/16 (X1 Post)
: Labour Centre: Kariega but stationed at Louterwater Satellite Office –Ref: HR/4/4/9/17 (X1 Post)
: Labour Centre: Kariega but stationed at Misgund Satellite Office –Ref: HR/4/4/9/18 (X1 Post)
: Labour Centre: Kariega but stationed at Hankey Satellite Office –Ref: HR/4/4/9/19 (X1 Post)
: Labour Centre: Kariega but stationed at Patensie Satellite Office –Ref: HR/4/4/9/20 (X1 Post)
: Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office –Ref: HR/4/4/9/21 (X1 Post)
: Labour Centre: Kariega but stationed at Humansdorp Satellite Office –Ref: HR/4/4/9/22 (X1 Post)
- REQUIREMENTS** : Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).
- DUTIES** : Provide screening services, Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
- ENQUIRIES** : Ms W Koba Tel: 041 995 7047
- APPLICATIONS** : Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230. Email [Jobs- ECUHG@labour.gov.za](mailto:Jobs-ECUHG@labour.gov.za)
- POST 11/29** : **INSPECTOR (X3 POSTS)**
- SALARY CENTRE** : R269 499 per annum
: Labour Centre: Ladysmith- Ref No: HR4/4/3/43 (X1 Post)
: Labour Centre: East London –Ref No: HR4/4/7/01 (X2 Posts)
- REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, 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.

- ENQUIRIES** : Ms L Radebe Tel: (036) 638 1900
Mr M Njamela, Tel: (043) 702 7500 – East London
- APPLICATIONS** : Deputy Director: Ladysmith Labour Centre, P/ Bag X9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. Email: Jobs-KZN5@labour.gov.za
Deputy Director: Labour Centre Operations: Private Bag X9084, East London, 5201, hand deliver at IGI Building, Ensuc House, Cnr Oxford and Hill Str, East London, 5201; Email: Jobs-ECELN@LABOUR.gov.za
- POST 11/30** : **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (2X POSTS)**
- SALARY CENTRE** : R269 499 per annum
Labour Centre: East London- Ref: HR 4/4/10/01 (X1 Post)
Labour Centre: Kariega - Ref: HR 4/4/10/02 (X1 Post)
- REQUIREMENTS** : Grade 12/ Senior Certificate. No experience required. will be an added advantage. Knowledge: policies, procedures and guidelines, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislations.
- DUTIES** : Render registration services of work seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
- ENQUIRIES** : Mr M Njamela Tel: 043 702 7500
Ms W Koba Tel: 041 995 7047
- APPLICATIONS** : Deputy Director: Labour Centre Operations IG Building Ensuc House NR Hill and Church Streets East London 5201. Email: Jobs-ECELN@labour.gov.za
Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230. Email: Jobs-ECUHT@labour.gov.za
- FOR ATTENTION** : Deputy Director: Labour Centre Operations
- POST 11/31** : **ADMINISTRATIVE CLERK: SUPPORT SERVICES REF NO: HR4/4/3/27**
- SALARY CENTRE** : R228 321 per annum
Labour Centre: Dundee
- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate fax machine and a photocopier. Data capturing. Skills: Planning and Organizing, Communication, Computer literacy.
- DUTIES** : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
- ENQUIRIES** : Ms T Khumalo, Tel: (034) 299 7000
- APPLICATIONS** : Deputy Director: Dundee Labour Centre, PO Box 445, Dundee or hand deliver at 63 Victoria Street, Dundee. For Online Application: Jobs-KZN4@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 11/32** : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/3/42**
- SALARY CENTRE** : R228 321 per annum
Labour Centre: Ladysmith – KZN
- REQUIREMENTS** : 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 Organizing.

- DUTIES** : To render Supply Chain Management Function in a Labour Centre. 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.
- ENQUIRIES** : Ms L Radebe Tel: (036) 638 1900
- APPLICATIONS** : Deputy Director: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Application: Jobs-KZN5@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
Cape Town: Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town KZN: Must be hand-deliver to 185 Langalibalele Street, Old Mutual Building, Pietermaritzburg, 3200 5th floor
- CLOSING DATE** : 20 April 2026, 16:00. No late application will be accepted
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POSTS

POST 11/33 : **CONTROL ENGINEERING TECHNICIAN (TELECOMMUNICATIONS AND ELECTRONICS) GRADE A (REF NO: OC05/2026)**

SALARY : R522 741 per annum (OSD)

CENTRE : Cape Town

REQUIREMENTS : National Diploma (NQF6) in Engineering or relevant qualification as recognized by SAQA. Compulsory registration with the ECSA as an Engineering technician, 6 years' post qualification experience required. The incumbent must have knowledge of following; Project management, technical design and analysis research and development, legal compliance, technical report writing, technical consulting, South Africa Ocean research efforts, Knowledge and understanding of electronic maintenance and support. Understanding of science and knowledge of the technical support requirements to conduct rigorous scientific research. Knowledge of departmental policies and procedures. Knowledge of public service and Departmental policy and procedures. The incumbent must have the following skills & competencies; decision making, team leadership, analytical skills, self-management, financial management, customer focus and responsiveness, communication and computer literacy. Skills in Networking, people management, planning and organizing., conflict management, change management, problem solving and analysis. The following personal attributes are required; honesty, ability to work long hours voluntarily, ability to gather and analyse information, ability to develop and apply policies, ability to work individually and in team, good interpersonal relations skills, creativity, ability to work under pressure and ability to work with difficult persons and to resolve conflict.

DUTIES : The candidate will be responsible to Monitor and report on the performance of the communication systems and associated peripherals. Monitor and report on the performance of contractors and service providers to ensure adherence to SLA's. Provide and consolidate inputs to the technical and /or engineering work plan. Document procedures, software updates and system configurations. Prepare Maintenance plans for equipment at the SANAP bases in accordance with the schedule of voyages. Updates of existing manuals, standards, drawings & procedures as applicable. Provide mentorship and supervision to the overwintering personal at the SANAP bases. Responsible for installing, repairing, maintaining, troubleshooting, testing and operation of Communication and IT systems; Ensure IT network usability and optimal performance. Ensure that all HF and VHF radios are properly tested and are functional before each voyage. Ensure the serviceability of all the recreational, audio-visual and appliances at the bases. Ensure the serviceability of medical equipment used at the bases. Ensure that the bases are equipped with the required technical tools to perform repairs in the constraints of the environment. Ensure the procurement of Communication, IT, Recreational, Audio-visual and Appliances for the SANAP bases. Compile and submit reports and other submissions as required. Compile and Manage an equipment inventory in accordance with Departmental asset management policies. Provide input to the maintenance budget and the capital budget. Manage and maintain contracts and Service Level Agreements with service providers. Plan and prepare for relief voyages, which include: meetings with all stakeholders, liaise with all orders, keep track with appointments, issuing of permits, etc. Provide support with the HR recruitment process for overwintering personal. Ensure training is provided to over-winterers on the operation of all radio and SAR equipment. Ensure the availability of PIN codes for all voyage participants and the recycling thereof. Liaise with scientific stakeholders regarding the instruments, equipment and website. Participate in annual relief voyages as required. Ensure continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Keep track with various Scientific projects at the research bases, as well as ship-based research; Participate on meetings/workshop/forum to stay abreast with technologies. Evaluate existing network and communication systems and makes recommendations for new resources to expand service levels. Identify, evaluate, and recommend new installations after evaluating the impact on current systems.

ENQUIRIES : Mr W Boshoff, Tel: (021) 493 7379

APPLICATIONS : OC05-2026@dffe.gov.za

POST 11/34 : **ASSISTANT DIRECTOR: IT GOVERNANCE AND PLANNING SUPPORT (REF NO: CMS19/2026)**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Information Technology or relevant qualification recognized by SAQA. A minimum of 3 years' experience in ICT environment, IT governance, IT risk or relevant field, COBIT/ITIL will be an added advantage. Knowledge of IT corporate governance frameworks, Public Service Regulatory framework, DPSA directives and determinations, Public Finance Management Act and Treasury Regulations, IT practice & procedures, administrative procedures, project management, IT Planning, Strategic Planning Management, Audit processes. Knowledge of people management, change management, financial management, coordination and stakeholder liaison. Good communication skills (verbal and written). Policy development and implementation. Sound research, analytical, organizing, planning, presentation and interpersonal skills. Ability to gather and analyze information. Ability to develop and implement policies. Ability to work individually and in team.

DUTIES : Coordinate GITO compliance and reporting. Participate in the implementation of the Corporate Governance of ICT policy. Provide secretarial services to ICT governance structures. Participate in the development and review of ICT related policies. Provide stakeholder engagement support. Coordinate various GITO Reporting queries and facilitate for appropriate response. Draft and consolidate ICT plans. Facilitate the implementation of ICT Plans. Coordinate the development of the annual ICT risk plan/register. Coordinate the implementation of Audit and Risk plans. Participate in the implementation of ICT related DPSA determinations and directives.

ENQUIRIES APPLICATIONS : Ms N Chaka, Tel (012) 399 9955
: CMS19-2026@dffe.gov.za

POST 11/35 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: CMS20/2026 (X3 POSTS)**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : Provide support, advice and facilitate the implementation of labour relations framework in the Department through the following key performance areas: Ensure misconduct and dispute cases are handled promptly and effectively. Investigate cases and compile investigation reports. Draft sound charges of misconduct. Prepare witnesses for disciplinary hearing. Represent the department in disciplinary hearings. Represent the department in arbitrations. Ensure the facilitation of grievance resolution. Provide advice and development on labour relations matters. Prepare reports.

DUTIES : The successful candidate will be responsible to ensure misconduct cases are handled promptly and effectively, Scrutinize investigation reports from investigation officers and determine grounds for misconduct., Conduct supplementary investigation on reports which do not cover all aspects of the allegations to be pursued, Ensure sanctions are implemented and HR informed of outcomes that require Persal implementation, Facilitate the referring of appeals to the appeal authority by providing advice on merits of the case, Ensure the facilitation of grievance procedures, Investigate grievances received and identify findings and recommendations on conclusion, Facilitate the appointment of Investigation officers, Facilitate conciliation and / or mediation meetings, Provide advice and development on labour relations matters, Identify gaps and facilitate information sessions for branches with challenges on employment relationship, Coordinate workshops on ER processes and ensure stakeholders are engaged on course content, Facilitate monthly code of conduct inductions, Reports compliance support, Ensure dispute cases are handled effectively, Monitor the receipt of referral forms and notices of conciliation and arbitration if they are properly served to the Department, Identify and advice on motivations to be done of services procured for dispute cases.

ENQUIRIES APPLICATION : Ms I Qaqane, Tel: (012) 399 8850
: CMS20-2026@dffe.gov.za

POST 11/36 : **SENIOR HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT (REF NO CMS21/2026)**
(Re-advertisement – Candidates who previously applied must re-apply)

SALARY : R397 116 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Human Resource Management/Development or relevant qualification as recognized by SASQA. A minimum of two (2) years' experience in performance management or relevant field and PERSAL Certificate, a valid Driver's license will serve as an advantage. Knowledge of Human Resource Management with specific reference to performance management. Knowledge of Departmental procedures and prescripts within the Public Service. Knowledge of Human Resource processes and practices. Knowledge of Public Finance Management Act, Incentive framework (OSD & Non-OSD), Public Service Regulation, Public Service Act, DPSA directives, Labour Relations Act, and Treasury Regulations. Batho Pele principles. Analytical thinking, problem-solving skills, planning & execution skills, time management, presentation skills, communication, practical Knowledge of Computer Skills, report Writing Skills and project Management.

DUTIES : Facilitate the PMDS processes of submission of Performance Agreements, Mid-term assessments, Annual assessments and probation reports for both members of Senior Management Service (SMS) and non-SMS. Quality assure SMS and non-SMS Performance Agreements, Mid-term assessments, Annual assessments, and probation reports. Administer SMS and non-SMS moderation processes. Maintain databases for Senior Management Service (SMS) and non-SMS members. Implementations of the incentive framework on PERSAL such pay progression, OSD & non-OSD transalitions. Capturing of signed performance agreements, assessments, probation reviews and Compulsory Induction Programme (CIP) certificate. Conduct training and empower line managers and non-SMS officials on PMDS process. Monitor poor performance improvement plans, dispute resolution, and update databases. Provide technical advice to stakeholders, and management.

ENQUIRIES : Mr N Chauke Tel: 012 399 8651
APPLICATION : CMS21-2026@dffe.gov.za

POST 11/37 : **SENIOR FORESTER: STATE FORESTS MANAGEMENT REF NO: FOM28/2026 (X2 POSTS)**

SALARY : R397 116 per annum
CENTRE : Mbazwana (KZN)
Kwagubeshe (KZN)
REQUIREMENTS : National Diploma (NQF6) in Forestry or relevant qualification as recognized by SAQA. A Minimum of two (2) years' experience in Forestry or relevant field. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998) including other relevant legislations such as NEMA, NEMBA, CARA, Protected Areas Act, Public Services Act, PFMA and Treasury Regulations. Knowledge of the forest and environmental management sector. Knowledge of PCI&S management Framework. People management and empowerment. Client orientation and customer focus. Financial Management. Project and Programme Management. Good communication skills (written and verbal). Facilitation and negotiation skills. Conflict management skills. Planning and organizing skills. Good interpersonal relations skills. Ability to work under pressure and work long hours. Ability to work individually and in a team. willingness to travel.

DUTIES : Render commercial activities in state forest plantations. Implement operational plans for the state forest plantations. Quality assure work rendered by services providers. Development of management plans. Assist in compiling and updating annual plans of operations. Plan and conduct physical verification for state forest plantations in the region. Monitor compliance with applicable business processes for management of state forest plantations. Prepare weekly and monthly reports. Implement the Audit Action Plan and keep record of evidence. Create jobs through Expanded Public Works Programme. Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Forest Act (NFA), Conservation of Natural Resources Act (CARA) and National Veld Forest Fire Act (NVFFA). Administer forestry support services. Participate in stakeholder engagements. Conduct awareness campaigns.

ENQUIRIES : Eve Mkhwanazi, Cell: (082) 882 1317
APPLICATIONS : FOM28-2026@dfe.gov.za

NATIONAL DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- CLOSING DATE** : 15 April 2026
- FOR ATTENTION** : Ms M Shitiba
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 11/38** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT (REF NO: NDOH 25/2026) (3 POSTS)**
This is a re-advertisement. Applicants who have previously applied need to re-apply.
Chief Directorate: Digital Health Information Systems
- SALARY** : R896 436 per annum (An all-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines)
- CENTRE REQUIREMENTS** : Pretoria
: A Grade 12 certificate and NQF 7 qualification in Health Sciences or Social Sciences or Economics or ICT with a Post Graduate qualification in Agile Management / Project Management. A post Graduate qualification in Public Health and registration with the Project Management Institute or Certification (e.g. CAPM, PMP, Prince2-Practitioner) will be an advantage. Experience in

managing projects in the Health Sector will be an added advantage. Knowledge and understanding of the Digital Health Context and its various aspects, from strategy to implementation, digital health identity management, digital health interoperability, project management methodologies, ICT governance standards, policies and procedures, Public Finance Management Act, Public Service Act, Public Service Regulations, ICT systems development processes and implementation. Good communication (verbal and written), strategic thinking and planning, team management, analytical thinking, risk and issue management, financial management, quality management, contract management, project integration management, conflict resolution, facilitation, change management and computer skills (MS Office package). Ability to plan, work independently and as part of a team as well as working in a structured and unstructured environment where initiatives are pioneering with no previous roadmap to access. A valid driver's license.

DUTIES

: Develop projects scope and projects plans. Identify the purpose and goals of the project. Ensure objectives are SMART (Specific, Measurable, Achievable, Relevant, Time-bound). List of all stakeholders involved in or affected by the project. Document functional and non-functional requirements. Oversee and ensure that projects are delivered on time, in budget and to the required quality standard as per project schedules. Identify the resources (human, financial, material) needed for each task. Estimate the time required to complete each task. Use tools like Gantt charts, scrum, Kanban or project management software. Manage, monitor and evaluate the cross functional team assigned to the project. Align team goals with organizational objectives to ensure relevance and support. Schedule regular team meetings to discuss progress, challenges, and next steps. Implement performance metrics to track the progress of the project and individual contributions. Create and maintain comprehensive project documentation. Define the types of documentation required for the project (e.g. project charter, scope statement, requirements documents). Create a project charter that outlines the project's purpose, objectives, stakeholders, and high-level requirements. Ensure that the charter is approved by key stakeholders to provide a clear project mandate. Develop a scope statement that clearly defines what is included and excludes from the project. Perform risk management to minimize project risks. Identify and document potential risks, including their likelihood and impact. Create a risk management plan that outlines mitigation strategies and contingency plans.

ENQUIRIES

: Mr S Jali at Tel No: 012 395-8068

POST 11/39

: **DEPUTY DIRECTOR: ICT SECURITY REF NO: NDOH 27/2026**
Directorate: Information Communication Technology

SALARY

: R896 436 per annum (An all-inclusive remuneration package (basic salary consists of 70% or 75% of total package), salary package will be structured according to Middle Management Service guidelines.

CENTRE

: Pretoria

REQUIREMENTS

: A Grade 12 certificate and NQF 7 qualification in Information Technology/Information Security or Computer Systems as recognized by SAQA. ITIL foundation and COBIT certification and any accreditation (Security+, CISA, CISSP, CISM, CRISK) will be an advantage. At least three (3) Years of IT experience as Assistant Director or equivalent level as well as supervisory experience. Experience in an Information Security role, in working with legal audit and compliance staff, developing and maintaining policies, procedures, standards and guidelines as well as experience in information security management frameworks, such as International standards Organization (ISO) 2700x/ the IT Infrastructure Library (ITIL) / Control Objectives for Information & Related Technology (COBIT) frameworks. Knowledge of ICT Governance, Risk, Security, Compliance and Continuity methodologies and practices, IT Infrastructure Lifecycle Management and ICT Networks (LAN & WAN technologies). Knowledge of ICT Controls and ICT System Development, Backup, Restore, Disaster Recovery and Archiving. Knowledge and understanding of relevant legal and regulatory requirements, such as DPSA Corporate Governance of ICT Policy Framework, Cloud Security Policy, Government Wide Enterprise Architecture etc. Knowledge/Certification on COBIT methodology. Knowledge of ISO 27000 standard, ISO 22301, ISO 38500 and ISO 31000 will be an added advantage. Good communication (verbal and written), analytical, project management, policy development, people management, problem solving and decision

- making, planning and organizing and computer skills (MS office package). A valid driver's license.
- DUTIES** : Provide strategic support in alignment with business goals and management of resources. Develop, implement, and monitor a strategic, comprehensive departmental information security and IT risk management program to ensure that the integrity, confidentiality, and availability of information is owned, controlled or processed by the department. Provide ICT security support and maintain compliance with security standards and minimizing of risks. Manage outsourced vendors that provide information security functions for compliance with contracted service-level agreements. Provide architecture/engineering support in designing, implementing, and maintaining robust, scalable, and secure systems. Consult with IT and security staff to ensure that security is factored into the evaluation, selection, installation and configuration of hardware, applications and software. Provide security liaison role by ensuring that security policies, compliance, and risk management are integrated into all ICT activities. Assist resource owners and IT staff in understanding and responding to security audit failures reported by auditors. Manage personnel and various security initiatives/projects to ensure alignment with organizational goals, compliance, and audit.
- ENQUIRIES** : Mr A Mabuza at Tel No: 012 395 8647
- POST 11/40** : **ASSISTANT DIRECTOR: BARRIER METHOD REF NO: NDOH 26/2026**
Directorate: HIV/AIDS Prevention Strategies.
- SALARY** : R468 459 per annum plus competitive benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and NQF 6 qualification in Biomedical Technology / Health Science. At least three (3) years' experience in STI and condom programme training as well as in addressing condom-related complaints and quality issues. Knowledge of procurement and distribution of male and female condoms, supply chain and logistics management systems, policy and guideline development, monitoring and evaluation frameworks and knowledge of Public Service Regulation and Public Service Act. Good communication (verbal and written), planning and organizing, interpersonal, presentation and facilitation, decision making, team management, and computer (Microsoft package) skills. Ability to work under pressure, independently and with a team. A valid driver's license.
- DUTIES** : Coordination of barrier method sub programme activities. Facilitate and coordinate male and female condom projections in provinces, coordinate distribution of condoms from contracted suppliers, ensure alignment with National HIV and STI prevention strategies. Provide support to provinces in coordinating LMIS, condom and barrier methods training and re-orientation. Provide technical support on condom protection and distribution systems, strengthen provincial capacity for programme implementation, provide support and capacity building as well as development of protocols and guidelines. Monitor and report on the implementation of the condom programme in the provinces, including key intervention sites. Provide guidance on the interpretation and application of national directives, liaise with relevant stakeholders, including HTA structures and partners. Monitor, facilitate, and communicate to provinces on matters relating to barriers methods. Facilitate development and review of condom marketing strategies and policies, coordinate the annual STI/Condom week campaign. Monitor evaluation of barriers method sub programme. Monitor batch testing results from SABS, conduct site visits to provincial PDSs and warehouses, evaluate programme performance and recommend improvements.
- ENQUIRIES** : MM Zondi on Tel No: 0123959091

DEPARTMENT OF HOME AFFAIRS



<u>CLOSING DATE</u>	:	17 April 2026
<u>NOTE</u>	:	The Department of Home Affairs is a merit-based and equal opportunity employer. It is our intention to appoint excellent candidates whilst harnessing the power of diversity. People with Disabilities, Youth, unemployed Graduates and Woman are encouraged to apply. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors with the highest levels of professionalism and integrity, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The Department of Home Affairs subscribes to the provisions of the Protection of Personal Information Act (Act 4 of 2013). As such, the Department will use the personal information provided by Applicants for recruitment purposes in reference to posts applied for. This information may be retained for audit purposes. The Department undertakes to protect the confidentiality of all personal information provided, and will not disclose such to any unauthorised person, except where it is legally compelled to do so or it is necessary in furthering recruitment purposes. The submission of an application (including any additional / supporting information), is considered as an Applicant's consent hereto. Applications must be submitted online at https://erecruitment.dha.gov.za sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za , citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, ONLY.

OTHER POSTS

<u>POST 11/41</u>	:	<u>DEPUTY DIRECTOR: AMENDMENTS AND RECTIFICATION, REF NO: HRMC 11/26/1</u>
<u>SALARY</u>	:	R1 059 105 - R1 247 574 per annum (Level 12). (An all-inclusive salary package)
<u>CENTRE</u>	:	Head Office: Tshwane, Sub -Directorate: Amendments and Rectifications

- REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management, Public Administration, or Operations Management at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level is required. Knowledge and understanding of all departmental legislation and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Manpower forecasting and planning. Project Management. Decision Making. Communication. Influencing and Networking. Business report writing. Research Methodology. Interpersonal relations. Problem Solving and Conflict Management. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Operational Management: Amendments and Rectifications Unit. Manage and oversee operations within the Amendments and Rectifications Unit to ensure the accuracy, integrity, and reliability of the National Population Register (NPR). Ensure the effective administration of all matters relating to the amendment and rectification of personal particulars. Coordinate and manage service delivery between front-office and back-office environments. Manage and implement document management processes, systems, and policies in an effective and efficient manner. Facilitate digital transformation initiatives and support the development of technical expertise within the unit. Provide expert advice and guidance on amendment and rectification matters. Manage and oversee projects related to document management and rectification services. Establish and maintain productive relationships with internal and external stakeholders. Monitor and report on progress against approved operational plans. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Policy, Procedures, and Governance. Stakeholder Engagement and Intergovernmental Relations. Risk, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : Head Office: Mr J Modipa, Tel No: 012 406 4243
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za
- POST 11/42** : **DEPUTY DIRECTOR: BIRTHS AND DEATHS REF NO: HRMC 11/26/2**
Sub- Directorate: Births and Deaths
- SALARY** : R1 059 105 - R1 247 574 per annum (Level 12). (An all-inclusive salary package)
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management, Public Administration, Operations Management or Customer Services Management at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level is required. Knowledge and understanding of all departmental legislation and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Manpower forecasting and planning. Project Management. Decision Making. Communication. Influencing and Networking. Business report writing. Research Methodology. Interpersonal relations. Problem Solving and Conflict Management. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Operations Management: Births and Death Registration Processes. Facilitate and oversee the processing of birth and death registration applications across all service delivery platforms. Coordinate and ensure that all registration processes comply with approved birth and death frameworks,

service standards, and operational procedures. Ensure the complete and accurate capturing of records, including the identification and resolution of empty, incomplete, or inconsistent fields originating from all service delivery platforms. Coordinate and oversee the late registration of births and deaths, ensuring strict adherence to legislative, regulatory, and procedural requirements. Manage processes relating to birth registration status, including the pre-modification and modification of birth registration records, in accordance with prescribed standards. Coordinate and oversee automated systems and digital platforms, including Command Centre operations, to support efficient service delivery, system integrity, and data quality. Manage and oversee projects related to document management and rectification services. Ensure effective and efficient processing of designation of Funeral Undertakers. Develop and maintain an accurate database for designated Funeral Undertakers. Facilitate digital transformation initiatives and support the development of technical expertise within the unit. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Policy, Procedures, and Governance. Stakeholder Engagement and Intergovernmental Relations. Risk, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Mr J Modipa, Tel No: 012 406 4243
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za

POST 11/43 : **DEPUTY DIRECTOR: LINDELA HOLDING FACILITY REF NO: HRMC 11/26/3**
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).
 Branch: Immigration Services, Directorate: Deportation.

SALARY : R1 059 105 - R1 247 574 per annum (Level 12). (A basic salary)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Public Security (Policing and Defence Studies), Public Management, Public Administration or International Relations at NQF level 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in an operations management (Joint Operations) or Law Enforcement (SAPS / Defence / Immigration) environment is required. Experience in analysis and interpretation of operational dynamics in the area of deportations. Knowledge of the Refugees Act. Knowledge of the Immigration Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Knowledge and understanding of methods, practices, regulations and acts applicable to administrative support services. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Leadership skills. Ability to prepare reports and conduct presentations. Financial Management. Customer focus. Knowledge management. Program and project management. Change management. Influencing and Networking. Problem Solving. Proven verbal and written communication skills. Presentation Skills. Sound Analytical Skills. Excellent interpersonal skills. Ability to effectively develop unit work program. Ability to produce high quality work under pressure.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective deportation operations in the department. Coordinate the transfer of illegal foreigners to Lindela Holding Facility. Ensure adherence to policy and legislation regarding immigration matters. Ensure documentation management of the department and tracking the arrival of deported illegal foreigners. Ensure effective screening and fingerprinting of illegal foreigners at the holding facility. Coordinate information and monitor statistics with regards to illegal foreigners held at Lindela Holding Facility. Manage the Lindela Holding Facility operations. Oversee the provision of humane accommodation by providing adequate space and catering services. Manage the implementation of hygiene and ensure that illegal foreigners keep his or her person, clothing, bedding and cell clean and tidy at the holding facility. Oversee the provision of humane accommodation by providing adequate

space and catering services. Manage the implementation of hygiene and ensure that illegal foreigners keep his or her person, clothing, bedding and cell clean and tidy at the holding facility. Implement security measures to ensure a secure and humane environment for the illegal foreigners at the holding facility. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quickly and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Ensure compliance to stakeholders within and external to the organization to ensure accurate implementation. Implement compliance with all duties of the unit in line with the applicable legislative framework. Establish and implement a quality control, norms and standards framework. Participate in the development of Standard Operating Procedure in the unit. Interpret and implement Department circulars, policy and other communications that impact on the operation of the s unit. Implement compliance in line with all relevant Framework. Monitor and report on the utilization of equipment. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

- ENQUIRIES** : Head Office: Ms B Kabinde, Tel No: (012) 406 4239
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or imsrecruitment@dha.gov.za
- POST 11/44** : **DEPUTY DIRECTOR: MARRIAGES REF NO: HRMC 11/26/4**
Sub-Directorate: Marriages
- SALARY** : R1 059 105 - R1 247 574 per annum (Level 12). (An all-inclusive salary package)
- CENTRE** : Head Office: Tshwane,
- REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management, Public Administration, Operations Management or Customer Services Management at NQF 6 as recognized by SAQA. Three (3) Years’ experience in an Assistant Director (Junior Management) level is required. Knowledge and understanding of all departmental legislation and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Manpower forecasting and planning. Project Management. Decision Making. Communication. Influencing and Networking. Business report writing. Research Methodology. Interpersonal relations. Problem Solving and Conflict Management. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective management of marriage records, including the secure capture, storage, retrieval, and preservation of marriage data. Coordinate and ensure that all marriage-related processes comply with approved legislative frameworks, service standards, and operational procedures. Ensure the complete and accurate capturing of marriage records, including the identification and resolution of empty, incomplete, or inconsistent data fields originating from local offices and service points. Coordinate and oversee the registration and issuance of marriage certificates in accordance with prescribed requirements. Manage processes relating to marriage registration status, including the pre-modification and modification of marriage registration records. Ensure the facilitation of alteration of sex/gender marker applications linked to marriage records, in accordance with applicable legislation and policy. Coordinate and oversee automated systems and digital platforms, including Command Centre operations, to support efficient service delivery and data integrity. Coordinate and manage the confirmation, identification, and verification of biometric data associated with marriage registrations. Manage and oversee projects related to document management and rectification services within the Marriage Unit. Ensure the effective and efficient processing of applications for the designation of Marriage Officers.

Develop, maintain, and regularly update an accurate and secure database of designated Marriage Officers. Oversee the accurate updating of Marital Status. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures Policy, Procedures, and Governance. Stakeholder Engagement and Intergovernmental Relations. Risk, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES
APPLICATIONS

: Head Office: Mr W Mamphoke, Tel No: 012 406 4247
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za

POST 11/45

: **DEPUTY DIRECTOR: ASSET CONTROL REF NO: HRMC 11/26/5**
: Directorate: Fleet and Asset Management

SALARY
CENTRE
REQUIREMENTS

: R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
: Head Office: Tshwane
: An undergraduate qualification in Supply Chain Management, Financial Accounting, Accounting Science, Financial Management, Auditing or Cost and Management Accounting at NQF 6 as recognized by SAQA. Three (3) Years' experience as an Assistant Director (Junior Management) level in an Asset Management environment is required. Knowledge of Public Service Regulations Act. Knowledge of the Public Finance Management Act. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the National Treasury Regulations. Knowledge of modified cash system (MCS). Knowledge of BAS, LOGIS AND BAUD systems. Knowledge of the Supply Chain Management practices. Knowledge of Asset Management Framework. Knowledge of the Standard Chart of Accounts (SCoA). A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Capability and leadership. Service Delivery Innovation. Stakeholder relations and customer focus. People Management and Empowerment. Financial risk management. Asset Control Management. Honesty and Integrity. Expenditure Management and Administration. Programme and Project Management. Decision Making. Communication skill. Budget administration. Business report writing. Initiating action. Asset verification. Problem Solving and Analysis. Negotiation skills. Presentation skills. Planning and Organising skill. Reconciliation skills Interpersonal skill. Computer Literacy Skill. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate effective asset management in the Department. Coordinate and develop the asset and acquisition plans and strategies. Coordinate, monitor and maintain the asset register integrity. Submit monthly reconciliation of BAS. Update the current year addition register and ensure completeness and accuracy on the LOGIS, BAS and FA System. Coordinate and monitor the implementation of physical verification of assets in Department. Coordinate and monitor the movement of assets, update the movement, condition, location of moveable assets in the register. Investigate instances of not verified assets lost, stolen or damaged assets and report them to the Loss Control Committee for recovery. Coordinate and monitor recording of write-offs, disposals and asset losses. Coordinate disposals of assets including recording of income and related administration. Monitor and update moveable lease register. Prepare the lease commitment and disclosure note. Coordinate and establish norms, standards and processes for assets in the Department. Manage successful system and process enhancements, updates and amendments within the unit. Generate Return on Investment and other prescribed and delegated reports for National Treasury and Business Owners. Coordinate effective operations within the fixed asset management unit. Develop and implementation of Policy and Procedure, Directive Acts and Regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

- ENQUIRIES** : Head Office: Ms N Mnisi, Tel No: 012 406 4238
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or financerecruitment@dha.gov.za
- POST 11/46** : **DEPUTY DIRECTOR: BUSINESS INTELLIGENCE, REF NO: HRMC 11/26/6**
Directorate: Operational Support (Civic Services)
- SALARY** : R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
- CENTRE** : Head Office: Tshwane,
- REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management or Social Sciences at NQF 6 as recognized by SAQA. Three (3) Years’ experience in an Assistant Director (Junior Management) level in a Business Intelligence (BI) environment is required. Knowledge of the South African Constitution. Knowledge of Immigration Act, Refugee Act and Citizenship Act. Sound knowledge and understanding of the Citizenship Act and Identification Act. Knowledge and understanding of Civic Services Legislations and Prescripts. Knowledge of the Public Service Regulations Act. Knowledge of IT governance frameworks (COBIT, ITIL, ISO/ IEC 20000) – essential for managing IT services delivery, compliance and aligning IT services with organisational objectives. Knowledge of Service Model, Operating Model, Revenue Model and Delivery Model Design. Knowledge of Public Finance Act (PFMA) and National Treasury Regulations. Knowledge of International Immigration Practices. Knowledge of Government Programme of Action and Medium-Term Expenditure Framework (MTEF). A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial reporting. Honesty and Integrity. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. Business continuity planning. Financial Risk Management. Interpersonal skills. Problem Solving and Conflict Management. Performance monitoring systems. Compliance management. Information security risk principles. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the coordination operations of Business Intelligence (BI) for the Branch. Manage the collection, review and validation of customer data and conduct audits. Manage the monitoring of analytics and metrics results and implement of new data analysis methodologies. Manage the reviewing of customer files to ensure integrity of data collection and utilization. Manage and analyses the department process and report on analytics and financials for a variety of projects. Ensure the interaction with various data sources across the organization for tactical conclusions. Manage the auditing of data quality and make recommendations for users. Facilitate integrate and eradicate intuitions from large, disperse datasets and translate them into clear, precise business conclusions. Facilitate and conduct risk analysis, assessments and collect intelligence data. Ensure sustainable Business intelligence solutions, automation and data visualization. Manage the translation of business requirements into technological specifications. Manage the coordination, integration, and extraction of data from data depositories across the organization. Manage the designing of codes for specifications of physical, logical, and end user data, dashboards, and tools. Ensure the implementation of data generator and ensure compliance to all enterprise data model according to data standards. Provide expert advice on developing and aligning branch strategies with DHA’s overall strategic position. Assist in creating long-, medium-, and short-term business strategies and performance plans. Review government strategies and directives to assess impact on branch operations. Consolidate inputs from directorates for strategic planning and ensure quality control. Develop and implementation of policies and procedures, directives, acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

- ENQUIRIES** : Head Office: Mr W Mamphoke, Tel No: 012 406 4247
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za
- POST 11/47** : **DEPUTY DIRECTOR: DETECTION, REF NO: HRMC 11/26/7**
Chief Directorate: Prevention and Analysis
- SALARY** : R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Forensic Audit, Internal Audit, Law or Data Analytics at NQF 6 as recognized by SAQA. Three (3) Years’ experience in an Assistant Director (Junior Management) level in an Investigations environment, fraud detection, auditing, data analysis or anti-corruption environment is required. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the GITO Framework, standard and guidelines. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge of E-Government Imperatives. Knowledge of State Information Technology Act (SITA). Knowledge of Project Management processes and procedures. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial management. Knowledge management. Honesty and Integrity. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. High ethical standards and integrity. Analytical and critical thinking. Attention to detail. Confidentiality and discretion. Strong communication and reporting-writing skills. Ability to work independently and under pressure. Business report writing. Influencing and networking. Problem Solving and Analysis. Communication. Conflict Management and Negotiation skills. Critical thinking. Advanced MS excel skills. Analytical capabilities to interpret fraud data and identify corruption trends. Ability to integrate data from multiple sources and map end to end processes. Data analysis and trend identification. Expertise in data visualisation and dashboarding. Risk analysis and profiling. Knowledge of government systems and processes. Presentation skills. Planning and Organising skills. Interpersonal skills. Technical skills. Document management skills. Excellent communication and stakeholder engagement. Computer Literacy skills. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and ensure detection and analysis of corruption vulnerabilities and irregularities within DHA business processes. Collect, cleanse and analyse data from multiple systems including sourcing of information from investigated cases to strengthen business process evaluations. Analyse business processes, procedures and systems to identify vulnerabilities, gaps and control weaknesses that may enable fraud and corruption. Conduct data-driven detection reviews to identify anomalies, unusual trends, deviations from the norm including non-compliance with policies and legislation. Contribute and manage the development and updating of DHA fraud and corruption legislative frameworks. Contribute and manage the development and updating of the DHA fraud and corruption risk profile. Analyze trends and identify various modus operandi to identify red flags relating to business processes. Conduct and participate in business process reviews. Map end to end processes to identify risk areas. Assess adequacy and the effectiveness of controls. Develop risk indicators and detection models. Produce analytical reports, dashboards and visualisations. Support investigative units with evidence-based detection insights. Benchmark processes against best practices. Compile evidence-based reports with practical recommendations. Develop risk mitigation strategies. Contribute to audit and management reports. Maintain records of detection activities. Manage the collaboration and coordination of detection support to Investigation, Vetting and Analysis units. Ensure continuous internal and external stakeholder engagements and collaborations. Ensure effective risk and compliance with regulatory requirements. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Mr B Mathatho, Tel No: 012 406 4250
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ccssrecruitment@dha.gov.za

POST 11/48 : **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: HRMC 11/26/8**
Chief Directorate: Prevention and Analysis

SALARY : R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Law, Criminal Justice, Policing, Forensics, Public Management or Public Administration at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in an Investigations environment is required. Knowledge of public security, Including the Minimum Information Security Standards Act (MISS). Knowledge of investigation methodology. Knowledge of asset protection operations. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the GITO Framework, standard and guidelines. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge of E-Government Imperatives. Knowledge of State Information Technology Act (SITA). Knowledge of Project Management processes and procedures. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial management. Knowledge management. Honesty and Integrity. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. Business report writing. Influencing and networking. Problem Solving and Analysis. Communication. Negotiation skills Dealing with Pressures and Setbacks. Presentation skills. Planning and Organising skill. Interpersonal skill. Technical skills: Commercial Skills. Document management skills. Excellent communication and stakeholder engagement. Computer Literacy Skill. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate investigations operation and implementation according to the required security standards. Coordinate and implement of various investigations functions and services. Coordinate information and monitor statistics with regards to investigations. Coordinate and support all aspects of the investigation to practice and illegal practice complaints (and enquiries). Undertake order risk assessments in individual cases and monitor the conditions of practice. Coordinate and monitor investigations functions and proactively report and implement safety measures. Review quality management reports and take corrective action where required. Conduct investigations often oversee financial fraud investigations. Coordinate and monitor quality and accuracy of output delivery by implementing periodic sampling and other tools. Coordinate the development of a security investigations security strategy for the department. Coordinate and implement the investigation processes of special cases. Liaise with Office of the Auditor General, SAPS, NIA and SITA on finance investigations. Coordinate and ensure service delivery improvements within unit. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Ensure effective risk and compliance management within the external liaison unit. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms N Raziya, Tel No: 012 406 4155
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ccssrecruitment@dha.gov.za

POST 11/49 : **SENIOR ANALYST REF NO: HRMC 11/26/9**
Chief Directorate: Prevention and Analysis

SALARY : R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
CENTRE : Head Office: Tshwane

REQUIREMENTS

: An undergraduate qualification in Computer Science, Data Science, BSc Information Technology, or Statistics (Delete) at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in IT audit, Forensic audit, data analysis using Power BI/SQL/Arbutus and /or other related analytical tools preferably within fraud, corruption, risk, audit or law enforcement environment is required. Experience working with large datasets and case-based information. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the GITO Frameworks, standards and guidelines. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge of E-Government Imperatives. Knowledge of State Information Technology Act (SITA). Knowledge of Project Management processes and procedures. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Decision making. Client orientation and customer focus. Financial Management. Knowledge management. Program and project management. Change management. High ethical standards and integrity. Analytical and critical thinking. Attention to detail. Confidentiality, and discretion. Strong communication and report-writing skills. Ability to work independently and under pressure. Business Report Writing. Problem Solving and Analysis. Influencing and Networking. Critical thinking. Advanced MS excel skills. Analytical capabilities to interpret fraud data and identify corruption trends. Ability to integrate data from multiple sources and ensure data quality. Data analysis and interpretation. Statistical analysis and trend identification. Expertise in data visualisation and dashboarding. Risk analysis and profiling. Knowledge of government systems and processes. Presentation skills. Problem solving and analysis. Business report writing. Interpersonal skills. Technical skills. Computer literacy. Document management skills. Excellent communication and stakeholder engagement.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and manage the collection, analysis and interpretation of information and statistical data. Collect, collate, clean, and manage fraud and corruption data from multiple sources, including case management systems, tip-off platforms, audits, and operational databases. Ensure data integrity, accuracy, and confidentiality in line with departmental policies and legislation. Maintain structured datasets to support analysis, reporting, and investigations. Analyse reported allegations to identify trends, patterns, and anomalies related to fraud and corruption. Conduct risk profiling of offices, processes, systems, and officials. Identify repeat incidents, high-risk areas, and emerging modus operandi. Perform root cause analysis to determine systemic weaknesses and control failures. Develop and maintain dashboards, statistical reports, and visualization for management, EXCO, and oversight bodies. Prepare quarterly, annual, and ad-hoc analytical and trend analysis reports in support of performance reporting, audit engagements, risk management and strategic planning. Compile reports and presentations with findings and recommendations on identified corruption patterns to stakeholders. Ensure alignment of data outputs with performance indicators and audit methodologies. Develop and update the risk profile on existing modus operandi to proactively identify irregularities. Pro-actively identify suspicious officials and high-risk occupational groups. Manage the collaboration and coordination of analytical support to Investigation, Vetting and Prevention units. Ensure continuous internal and external stakeholder engagements and collaborations. Ensure effective risk and compliance with regulatory requirements. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES APPLICATIONS

: Head Office: Ms N Raziya, Tel No: 012 406 4155
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ccssrecruitment@dha.gov.za

POST 11/50

: **SPECIALIST DATABASE ADMINISTRATOR REF NO: HRMC 11/26/10 (2 POSTS)**

(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

Chief Directorate: Application Management

- SALARY CENTRE REQUIREMENTS** :
- R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
- Head Office: Tshwane
- An undergraduate qualification in Computer Science or Information Technology at NQF 6 as recognized by SAQA. A minimum of five (5) years' experience in DB2 database administration. Experience in an Assistant Director (Junior Management) level Technician in database administration is required. Functional Experience in administering Microsoft SQL database, DB2 and Oracle database. Experience in SQL Server Integration Services (SSIS), SQL Server Reporting Services (SSRS) and SQL Server Analysis Services (SSAS). Experience in ETL (Extra-Transform-Load) development / data integration. Experience in SQL Server Clustering and HA technologies including mirroring, log shipping, failover cluster and various replication technologies would be an advantage. Experience participating in a team that is using Agile methodologies and tools. Sound understanding of application development, maintenance and support. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the E government policy framework consultation paper developed by GITO. Sound knowledge of the National Strategic Intelligence Act. Knowledge of other database like DB2, MySQL and Oracle. Sound knowledge of programming languages and databases. Understanding of project management processes. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. On-call may be required. Required skills and competencies: Capability and Leadership. Client orientation. Accountability. Sound persuading and influencing. People Management. Strong planning and organising. Business Continuity. Excellent communication skills including communicating technical issues to non-technical audiences. Project Management. Problem solving and Analysis. Service delivery innovation. Ability to translate technology language into English. Expenditure Management. Ability to work independently and collaboratively in a team environment. Conflict Management and resolution. Ability to meet deadlines.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate general Database Analysis in the Department. Coordinate database analysis and implementation thereof. Coordinate and monitor the performance tuning, capacity planning, monitoring critical events and documentation. Create detailed documentation including diagrams of database infrastructure. Create complex query definitions that allow adequate data flow and criticality in line with the relevant business requirements. Coordinate and communicate with all stakeholders (internal teams and clients) on matters related to Databases. Design and develop capacity planning of database infrastructure in conjunction with the PMO and Strategic IS Alignment units. Coordinate and transfer of data from the existing system to the new platform during technology refresh. Plan and monitor database infrastructure for the DHA's dashboard needs. Coordinate and monitor the database administration processes and procedures. Coordinate, build and supports enterprise-wide databases. Coordinate and execute databases for new applications throughout the Department. Ensure effective Governance and Compliance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES APPLICATIONS** :
- Head Office: Ms T Rakgoale, Tel No: 012 406 2808
- Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za
- POST 11/51** :
- SPECIALIST: ENTERPRISE ARCHITECT REF NO: HRMC 11/26/11 (2 POSITIONS)**
- Directorate: Enterprise Architecture
- SALARY CENTRE REQUIREMENTS** :
- R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
- Head Office: Tshwane
- An undergraduate qualification in Information Technology, Computer Science, Computer Engineering, Information Communication Technology or Information Systems at NQF 6 as recognized by SAQA. Three (3) Years' practical experience at Assistant Director / Specialist level in Enterprise Architecture, Solution Architecture or Systems Architecture, with demonstrated hands-on involvement in the design and implementation of architecture solutions. Knowledge and understanding of relevant Legislation, Policies and prescripts

governing public administration and information systems. Knowledge of the following Acts and frameworks: Intelligence Act, Criminal Procedure Act, Police Act, Anti-Corruption Legislation, Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations and National Strategic Intelligence Act. Knowledge of policy development processes and government protocol. Knowledge of different development and database tools, techniques and environments to develop and deliver quality applications and documentations. Knowledge in Enterprise Architecture and IS Governance environment. Knowledge of the GITO Frameworks and policies. Knowledge of the State Information Technology Agency (SITA) Act 88 of 1998. Knowledge of Minimum Information Security Standard (MISS) and Minimum Interoperability Standard (MIOS). Knowledge of Government Wide Enterprise Architecture Framework (GWEAF). Knowledge of the Open Group Architecture Framework (TOGAF). Knowledge of Corporate Governance of ICT (CGICT) Policy Framework. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. On-call may be required. Required skills and competencies: Strategic Capability and Leadership Execution. Business Continuity. Time Management. Conflict Management and Resolution. Service Delivery Innovation. People Management. Project Management. Expenditure Management. Problem solving and Analysis. Change Management and Adaptability. Business Analysis. Data analysis. Business Report Writing. Stakeholder Relations and Customer Focus. Influencing and Networking. Accountability. Time Management. Critical Thinking. Ability to translate Technical Language into English. Attention to detail. Presentation skills. Planning and Organising skills. Interpersonal skill. Computer literacy. Decision making. Communication skill. Enterprise architectural skills. Research skills. Facilitation skills. Modelling skills.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Implement and Maintain Enterprise Architecture. Implement approved Enterprise Architecture across all architecture domains (Business, Information, Application, Technology and Security). Develop, update and maintain current-state, target-state and transition architectures. Produce and maintain architecture diagrams, models, standards and artefacts in line with GWEAF and TOGAF. Execute architecture gap analyses and implement approved remediation actions. Ensure practical application of Enterprise Architecture principles in all ICT solutions and systems. Implement architecture standards to reduce duplication, improve reuse and promote system interoperability. Maintain an enterprise architecture repository and ensure artefacts are current and accurate. Embed Enterprise Architecture into the System Development Life Cycle (SDLC) by actively participating in solution design, build, testing and deployment phases to ensure architecture compliance from initiation to implementation. Review, approve and enforce solution and system architecture designs prior to implementation and provide corrective guidance where deviations from approved architecture standards are identified. Support and guide project and technical teams during implementation by resolving architecture-related technical issues and ensuring alignment with approved integration, security and technology standards. Monitor implemented systems post-deployment to assess architecture effectiveness, identify improvement opportunities and implement corrective or optimisation actions where required. Conduct Architecture Compliance and Solution Implementation Support. Ensure operational efficient and service delivery improvement in the Department. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms T Rakgoale, Tel No: 012 406 2808
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

POST 11/52

: **DEPUTY DIRECTOR: SECURITY SYSTEMS, REF NO: HRMC 11/26/12**
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).
 Branch: Counter Corruption and Security Services

SALARY : R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Electronic and Computer Engineering, Electrical and Electronics Engineering or Electrical Engineering at NQF level 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in an electronic security systems environment is required. Knowledge and understanding of applying GITO requirements and Frameworks. Knowledge of the e-Governance Policy Framework consultation paper developed by GITO. Knowledge of the State Information Technology Agency Act, 88 of 1998 and Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS). Knowledge of Public Finance Management Act. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of electronic system security deployment and maintenance (e.g hubs and monitors). A valid drivers' license. Willingness to travel and work extended hours. Management competencies: Strategic capability and leadership. People Management and empowerment. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Excellent written and verbal communication skills. Sound decision-making and change management skills. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability. Required skills and competencies: Problem solving and analysis. Report writing and presentation skills. Negotiation skills. Information Infrastructure Architecture. Data management systems. Data streamlining and management. Data systems evaluation. Data design and analysis.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Identify most suitable security system technology in support of the security objectives. Ensure that servers and IT related equipment and hardware as tools of trade within the Department, are properly protected. Ensure the introduction of Environmental Monitoring Systems (EMS) in all DHA server rooms. Effective management and maintenance of security technology and systems. Provide advice and guidance on security technology and systems. Ensure that part of the risk analysis in DHA, facilities include the server room areas. Ensure biometric access in all DHA server rooms, cash offices, control rooms (where applicable) and high-risk areas such as face value storerooms. Repair, prepare program and maintain security systems in the Department, e.g. CCTV. Assemble electronic and security equipment devices which may include access control and Close Circuit Television (CCTV) for effective monitoring of threats and intrusions. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Mr R Mohlaka, Tel No: 012 406 4246
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ccssrecruitment@dha.gov.za

POST 11/53 : **ASSISTANT DIRECTOR: AMENDMENTS AND RECTIFICATION REF NO: HRMC 11/26/13**
 Sub- Directorate: Amendments and Rectifications

SALARY : R582 444 - R686 091 per annum (Level 10). (An all-inclusive salary package)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Operations Management, Public Management, Administration or Business Management at NQF 6 as recognized by SAQA. Three (3) Years' experience as an SAO (Junior level) is required. Knowledge of the South African Citizenship Act, 1995. Extensive

knowledge of the South African Passport and Travel Documents Acts, 1994. Understanding of the Immigration Act and Refugee Act. Knowledge of migration patterns and population movement within South Africa. Understanding of the departmental legislation and Human Resources prescripts, LRA, BCEA. Knowledge of the South African Constitution and Public Service Regulations Act. Comprehensive understanding of Legislation, Policies and Prescripts governing Public Administration. Knowledge of Policy Development and Government Protocol. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic Capability and Leadership Execution. Strategic Planning and Strategic Management. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Programme and Project Management. Change Management. Communication. Knowledge Management. Problem Solving and Analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Accountability. Data Analysis. Policy Analysis and Interpretation. Process Analysis and Improvement. Corruption Measures and Principles. Presentation skills. Interpersonal skill. Communication skill. Planning and Organising skill. Computer literacy skill. Decision making skill.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and oversee the processing of applications for the amendment and rectification of personal particulars recorded on the NPR. Ensure all amendment and rectification processes comply with legislative prescripts, regulations, and DHA policies. Implement and monitor quality assurance and verification controls to prevent errors, duplications, and irregular amendments. Coordinate service delivery between front-office and back-office environments to ensure timely and accurate finalisation of cases. Manage and resolve complex, sensitive, or escalated amendment and rectification cases. Oversee the utilisation of automated systems and digital platforms to support data integrity and efficient processing. Maintain accurate records, dashboards, and performance reports on amendment and rectification transactions. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Stakeholder Engagement and Intergovernmental Coordination. Policy Development, Governance, and Operational Oversight. Risk Management, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: Head Office: Ms R Masemola, Tel No: 012 406 4156

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za

POST 11/54

: **ASSISTANT DIRECTOR: DUPLICATES, REF NO: HRMC 11/26/14**
Directorate: Application Processing

SALARY

: R582 444 - R686 091 per annum (Level 10). (An all-inclusive salary package)

CENTRE

: Head Office: Tshwane

REQUIREMENTS

: An undergraduate qualification in Operations Management, Public Management, Administration or Business Management, at NQF 6 as recognized by SAQA. Three (3) Years' supervisory experience is required. Extensive knowledge of the Identification Act, South African Citizenship Act, 1995. Extensive knowledge of the South African Passport and Travel Documents Act, 1994. Understanding of the Immigration Act and Refugee Act. Knowledge of migration patterns and population movement within South Africa. Understanding of departmental legislation and Human Resources prescripts, LRA, BCEA. Knowledge of the South African Constitution and Public Service Regulations Act. Comprehensive understanding of legislation, policies, and prescripts governing public administration. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of policy development and government protocol. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Management Capability and Leadership Execution. Planning and Operations Management. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Programme and Project

Management. Change Management. Communication. Knowledge Management. Problem Solving and Analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Accountability. Data Analysis. Policy Analysis and Interpretation. Process Analysis and Improvement. Attention to Detail. Conflict Resolution and Management. Corruption Measures and Principles. Presentation skills. Interpersonal skills. Communication skills. Planning and Organising skills. Computer and digital literacy skills. Decision Making skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Administer the allocation / cancellation / deletion and reactivation of Identity Numbers in the National Population Register. Supervise the investigation and approval of duplicate cases. Monitor the laying of the file is correct, ensure that the correct records are attached. Quality check and ensure correctness of submitted forms for amendment of information on the NPR. Verify the correctness of information on the confirmation letter with the information on NPR as well as signing the letters as on behalf (pp) of DG. Monitor records/documentation according to DHA policies and requirements. Adhere to business process management when executing daily operations on the unit. Build and maintain relationship with various stakeholders (Internal and External). Develop, monitor and implementation of policy and procedures, directives, acts and regulations. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms R Masemola, Tel No: 012 406 4156
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za

POST 11/55 : **ASSISTANT DIRECTOR: AUDIT OPERATIONS AND SUPPORT, REF NO: HRMC 11/26/15**
 Chief Directorate: Internal Audit

SALARY : R468 459 - R551 823 per annum (Level 9) (Basic Salary)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Internal Audit, Accounting or Commerce at NQF level 6 as recognised by SAQA. Three (3) years of internal audit experience in operational coordination in the internal auditing environment is required. Knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000 and Minimum Information Security Standards. Knowledge of the Public Service Regulations Act. Knowledge of International Internal Audit Standards. Knowledge of the South African Constitution. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of IIA Standards and Professional Standards for the Practice of Internal Auditing. Knowledge of King IV report and governance principles. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. Financial Administration. Business Report Writing. Honesty and Integrity. Project Management. Business Continuity. Decision Making. Attention to detail. Influencing and networking. Conflict management and resolution. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation skills Communication skills. Planning and Organising skills. Computer literacy Planning and Organising skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Maintain the annual audit schedule/coverage tracker and update milestone (planning, fieldwork, reporting, closure). Provide professional, technical, and methodological guidance to Internal Audit staff to ensure uniform application of Global Internal Audit Standards, PFMA, Treasury Regulations and relevant prescripts. Provide professional support to Audit Committee to ensure development of the annual program, annual declarations, payment of AC and Facilitation of AC evaluations. Communicate changes in internal audit standards, legislation, and best practices to internal stakeholders. Ensure all operational activities align with the Internal Audit methodology, departmental SOPs, and IIA Standards. Standards. Apply checklists to verify compliance at each stage of the engagement Facilitate the annually review, update, and

maintain the Internal Audit Charter, Audit Committee Charter, Internal Audit Methodology, and Combined Assurance Framework. Benchmark internal audit practices against leading public and private sector best practices. Identify and introduce emerging trends, innovative audit techniques, and technology-enabled audit approaches. Coordinate and facilitate the activities of the Combined Assurance Forum. Promote collaboration, information sharing, and alignment among internal and external assurance providers. Prepare meeting packs, agendas, and attendance registers for the Chief Directorate: Internal Audit Management, Combined Assurance Forum and Audit Committee meetings. Capture key discussion points, agreements, and action items. Contribute to the preparation of the Internal Audit Services Business Plan and annual operational plans. Coordinate and compile quarterly performance reports in line with departmental and Treasury reporting requirements. Ensure that all engagement files are maintained (electronic and physical) with proper indexing and referencing. Prepare engagement files for internal QA review and external quality assessments. Implement Public Service governance processes, framework and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Support the development of policy development by providing inputs and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Ensure the effective and uniform implementation of Standard Operating Procedures. Monitor and ensure compliance with legislation, regulation, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Monitor quality, risk, standards as in required. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with regulatory requirements Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the unit. Develop an activity plan for the unit and ensure effective prioritisation and resource planning. Administer the implementation of compliant performance management. Ensure compliance against finance, asset management, supply chain and procurement. regulations and policy requirements. Administer projects in line with the allocated targets of the unit. Identify and monitor risks in the unit.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms V Motshegoe, Tel No: 012 406 4252
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za

POST 11/56

: **ASSISTANT DIRECTOR: DIGITAL MEDIA, REF NO: HRMC 11/26/16**
 Chief Directorate: Communication Services

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 9). (An all-inclusive salary package)
 : Head Office: Tshwane
 : An undergraduate qualification in Digital Marketing, Public Relations or Communication and Web Management at NQF 6 as recognized by SAQA. Three (3) Years' experience at a SAO (Junior) level in Digital Media or Social Media Management is required. Knowledge of web and social media management is a must. Knowledge and understanding of Public Service Regulatory Framework. Knowledge and understanding of all Departmental Legislations and Prescripts. Knowledge of communication strategies and processes. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Knowledge management. Decision Making. Communication (written and verbal). Program and project management. Problem solving and analysis. Business report writing. Influencing and networking. Presentation skills. Planning and organizing Skills. Interpersonal skills. Technical Skills: Commercial Skills. Computer literacy. Negotiation Skills

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and maintain the intranet, website and social media platforms for the department. Assume full editorial management responsibility for all digital platforms of the department. Management of information via the intranet, website and social media platforms. Ensuring effective distribution of updated information, programmes and campaigns via all digital platforms to ensure timely news and internal information sharing. Contribute to the formulation and implementation of process of internal communication or staff

information network including communication standards, processes and procedures. Maintain superior editorial standards across all departmental digital publications. Develop and implement mechanisms to encourage staff participation and involvement in DHA matters and events. Promote effective use of agreed communication channels, standards, processes and procedures throughout the department. Development and implementation of policy and procedure, directive acts and regulations. Implementation of policies, procedures, directives, acts and regulations. Ensure the implementation of effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Head Office: Mr B Mathatho, Tel No: 012 406 4250
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or commsrecruitment@dha.gov.za

POST 11/57

: **ASSISTANT DIRECTOR: EXTERNAL LIAISON, REF NO: HRMC 11/26/17**
Chief Directorate: Prevention and Analysis

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 9) (Basic Salary)
: Head Office: Tshwane
: An undergraduate qualification in Law, Criminal Justice, Forensics, Policing, Public Management or Public Administration at NQF level 6 as recognised by SAQA. Three (3) Years' experience at a supervisory level in an investigations environment is required. Knowledge of Minimum Information Security Standards. Knowledge of Public Service Regulations. Knowledge of Anti-corruption Framework. Knowledge and experience of the Criminal Justice System. Knowledge of Promotion Administration of Justice Act. Understanding of the Departmental legislation as well as Human Resources Regulatory Framework. Knowledge of investigations principles and processes. Knowledge of the planning, implementation and evaluation/monitoring of enforcement. Knowledge of relevant South African legislation and corporate governance principles. A valid drivers' license is an added advantage. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Honesty and integrity. Programme and Project Management. Business Continuity. Decision Making. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation skills. Communication skills. Planning and Organising skills. Computer literacy. Investigation skills. Capability and leadership skills.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Monitor the daily operations of all external reporting channels (phone, email, web, post, etc.), ensuring accessibility, reliability, and anonymity as guaranteed by policy and legislation (such as the Protected Disclosures Act 2000). Develop, document, and implement clear operating policies, standard operating procedures (SOPs), and directives for the handling, assessment, and investigation of all reported information. Ensure all reports are accurately received, logged with case control numbers, and channelled to the appropriate internal division (e.g., HR, Legal, Audit) for timely and objective investigation. Facilitate and implement strict protocols to protect the identity of whistleblowers, ensuring that any identifying information is removed from reports while maintaining the substance of the report. Facilitate the development, communicate, enforce related policies and procedures. Facilitate the development, performance and delivery of the internal support to the unit, to produce reliable and delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Ensure business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on matters related to the investigation. Benchmark with various institutions for best practice. Coordinate, revisit, review and streamline all processes to ensure accuracy and efficiency. Facilitate and implement improvement of projects in the unit. Contributes towards the formulation of investigation Framework, policies, processes and circulars. Enforce

compliance to regulations and policies guidelines in the department. Monitor and maintain issues related to investigation practices and security breaches by staff. Participate in the activities in relevant structures i.e. Investigations Information Coordination Committee (IICC) and the South African Banking Risk Information Centre (SABRIC). Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to 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. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Develop the activity plan for the unit and ensure effective prioritisation and resource planning. Agree on the training and development needs of the unit. Implement effective talent management processes within the unit (attraction, retention, development). Administer the implementation of compliant performance management. Ensure that employees are equipped with the required skills and resources to perform optimally. Administer compliance of the unit against asset management, supply chain and policy requirements.

**ENQUIRIES
APPLICATIONS**

: Head Office: Mr R Mohlaka, Tel No: (012) 406 4246
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ccsrecruitment@dha.gov.za

POST 11/58

: **ASSISTANT DIRECTOR: INTERNAL HOTLINE, REF NO: HRMC 11/26/18**
 Chief Directorate: Prevention and Analysis

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 9) (Basic Salary)
 : Head Office: Tshwane
 : An undergraduate qualification in Law, Policing, Forensic or Public Administration at an NQF level 6 as recognised by SAQA. Three (3) Years' experience at a supervisory level in an Investigations environment is required. Experience conducting investigations is required. Experience in coordination information gathering processes. Knowledge of Minimum Information Security Standards. Knowledge of Public Service Regulations. Knowledge of Anti-corruption Framework. Knowledge and experience of the Criminal Justice System. Knowledge of Promotion Administration of Justice Act. Understanding of the Departmental legislation as well as Human Resources Regulatory Framework. Knowledge of investigations principles and processes. Knowledge of the planning, implementation and evaluation/monitoring of enforcement. Knowledge of relevant South African legislation and corporate governance principles. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and integrity. Programme and Project Management. Business Continuity. Decision Making. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation Skill. Communication Skill. Planning and Organising Skill. Computer literacy. Investigation skills. Capability and leadership skills.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Monitor daily operations of the internal hotline(s), which may include phone, email, and online reporting channels, ensuring accessibility and efficiency. Formalise and monitor the process for receiving, recording, tracking, and documenting all reported issues and incidents, ensuring consistency, confidentiality, and accuracy. Ensure compliance of hotline management practices comply with South African labour legislation, the Protected Disclosures Act, relevant Departmental policies, and governance frameworks (e.g., King IV, PFMA in the Department). Facilitate and implement robust safeguards to protect the anonymity and confidentiality of employees who report misconduct and ensure they are protected from any form of retaliation. Prepare detailed reports on findings, trends, and statistics for executive management and the governing body and submit them to the Supervisor (e.g., Board of Directors or Audit Committee) to identify systemic issues and areas for improvement. Facilitate development, communication, enforce related policies and procedures. Facilitate the development,

performance and delivery of internal support to the unit, to produce reliable delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Facilitate development, communication, enforce related policies and procedures. Facilitate the development, performance and delivery of internal support to the unit, to produce reliable delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Ensure business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on matters related to the investigation. Benchmark with various institutions for best practice. Coordinate, revisit, review and streamline all processes to ensure accuracy and efficiency. Ensure effective risk and compliance management. Report on all risk and financial indicators including e.g. financial losses, over payments, etc. according to required formats. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Implement Public Service governance processes, framework and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Support the development of policy development by providing input and ensure the effective implementation thereof. Develop and implement activity plan in line with the quarterly projects. Develop an individual PDP. Submit proposals and plans for projects of the unit. Make recommendations for external contractors and suppliers within the unit in an effective and efficient manner. Administer the implementation of compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Administer asset management and projects in line with PFMA and Supply Chain Management Framework.

ENQUIRIES : Head Office: Ms S Maswanganyi, Tel No: 012 406 4236
APPLICATIONS : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or ccsrecruitment@dha.gov.za

POST 11/59 : **ASSISTANT DIRECTOR: LAYOUT AND DESIGN, REF NO: HRMC 11/26/19**
 Chief Directorate: Communication Services

SALARY : R468 459 - R551 823 per annum (Level 9). (An all-inclusive salary package)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Graphic Design, Communication, Computer Animation, Digital Arts or Motion Graphic Design at NQF 6 as recognized by SAQA. Three (3) Years’ experience at a SAO (Junior) level is required. Portfolio of previous work and sufficient evidence of graphic design projects. Advance in using Adobe Creative Cloud, Adobe Photoshop, Adobe InDesign, Adobe Illustrator and Adobe Premier Pro. Knowledge of Video Editing, 3D and Motion Graphic apps such as Final Cut Pro, Sketchbook, Canva and Procreate will be an added advantage. Knowledge of Apple Mac, Macbook Pro and the use of Apple iPad for design purposes. Knowledge and understanding of Public Service Regulatory Framework. Knowledge and understanding of Public Service Regulatory Framework. Knowledge and understanding of all Departmental Legislations and Prescripts. Knowledge of all communication strategies and processes. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Knowledge management. Decision Making. Communication (written and verbal). Program and project management. Problem solving and analysis. Business report writing. Influencing and networking. Presentation skills. Planning and organizing skills. Interpersonal skills. Technical skills: Commercial skills. Computer literacy. Negotiation skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and design all departmental designs and layouts. Conceive ideas, concepts, and campaigns, Produces, coordinate and create multiphase communication materials in print, and other mediums for a variety of instructions, promotional, development and recruitment projects. Provide professional recommendations for concept, design, art direction, production,

printing buying and monitors quality controls. Defines design criteria, develops concept and direction, and proposes directs and creates art and photography. Operates a computer or uses traditional techniques for a variety of graphic activities, including desktop publishing and layout, production, illustration and prepress file preparations. Creates and develops media using digital art and photographic techniques. Monitors and tracks production projects to ensure proper and timely completion using file maker pro; works with outside vendors to meet production deadlines. Responsible for print and pre-press service specifications, purchasing, approvals and quality control. Maintains equipment and supply inventory and maintains accurate files and records thereafter. Contributes to the editorial development of projects. Manage the visual execution of designs and layout briefs by collecting, designing and manipulation of artwork and photographic material, text compilation and finalisation for the press and web. Implementation of policies, procedures, directives, acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Ensure the implementation of effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms V Motshegoe, Tel No: 012 406 4252
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or commsrecruitment@dha.gov.za

POST 11/60

: **CIVIC SERVICES SUPERVISOR: AMENDMENTS AND RECTIFICATIONS,
REF NO: HRMC 11/26/20**
 Sub-Directorate: Amendment and Rectifications

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 - R467 790 per annum (Level 8). (An all-inclusive salary package
 : Head Office: Tshwane
 : An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA. Two (2) Years' supervisory experience in Amendments and Rectification registration processes. Knowledge of Births and Deaths Registration. Knowledge and understanding of all Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Time Management. Ability to meet deadlines. Strong Client and Customer Service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Amendment and Rectifications Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Coach and guide staff on DHA policies, procedures, and compliance requirements. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Support digital transformation initiatives. Client Service and Stakeholder Relations. Risk Management, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and

- financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES APPLICATIONS** : Head Office: Ms B Kabinde, Tel No: 012 406 4239
 : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001
- POST 11/61** : **CIVIC SERVICES SUPERVISOR: BIRTHS AND DEATHS, REF NO: HRMC 11/26/21**
 Sub-Directorate: Births and Deaths
- SALARY CENTRE REQUIREMENTS** : R397 116 - R467 790 per annum (Level 8). (An all-inclusive salary package)
 : Head Office: Tshwane
 : An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA. Two (2) Years’ experience in Births and Death registration processes. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Time Management. Ability to meet deadlines. Strong Client and customer service. Computer literacy. Planning and Organising Good verbal and written. Communication skills. Problem solving. Report writing.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Births and Deaths Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Coach and guide staff on DHA policies, procedures, and compliance requirements. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Support digital transformation initiatives. Client Service and Stakeholder Relations. Risk Management, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES APPLICATIONS** : Head Office: Mr S Tshabalala, Tel No: 012 406 4117
 : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001
- POST 11/62** : **CIVIC SERVICES SUPERVISOR: MARRIAGES, REF NO: HRMC 11/26/22**
 Sub-Directorate: Marriages
- SALARY CENTRE REQUIREMENTS** : R397 116 - R467 790 per annum (Level 8). (An all-inclusive salary package)
 : Head Office: Tshwane
 : An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA. Two (2) Years’ supervisory experience in Births and Deaths and Marriages registration processes. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts

(Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Time Management. Ability to meet deadlines. Strong Client and customer service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Marriages Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Coach and guide staff on DHA policies, procedures, and compliance requirements. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Support digital transformation initiatives. Client Service and Stakeholder Relations. Risk Management, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms S Maswanganyi, Tel No: 012 406 4236
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X941 Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment10@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail
- CLOSING DATE** : 17 April 2026
- FOR ATTENTION** : Ms P Mereko Tel: (012) 399 0189
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the post.

OTHER POST

- POST 11/63** : **ASSISTANT DIRECTOR: ICT PROJECT MANAGEMENT REF NO: Q9/2026/26**
- SALARY** : R468 459. per annum (Level 09)
- CENTRE** : Pretoria (National Office)

REQUIREMENTS

: An undergraduate Degree / Higher National Diploma, on NQF Level 7 as recognized by SAQA, in Business Administration / Information Technology. Certificate Project Management (Prince 2). 2-3 years' experience as a business/ system analysis or related field. A valid driver's license. 6. Knowledge Requirements: In-depth knowledge and experience of the following ICT disciplines: Project Management, Enterprise Architecture, Business Analysis and the System Development Lifecycle. In-depth knowledge and experience Commercial of the Shelf (COTS) products Open-Source Software (OSS) product. In-depth understanding of system development life cycle. In-depth knowledge of project management methodologies. Competencies: Results-driven. Planning skills, Creativity. Leadership. Change management skills. Team Participation Concern for Quality and Order. Problem Solving and Analysis. Systems Thinking. Information Sharing. Integrity/ Honesty. Emotional Intelligence Effective Communication. Commitment to Learning Computer literacy. Client Service Orientation. Business IT system.

DUTIES

: Key performance areas: Develop detailed project plan: Define and review the project scope and objectives. Manage changes to the project scope, project schedule and project costs. Manage and coordinate project governance. Coordinate internal and external project resources. Ensure project documents are in order for execution. Manage project deliverables: Track and measure project performance using appropriate tools and techniques. Analyse and review project deliverable for confirmation, acceptance and sign-off. Report project progress and performance to management. Ensure that all projects are delivered on time, within scope and within budget. Ensure project is successfully implemented and closed. Manage stakeholders and service providers: Establish and maintain relationship with third parties I vendors. Manage contracts and SLA on behalf of IPID. Organise and lead project meetings with relevant stakeholders I vendors. Perform risk management; Ensure project risks and issues are managed. Ensure mitigation of risks are implemented and reported.

ENQUIRIES

: Mr T Moletsane Tel: (012) 399 0016

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- CLOSING DATE** : 17 April 2026
- NOTE** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Kindly note that the post of Administrative Officer with Ref No: 26/17/KZN advertised in the Public Service Vacancy Circular 10 of 2026 dated 20 March 2026 with the closing date of 10 April 2026, has been withdrawn. We apologize for any inconvenience caused.

OTHER POSTS

- POST 11/64** : **OFFICE MANAGER (X2 POSTS)**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Port Elizabeth, Ref No: 60/26EC (X1 Post)
State Attorney: Mthatha, Ref No: 61/26EC (X1 Post)
- REQUIREMENTS** : A 3 years National Diploma/Degree in Public Administration/ Human Resources Management/ Administration or Business Administration at NQF-Level 6; A minimum of 3 years' experience in administration environment; Knowledge of HR matters and its policies, framework; Procurement directives and procedures, Knowledge and understanding of the Constitution and the legislative framework governing the Public Service. Skills and Competencies:

- Applied Strategic thinking; Applied technology; Budgeting and financial management; Communication and information Management; Continuous Improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Problem solving and analysis; Planning and Organising; Decision Making; Project Management; Computer literacy.
- DUTIES** : Key Performance Areas: Manage procurement and finance of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Co-ordinate external strategic alliances between the office and other stake holders; Manage general support and resources services; Manage human, finance and other resources services.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or <https://forms.office.com/r/X2XaVPasWu> or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London.
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 11/65** : **ASSISTANT DIRECTOR: INTERPRETING SERVICES: SESOTHO REF NO: 26/16/CA**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Legal Interpreting/Language Practice; A minimum of 3 years' experience of administration in language practice/interpreting at functional level; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act; Knowledge and understanding of office administration; interpretation and application of policies, prescripts and procedures; Knowledge of constitutional law cases, criminal civil law; Knowledge and understanding of family cases, Interpretation of statutes. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy.
- DUTIES** : Key Performance Areas: Coordinate the rendering of interpreting services in the Department; Coordinate training on court interpreting services; Facilitate the implementation of policies and frameworks related to foreign and local languages; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms. M. Modibane Tel No: (012) 315 1668
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR <https://forms.office.com/r/X2XaVPasWu>
- POST 11/66** : **COURT INTERMEDIARY (X3 POSTS)**
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Morebeng Ref No: 02/26/LMP (X1 Post)
Magistrate Office Thohoyandou Ref No: 03/26/LMP (X1 Post)
Magistrate Office Tzaneen Ref No: 04/26/LMP (X1 Post)
- REQUIREMENTS** : A three year Bachelor Degree/ National Diploma/ academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience

in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license. Proficiency in English and one or more indigenous languages spoken in the area. Knowledge of any foreign languages will be an added an advantage. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision-making skills.

DUTIES : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically detailed dolls.

ENQUIRIES : Ms. M.P Mongalo Tel No: (015) 287 2037 or: Ms M.F. Mathosa Tel No: (015) 287 2035.

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR <https://forms.office.com/r/X2XaVPasWu>

NOTE : Separate application must be made quoting the relevant reference number

POST 11/67 : **MAINTENANCE INVESTIGATOR (X2 POSTS)**

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

CENTRE : Magistrate Office: Morebeng, Ref No: 06/26/LMP (X1 Post)
Magistrate Office: Musina, Ref No: 07/26/LMP (X1 Post)

REQUIREMENTS : A Grade 12 certificate or equivalent qualification; Relevant administrative experience and in family law matters; Knowledge of the Maintenance Act (Act of 99 of 1989); Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure.

DUTIES : Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.

ENQUIRIES : Mr L Mapelane Tel No: (015) 287 2035 or Mr MI Modiba Tel No: (015) 287 2034

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR <https://forms.office.com/r/X2XaVPasWu>

POST 11/68 : **CHIEF ADMINISTRATION CLERK REF NO: 08/26/LMP**

SALARY : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Musina

REQUIREMENTS : Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; Knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills; Computer Literacy (MS Office); Planning and Organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.

- DUTIES** : Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
- ENQUIRIES** : Ms. M.F Mathosa Tel No: (015) 287 2035 or Mr M.I Modiba (015) 287 2034
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 11/69** : **STATE ACCOUNTANT REF NO: 09/26/LMP**
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Polokwane (Capricorn District)
- REQUIREMENTS** : Grade 12 or equivalent; An NQF level 6 in Financial Accounting/ Financial Management/Economics / Public Finance/ Internal Audit, B com in Finance recognized by SAQA; 3 years' experience in Financial Management environment. Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, and Budget Management; Knowledge of Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA), Public Audit Act; Knowledge of Payroll administration; Budget management and costing. Skills and Competencies: Computer literacy (MS Word and Excel); Good communication (written and verbal) skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Monitor the Cash Flow Management for the province; Provide financial administration in the province; Monitor the monthly Third-Party Funds (TPF) Bank Reconciliation in the province; Implement and Monitor compliance; Facilitate audit process within the province.
- ENQUIRIES** : Ms M.F. Mathosa Tel No: (015) 287 2035 OR Mr P.M. Mongwe Tel No: (015) 287 2034
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700 or <https://forms.office.com/r/X2XaVPasWu>
- POST 11/70** : **MAINTENANCE OFFICER (MR1 - MR5) REF NO: 05/26/LMP**
- SALARY** : R252 855 – R1 111 323 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Groblersdal
- REQUIREMENTS** : An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy Skills; Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Implementation of Bench orders; Provide reports and compile statistics.
- ENQUIRIES** : Ms. M.R Phalane Tel No: (015) 287 2036 or Mr. P.M Mongwe Tel No: (015) 287 2034
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR <https://forms.office.com/r/X2XaVPasWu>

<u>POST 11/71</u>	:	<u>REGISTRAR (MR 1 – MR 4) REF NO: 10/26/LMP</u>
<u>SALARY</u>	:	R252 855 – R444 075 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Polokwane (Regional Court)
<u>REQUIREMENTS</u>	:	LLB or four year recognized legal qualification; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and the State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numeracy skills; Office management, planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate Case Flow Management support service to the Judiciary and Prosecution at regional level; Coordinate all process that initiate court proceedings; Compile and submit monthly reports on the civil statistics performance for the office of the Regional Court President and Department of Justice and Constitutional Development (DOJ&CD); Manage the provision of records to Magistracy in appeal and review cases; Manage compliance with the work practices in the Office; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. M.P Mongalo Tel No: (015) 287 2037 OR Mr L. Mapelane Tel No: (015) 287 2035
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700 or https://forms.office.com/r/X2XaVPasWu
<u>POST 11/72</u>	:	<u>COURT INTERPRETERS (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Groblersdal, Ref No: 11/26/LMP (X1 Post) Magistrate Office: Phalala, Ref No: 12/26/LMP (X1 Post) Magistrate Office: Thohoyandou, Ref No: 13/26/LMP (X2 Posts) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12; Proficiency in English and one or more indigenous languages; Language requirements: Groblersdal: Tsonga, Venda and Setswana; Phalala: Venda and Ndebele, Shona will be an added advantage; Thohoyandou: Venda, Tsonga & Sepedi, Shona will be an added advantage. The following will serve as an added advantage: Three months practical experience and a driver's license; Knowledge of any foreign languages will be an added an advantage; Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communications (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultations; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Mr L Mapelane Tel No: (015) 287 2035 or Mr P.M Mongwe. Tel No: (015) 287 2034
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

<u>POST 11/74</u>	:	<u>ADMINISTRATION CLERK (X14 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Mankweng, Ref No: 25/26/LMP (Family Law Service) (X1 Post) Magistrate Office: Polokwane, Ref No: 24/26/LMP (X1 Post) Magistrate Office: Polokwane, Ref No: 23/26/LMP (CRT) (X1 Post) Magistrate Office: Waterval, Ref No: 22/26/LMP (Family Law Service) (X1 Post) Family Advocate: Polokwane, Ref No: 21/26/LMP (X2 Posts) Magistrate Office: Mahwelereng, Ref No: 20/26/LMP (Cash Hall) (X1 Post) Magistrate Office: Lephallale, Ref No: 19/26/LMP (Family Law Service) (X1 Post) Magistrate Office: Giyani, Refno: 18/26/LMP (CRT) (X1 Post) Magistrate Office: Lenyenye, Ref No: 17/26/LMP (CRT) (X1 Post) Magistrate Office: Musina, Ref No: 16/26/LMP (Cash Hall) (X1 Post) Magistrate Office: Lulekani, Ref No: 15/26/LMP (Civil & Small Claims) (X1 Post) Magistrate Office: Groblersdal, Ref No: 14/26/LMP (Civil & Small Claims) (X1 Post) Magistrate Office: Mankweng Ref No: 26/26/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.
<u>DUTIES</u>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.
<u>ENQUIRIES</u>	:	Polokwane Mr M.C Rapetsoa Tel No: (015) 294 6000 Family Law Service: Mankweng Ms M.B Molepo Tel No: (015) 286 2200 Waterval: Mr M.A. Letsoalo Tel No: (015) 556 4052 Family Advocate Polokwane: Mr M.I Modiba Tel No: (015) 287 2034 Mahwelereng: Mr L.O. Munzhelele Tel No: (015) 483 0302 Lephallale/Ellisras: Mr L.M. Aphane Tel No (014) 763 2178 Giyani: Ms T. J. Mabunda Tel No: (015) 812 5011 Lenyenye: Mr G. P. Mdluli Tel No: (015) 355 3414 Musina: Ms M.M Nchabeleng Tel No: (015) 534 2146 Groblersdal: Ms. A Botlholo Tel No: (013) 262 2033 Mankweng: Ms M.B Molepo Tel No: (015) 286 2200
<u>APPLICATIONS</u>	:	Mankweng: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Mankweng Private Bag X1114, SovengA, 0727. or Physical address /Reception area Magistrate Mankweng reception area or https://forms.office.com/r/X2XaVPasWu Polokwane: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Magistrate Polokwane, Department of Justice and Constitutional Development, Private Bag X9320, Polokwane 0700 OR hand deliver at Reception Area, Magistrate Polokwane opposite Polokwane Municipality or https://forms.office.com/r/X2XaVPasWu Waterval: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Waterval; Private Bag 332 ELIM Hospital 0960 or Physical address: Reception area Magistrate Waterval OR https://forms.office.com/r/X2XaVPasWu Polokwane: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu Mahwelereng: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Mahwelereng, Private Bag X2493, Mahwelereng, 0600 or Direct your application to: Hand Delivery Address: Reception area Magistrate Mahwelereng, Mahwelereng, 0600 or https://forms.office.com/r/X2XaVPasWu Ellisras/Lephallale: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Lephallale; Private Bag X201, Ellisras 0555. or Physical address /Reception area

Magistrate Lephale reception area OR
<https://forms.office.com/r/X2XaVPasWu>

Giyani: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Giyani, Private Bag X572, Giyani, 0826 or Physical Address: Main Road Opposite Old Nkhensani Hospital, Giyani Magistrate, 0826 OR <https://forms.office.com/r/X2XaVPasWu>

Lenyenye: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Lenyenye, Private Bag X1416, Lenyenye, 0857 or Direct your application to: Hand Delivery Address: Reception Area, Magistrate Lenyenye, Lenyenye 0857 or <https://forms.office.com/r/X2XaVPasWu>

Musina: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Musina, Department of Justice & Constitutional Development, Private Bag x 621, Musina 0900 or Physical address: 1st Flax Avenue - Messina, Magistrate Building opposite SAPS, Messina or <https://forms.office.com/r/X2XaVPasWu>

Lulekani: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X12005, Lulekani, 1392. or Physical address /Reception area Magistrate Office Lulekani or <https://forms.office.com/r/X2XaVPasWu>

Groblerdsdal: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X671, Groblersdal, 0470. or Physical address /Reception area Magistrate Office Groblersdal or <https://forms.office.com/r/X2XaVPasWu>

POST 11/75 : **REGISTRY CLERK REF NO: 2026/16/GP**

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

CENTRE REQUIREMENTS : State Attorney: Johannesburg
: Grade 12 or equivalent qualification; Knowledge of document management and filing. Skills and Competencies: Good communication skills (written and verbal); Good interpersonal skills; Ability to work under pressure and to solve problems; Customer service; Computer literacy (MS Office).

DUTIES : Key Performance Areas: Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management; service; Operate office machines in relation the registry function; Process documents for archiving and/disposal.

ENQUIRIES APPLICATIONS : Ms. V Shiburi Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or <https://forms.office.com/r/X2XaVPasWu>

POST 11/76 : **SECRETARY TO THE SUB-CLUSTER HEAD REF NO: 27/26/LMP**

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

CENTRE REQUIREMENTS : Magistrate Office: Modimolle
: Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.

DUTIES : Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Ms. S Molomo Tel No: (014) 717 5316

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X1011, Modimolle, 0510. OR Physical address: Reception area, Magistrate Modimolle Office or <https://forms.office.com/r/X2XaVPasWu>
- POST 11/77** : **MESSENGER (X2 POSTS)**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master's Office: Polokwane, Ref No: 29/26/LMP (X1 Post)
Master's Office: Thohoyandou, Ref No: 28/26/LMP (X1 Post)
- REQUIREMENTS** : Grade 10 / Abet level 4 qualification; A valid drivers' licence. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Self-management; Ability to work in a Team; Technical proficiency.
- DUTIES** : Key Performance Areas: Render Driver / Messenger support services; Collect correspondence, distribute mail and parcels to the various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render Clerical support services.
- ENQUIRIES** : Polokwane: Mr M.I Modiba Tel No: (015) 287 2034
Thohoyandou: Mr W.R Manhengeni Tel No: (015) 960 1491
- APPLICATIONS** : **Polokwane**: Quoting the relevant reference number, direct your application to: Postal Address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or <https://forms.office.com/r/X2XaVPasWu>
Thohoyandou Quoting the relevant reference number, direct your application to: Postal Address: The Office Manager, Department of Justice & Constitutional Development, Private Bag x 5015, ,0950 or Physical address: Reception area, Master of High Court Thohoyandou, Old Venda Parliament, High Court Building, Mphephu Drive, Thohoyandou,0950 or <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Separate application must be made quoting the relevant reference number

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations, and maintenance.

<u>CLOSING DATE</u>	:	14 April 2026
<u>NOTE</u>	:	For All Applications: Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/ "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications , only shortlisted candidates will submit proof of permanent residence. All shortlisted candidates for all posts will be subjected to personnel suitability checks on criminal records, citizen verification, financial records, qualification. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. For more information please contact: Mr Nkosikhona Zuma/Ms Gugu Gumede Tel: 012 848 5364/5337/5401 / To The T Recruitment, Tel. 069 685 9970

2026 TO 2028 GRADUATE INTERNSHIP PROGRAMME

Municipal Infrastructure Support Agent (MISA) invites South African unemployed graduate to apply for the 2026/2028 MISA graduate Internship programme. Internship in the public service is a once off opportunity per qualification. Those that have previously participated in an internship programme will not be considered. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria.

OTHER POSTS

<u>POST 11/78</u>	:	<u>INFORMATION COMMUNICATION TECHNOLOGY INTERN REF NO: MISA/ICT/01</u> Chief Directorate: ICT
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	MISA Head Office, Centurion
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) /Degree (NQF 7) in Information Technology/ Computer Systems Engineering.
<u>ENQUIRIES</u>	:	To The T Recruitment, Tel. 069 685 9970
<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number to: misa24@tttreruitment.co.za
<u>POST 11/79</u>	:	<u>FINANCE INTERNS REF NO: MISA/FINANCE/02 (4 POSTS)</u> Chief Directorate: Finance
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	MISA Head Office, Centurion
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) /Degree (NQF 7) BCom Accounting / Financial Management / Accounting and Cost and Management Accounting.
<u>ENQUIRIES</u>	:	To The T Recruitment, Tel. 069 685 9970
<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number to: misa25@tttreruitment.co.za
<u>POST 11/80</u>	:	<u>INTERNAL CONTROL AND COMPLIANCE INTERN REF NO: MISA/ICC/03 (1 POST)</u> Chief Directorate: Finance
<u>STIPEND</u>	:	R7860.50 per month

CENTRE REQUIREMENTS : MISA Head Office, Centurion
: National Diploma (NQF 6) /Degree (NQF 7) in Accounting/Auditing/Internal Audit/Risk Management

ENQUIRIES APPLICATIONS : To The T Recruitment, Tel. 069 685 9970
: Please forward your application, quoting the relevant reference number to: misa26@tttrecruitment.co.za

POST 11/81 : **LEGAL SERVICES INTERN REF NO: MISA/LEGAL/04 (1 POST)**
Chief Directorate: CSM

STIPEND CENTRE REQUIREMENTS ENQUIRIES APPLICATIONS : R7860.50 per month
: MISA Head Office, Centurion
: LLB
: To The T Recruitment, Tel. 069 685 9970
: Please forward your application, quoting the relevant reference number to: misa27@tttrecruitment.co.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.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below
- CLOSING DATE** : 15 April 2026
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please Note That The Npa Is Not In A Position To Pay Resettlement Costs
- ERRATUM:** Kindly take note that the post of Victim Assistant Officer (TCC: Phekolong) Free State with Recruit 2025/245 advertised in circular 15 of 09 May 2025 is hereby withdrawn.

OTHER POSTS

- POST 11/82** : **REGIONAL HEAD RECRUIT 2026/76**
Office for Witness Protection
- SALARY CENTRE** : R1 266 714.per annum (Total Cost Package) (SMS Level 13)
Limpopo

- REQUIREMENTS** : A qualification at NQF level 7 in Law/ International Relations/Military/Police/Political Science or equivalent as recognised by SAQA. Nyukela Certificate (Certificate for entry into the Senior Management Service from the school of Government). Minimum of five (5) years' experience at middle management in a law enforcement / criminal justice environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Competency in at least two (2) official languages, one (1) of which must be English (multi-linguistic skills will be advantageous). Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people management. Knowledge of the Witness Protection Act, 112 of 1998, the Constitution of the RSA. Sound interpersonal relations. Conflict Management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of National Crime Prevention strategy. Sound knowledge of the Minimum-Security Information Standards. Sound Knowledge of leading and planning operations. Valid driver's license. Willing to undergo security clearance.
- DUTIES** : Manage and coordinate the provision of provincial operation and strategic support for the witness protection programme. Manage and coordinate the assessment for admission of witnesses into the witness protection programme. Administer the processes for the OWP. Manage stakeholder relations. Generic management functions.
- ENQUIRIES APPLICATIONS** : KR Tsubella –Tel No:012 845 6925
: e mail: Recruit202676@npa.gov.za
- POST 11/83** : **SENIOR STATE ADVOCATE RECRUIT 2026/77**
(Re-advert)
Specialised Commercial Crime Unit
- SALARY** : R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total Cost Package) (LP-9)
- CENTRE REQUIREMENTS** : Mthatha
: 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. Admission as 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 PFMA, MFMA and money laundering matters. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Valid driver's licence.
- DUTIES** : Conduct prosecution on behalf of the State on Serious, complex and organised crime cases, corruption and money laundering matters. Advise the police on the investigation of serious, complex organised crime cases and cyber related matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance assessment, mentor and guide work of Junior Advocates. Offers skills transfer to lower court prosecutors and investigating officers. Perform ad hoc duties incidental to middle management services regionally.
- ENQUIRIES APPLICATIONS** : Ziyanda Mtwazi Tel No: 047 501 2632
: e mail: Recruit202677@npa.gov.za

<u>POST 11/84</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2026/78</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total Cost Package) (LP-9)
<u>CENTRE</u>	:	DDPP: Bhisho
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. 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 cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Talita Raga Tel No: 040 608 6800
<u>APPLICATIONS</u>	:	e mail: Recruit202678@npa.gov.za
<u>POST 11/85</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2026/79</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R1 195 110. per annum (Total Cost Package) – R1 859 814.per annum (Total Cost Package) (LP-9)
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research. A valid driver's license.
<u>DUTIES</u>	:	Civil litigation on behalf of the State regarding all aspects of the 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>	:	Katlego Phiri Tel No: 012 845 6713
<u>APPLICATIONS</u>	:	e mail: Recruit202679@npa.gov.za
<u>POST 11/86</u>	:	<u>SENIOR PUBLIC PROSECUTOR RECRUIT 2026/80</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110per annum (Total Cost Package) – R1 859 814.per annum (Total Cost Package) (CM-1)
<u>CENTRE</u>	:	CPP: Bloemfontein (Phuthaditjhaba)
<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. A valid driver's license.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutors. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: 051 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit202680@npa.gov.za
<u>POST 11/87</u>	:	<u>DEPUTY CHIEF PROTECTOR</u> Office of Witness Protection
<u>SALARY</u>	:	R1 059 105.per annum (Total Cost Package) (MMS Level 12)
<u>CENTRE</u>	:	Western Cape (Cape Town) – Recruit 2026/81 Northern Cape (Kimberley) – Recruit 2026/82 Mpumalanga (Witbank) – Recruit 2026/83
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Policing or equivalent. Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.
<u>DUTIES</u>	:	Manage admissions of vulnerable and intimidated witnesses and related persons. Manage and coordinate the protection of witnesses and related persons and contribute to their safety. Ensure that operations are conducted in line with the OWP mandate. Ensure effective and efficient utilization of resources and good governance. Provide sound stakeholder relationships.
<u>ENQUIRIES</u>	:	Western Cape (Cape Town) PM Nelson Tel No: 051 410 6162 Northern Cape (Kimberley) C Immelman Tel No: 053 807 4561 Mpumalanga (Witbank) S Davids Tel No: 012 845 6616
<u>APPLICATIONS</u>	:	Western Cape (Cape Town) e mail: Recruit202681@npa.gov.za Northern Cape (Kimberley) e mail: Recruit202682@npa.gov.za Mpumalanga (Witbank) e mail: Recruit202683@npa.gov.za
<u>POST 11/88</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR RECRUIT 2026/84</u> National Prosecutions Service
<u>SALARY</u>	:	R1 032 906 - R1 675 743 per annum (Level SU-3), (Total Cost Package)

<u>CENTRE REQUIREMENTS</u>	:	CPP: Gqeberha
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. A valid driver's license.
<u>DUTIES</u>	:	Decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional 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 NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Andiswa Tengile Tel No: 012 842 1450
	:	e mail: Recruit202684@npa.gov.za
<u>POST 11/89</u>	:	<u>STATE ADVOCATE RECRUIT 2026/85</u> (Re-advert) Asset Forfeiture Unit
<u>SALARY</u>	:	R932 904.per annum (Total Cost Package) to R1 539 321.per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	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 Asser Forfeiture Law. Keep up to date with legal developments
<u>ENQUIRIES APPLICATIONS</u>	:	Joyce Marogoa Tel No: 012 845 6700
	:	e mail: Recruit202685@npa.gov.za
<u>POST 11/90</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R932 904.per annum (Total Cost Package) to R1 539 321.per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DPP: Mpumalanga - Recruit 2026/86 (Re-advert) DDPP: Gqeberha – Recruit 2026/108
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and

presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DPP: Mpumalanga Tebogo Mashile Tel No: 013 045 0686
DDPP: Gqeberha Andiswa Tengile Tel No: 012 842 1450

APPLICATIONS : DPP: Mpumalanga e mail: Recruit202686@npa.gov.za
DDPP: Gqeberha e mail: Recruit2026108@npa.gov.za

POST 11/91 : **DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT**
Strategy Operations and Compliance: Strategy Management Office

SALARY CENTRE : R896 436.per annum (Total Cost Package) (Level 11)
: Kimberley - Recruit 2026/87
Mmabatho – Recruit 2026/88
Nelspruit – Recruit 2026/89
Polokwane – Recruit 2026/90
Bloemfontein – Recruit 2026/91

REQUIREMENTS : Advanced Diploma (NQF 7) / Bachelor's Degree (NQF 7) in management/social sciences or equivalent. Minimum three (3) years' experience in the strategic planning/performance monitoring or relevant experience. Certificate in Strategic Management / Monitoring and Evaluation or Operations Management from accredited institution will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. An ability to effectively and timely coordinate the submission of all organisational performance information reports on a regional level. Knowledge of the prosecutorial environment or sound knowledge on the Criminal Justice System (CJS) will be an added advantage. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of performance information management practices and prescripts in the government sector. Knowledge of the applicable Legislative and Regulatory Framework (e.g Government Planning and Reporting Legislation and Cycle, Framework for Strategic Plans and Annual Performance Plans from the National Treasury 2010, Guideline for the preparation of the Annual Report). Good knowledge on compliance requirement for the performance information management field. Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills. Willing to travel, able to work extended hours. A valid driver's license.

DUTIES : Manage business unit and regional performance information. Facilitate operational planning sessions and regional review sessions. Monitoring and evaluation of the business unit and regional performance plans. Monitoring of the execution of the regional operational plans. Collation, analysis and interpretation of organisational performance information. Keep up to date with compliance requirements and best practice in the field of performance information management. Risk management.

ENQUIRIES : Kimberley, Mmabatho, Nelspruit, Polokwane and Bloemfontein Sophy Seema
Tel No: 012 845 6303

APPLICATIONS : Kimberley e mail: Recruit202687@npa.gov.za
Mmabatho e mail: Recruit202688@npa.gov.za

Nelspruit e mail: Recruit202689@npa.gov.za
Polokwane e mail: Recruit202690@npa.gov.za
Nelspruit e mail: Recruit202691@npa.gov.za

POST 11/92 : **DEPUTY DIRECTOR: INFORMATION SYSTEMS DEVELOPMENT RECRUIT 2026/110**
Strategy Operations and Compliance: Strategy Management Office

SALARY CENTRE REQUIREMENTS : R896 436.per annum (Total Cost Package) (Level 11)
: Pretoria: Head Office
: An appropriate B-degree (NQF level 7) or B – Tech (NQF level 7) or Advanced Diploma (NQF 7). At least five (5) years relevant experience in an ICT. Minimum five (5) years relevant working experience in systems development. Minimum five (5) years relevant experience in project management and managing service level agreements. Certification in Project Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Practical experience in applying Project Management methodology (PMBOK, Prince 2). Practical experience in applying Systems Development methodologies (Waterfall, Agile and Scrum). Working knowledge of systems development life cycle (SDLC). Working knowledge of enterprise architecture. ITIL (Ver 3 or 4) foundation certification. Be up to date with the key ICT trends (i.e cloud computing, analytics, machine language and AI). General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Provide project management on all systems projects including integrated Justice Systems projects. Define standards, strategies, methodologies and governance in support of business requirements. Identify resources required for systems maintenance. Ensure appropriate service level agreements are in place. Oversight of business analysis and systems analysis and developers. Track project plans and delivery timelines. Ensure systems are delivered within time, under budget and are of good quality. Drive user adoption of systems deployed. Ensure change management through systems life cycle. Ensure all requirements for systems are properly documented and signed off. Facilitate proposals for new solutions. Responsible for systems administration, user training and support. Ensure proper handover of developed solutions. Identify and vet all enhancements required for systems development. Implement and manage best-practice processes (ITIL framework). Ensure systems databases and information are available, accessible and secure. Administration of applications including licence management. Monitor delivery according to service levels. Implement corrective action for deviations to service levels. Implement continuous improvement and innovation.

ENQUIRIES APPLICATIONS : Obert Masango Tel No: 012 845 7058
: e mail: Recruit2026110@npa.gov.za

POST 11/93 : **HEAD CONTROL PROSECUTOR 2 RECRUIT 2026/109**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R630 630.per annum (Excluding Benefits) to R1 450 323.per annum (Total Cost Package) (Level SU-1 to SU-2)
: CPP: East London (Middledrift)
: 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 ad 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>	:	Viola Golden Tel No: 040 608 6830
<u>APPLICATIONS</u>	:	e mail: Recruit2026109@npa.gov.za
<u>POST 11/94</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 per annum (Excluding Benefits) to R1 450 323.per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Gqeberha – Recruit 2026/94 CPP: Mthatha (Mt. Frere) – Recruit 2026/95 CPP: Mthatha (2 Posts) – Recruit 2026/96 CPP: East London – Recruit 2026/107
<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: Gqeberha Andiswa Tengile Tel No: 012 842 1450 CPP: Mthatha (Mt. Frere) and CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669
<u>APPLICATIONS</u>	:	CPP: East London Chwayita Zwelibanzi Tel No: 040 608 6800 CPP: Gqeberha e-mail: Recruit202694@npa.gov.za CPP: Mthatha (Mt. Frere) e-mail: Recruit202695@npa.gov.za CPP: Mthatha e-mail: Recruit202696@npa.gov.za CPP: East London e-mail: Recruit2026107@npa.gov.za
<u>POST 11/95</u>	:	<u>REGIONAL COURT PROSECUTOR RECRUIT 2026/97</u> (Re-advert) National Prosecutions Services
<u>SALARY</u>	:	R630 630.per annum (Excluding Benefits) to R1 450 323 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Mthatha (OCC)
<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. Litigation in the regional court and management experience will be an added advantage. Experience in guiding investigations and giving instructions in law and statutory offences. The incumbent must be able to institute and conduct

criminal proceedings in respect of the provisions of the Prevention of Organised Crime Act, Act 121 of 1998 within identified court. A valid driver's licence will be a requirement where applicable. Decision making skills. Must have good administrative skills.

DUTIES

: To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. 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.

**ENQUIRIES
APPLICATIONS**

: Tulisa Sibindlana Tel No: 047 501 2669
: e mail: Recruit202697@npa.gov.za

POST 11/96

: **PROTECTOR**
Office for Witness Protection

**SALARY
CENTRE**

: R582 444.per annum (Excluding Benefits) (Level 10)
: Northern Cape (Kimberley) – Recruit 2026/92
Johannesburg – Recruit 2026/93

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6) qualification. Must have at least two (2) years' experience in the field of the post. Must have police, military, or correctional services training. Must have successfully completed a Tactical Police Training or Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and experience of undercover work. Must be competent in at least two official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.

DUTIES

: Provide services regarding the admission of witnesses. Apply risk management to avoid potential threats and apply counter surveillance techniques. Handle and monitor Section 204 witnesses. Manage and protect witnesses and related persons and ensure their safety and wellbeing. Attend to day-to-day needs of witnesses and / or related persons. Render operational services during Court protections, consultations, and other planned operations. Render administrative and financial support services. Compile operational documents. Compile reports and apply proper record keeping on all witness related matters. Provide Asset management support services. Liaise and build relationships with Stakeholders and all role players. Monitor the status of cases and arrangements for consultations and court protections. Engage with medical and counselling professionals.

ENQUIRIES

: Northern Cape (Kimberley) C Immelman Tel No: 053 807 4561
Johannesburg MF Modisane Tel No: 012 845 6604

APPLICATIONS

: Northern Cape (Kimberley) e mail: Recruit202692@npa.gov.za

- POST 11/97** : **ASSISTANT DIRECTOR: FINANCE RECRUIT 2026/98**
National Prosecutions Service
- SALARY** : R468 459.per annum (Excluding Benefits) (Level 9)
CENTRE : DPP: Grahamstown
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years relevant experience working in Finance. In-depth knowledge of financial systems i.e BAS; LOGIS and PERSAL. In depth knowledge of Asset, Fleet and Facilities Regulations, PFMA and National Treasury Regulations and Public Service Act. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to meet strict deadlines.
- DUTIES** : Provide financial support services to the region. Compilation of the budget, manage expenditure against the budget, supervise the processing of invoices, all claims, compile and submit monthly finance statistics/reports, implement and monitor compliance with policies and procedures, manage petty cash, maintain commitment register and perform monthly reconciliation for BAS/PERSAL and any other relevant reconciliation. Provide supply chain administration services to the region. Monitor the provision of Asset Management services (including asset verification) within the region. Monitor and manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the region. Manage staff in the Finance/ Supply Chain/ Asset, Fleet and Facilities. Conduct quarterly individual staff assessments. Perform any other duties as deemed necessary by management.
- ENQUIRIES** : Nomfuneko Ntapano Tel No: 046 602 3000
APPLICATIONS : e mail: Recruit202698@npa.gov.za
- POST 11/98** : **ADMINISTRATION OFFICER RECRUIT 2026/99**
Office for Witness Protection
- SALARY** : R325 101.per annum (Excluding Benefits) (Level 7)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.
- DUTIES** : Provide asset support services. Provide administrative support to fleet management. Provide administrative support to asset and facilities management. Document and office management support and Governance.
- ENQUIRIES** : KR Tsubella Tel No: 012 845 6925
APPLICATIONS : e mail: Recruit202699@npa.gov.za
- POST 11/99** : **COURT PREPARATION OFFICER RECRUIT 2026/100**
National Prosecutions Service
- SALARY** : R325 101.per annum (Excluding Benefits) (Level 7)
CENTRE : CPP: East Rand
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally,

- Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
- DUTIES** : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
- ENQUIRIES APPLICATIONS** : Nthakoana Mogale Tel No: 011 220 4227
: e mail: Recruit2026100@npa.gov.za
- POST 11/100** : **ADMINISTRATIVE CLERK RECRUIT 2026/101**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Excluding Benefits) (Level 5)
: CPP: Bloemfontein (Batho)
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
- DUTIES** : Provide high quality administrative support to the office of Senior Prosecutor/District Court Control Prosecutor. 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 members of the public, other organisations, and State departments. Liaise with administration 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, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.
- ENQUIRIES APPLICATIONS** : Lemmer Ludwick Tel No: 051 410 6001
: e mail: Recruit2026101@npa.gov.za
- POST 11/101** : **ADMINISTRATIVE CLERK RECRUIT 2026/102 (2 POSTS)**
National Prosecutions Services
- SALARY CENTRE REQUIREMENTS** : R228 321.per annum (Excluding Benefits) (Level 5)
: CPP: Gqeberha
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. Good people skills. Strong interpersonal and communication skills. Ability to act independently. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.
- DUTIES** : Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutor for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw up excel spreadsheets for case summaries. Draw reports from ECR for submission to supervisor, DPP and National Office for monthly reporting. Update electronic case flow from Prosecutors and SAPS from the ECR. Provide case administration and documents management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.
- ENQUIRIES APPLICATIONS** : Nosiseko Mabaleka Tel No: 012 842 1465
: e mail: Recruit2026102@npa.gov.za

<u>POST 11/102</u>	:	<u>ADMINISTRATIVE CLERK RECRUIT 2026/103</u> National Prosecutions Service
<u>SALARY</u>	:	R228 321 per annum (Excluding Benefits) (Level 5)
<u>CENTRE</u>	:	CPP: Butterworth (Lady Frere)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high quality administrative support to the office of Senior Prosecutor/District Court Control Prosecutor. Design and keep a well-organized administrative system for the office. Draft correspondence to members of the public, 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 functions of the subcluster. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Execute a wide variety of administrative tasks. Provide administrative support to SPP and Prosecutor in the cluster and provide logistical services thereof. Receive correspondence dockets for the section. Collect information for civil matters addressed to the unit/group. Do pends for docket and collect them. Liaise with the public/ SAPS members and other justice stakeholders. Collate and capture statistics, reports and submit to Chief prosecutors' office.
<u>ENQUIRIES</u>	:	Tulisa Sibindlana Tel No: 047 501 2669
<u>APPLICATIONS</u>	:	e mail: Recruit2026103@npa.gov.za
<u>POST 11/103</u>	:	<u>HUMAN RESOURCES CLERK RECRUIT 2026/104</u> National Prosecutions Services
<u>SALARY</u>	:	R228 321 .per annum (Excluding Benefits) (Level 5)
<u>CENTRE</u>	:	DPP: Grahamstown
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team. Ability to work under pressure.
<u>DUTIES</u>	:	Provide high level HRM&D administration to the region. Facilitate the recruitment process. Administration of training and development programs. Performance management administration. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Maintain and administer PERSAL information including leave applications.
<u>ENQUIRIES</u>	:	Mzikayise Toni Tel No: 046 602 3050
<u>APPLICATIONS</u>	:	e mail: Recruit2026104@npa.gov.za
<u>POST 11/104</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Services
<u>SALARY</u>	:	R228 321.per annum (Excluding Benefits) (Level 5)
<u>CENTRE</u>	:	CPP: West Rand Recruit 2026/105 CPP: Johannesburg - Recruit 2026/106 (2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. Good people skills. Strong interpersonal and communication skills. Ability to act independently. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Generate reports from ECMS for statistical purposes. Receive and collate statistics. Update court statistics registers on daily basis. Generate various statistics sheet. Draw up reports from ECMS. Draw ECMS for submission to

supervisors and/or relevant NPA officials (CPP, DPP or National Office) for monthly statistics. Conduct date verification i.e statistics verification. Update electronic case register as and when additional data becomes available. Communicate with Prosecutors in respect of matters dealt with. Validate what is happening in court as and when required. Write up information to be captured on ECMS. Contact Prosecutors for information to reconcile on ECMS. Register incoming dockets and scanning thereof, capturing new cases on the Electronic Case Management System (ECMS). Daily updating of information from court. Maintain integrity and accuracy of the data captured on ECMS. Provide dockets electronically or hard copies to Defence on request of Prosecutors. Make of photocopies of charge sheets in finalised cases. Attend to queries on case flow from Prosecutors and SAPS from the ECMS. Act as a liaison between NPA and SAPS to obtain urgent dockets and to rectify the dockets which cannot be retrieved on the ECMS. Communicate with NPA stakeholders such as witnesses to remind of court dates, consultations and provide complainants with outcomes of cases. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested part.

ENQUIRIES
APPLICATIONS

- : Mfumaneko Mkela Tel No: 011 220 4187
- : CPP: West Rand e mail: Recruit2026105@npa.gov.za
- : CPP: Johannesburg e mail: Recruit2026106@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 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

APPLICATIONS

: **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Western Cape Provincial Service Centre: 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.

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

Constitutional Court: Braamfontein: 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.

ERRATUM: Kindly note that applications for the positions of Registrar, Ref No: 2025/423/OCJ, Northern Cape Division of the High Court: Kimberly, and Registrar (12 months contract) Ref no: 2025/424/OCJ, Northern Cape Division of the High Court: Kimberly advertised on the Public Service Vacancy Circular 09 of 2026 on 13 March 2026 with closing date 27 March 2026 may be submitted on: Northern Cape Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley, closing date 07 April 2026.

CLOSING DATE

: 14 April 2026

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the

office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to 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 possession of a foreign qualification, it must be accompanied by an evaluation 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

- POST 11/105** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT, REF NO: 2025/436/OCJ**
- SALARY** : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package. consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
 : Applicants should be in possession of a minimum of a three-years National Diploma in Security and Risk Management/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA., Minimum of 5 years' experience of which 3 years should be at ASD/Junior Management level in the relevant field. A valid driver's License, Grade A Private Security Industry Regulation Authority (PSIRA) certificate. 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. Skills and Competencies: Knowledge and skills: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, Knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Republic of South Africa Constitution. Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills, Report writing skills.
- DUTIES** : Manage and oversee the effective and efficient use and deployment of resources, manage event security for the Judiciary and the OCJ, manage effective close and static security services to the Judiciary, manage security assessments, investigations and recommend measures for the Judiciary and manage the Sub Directorate
- ENQUIRIES** : Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400
 : HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
- APPLICATIONS** : Applications can be sent via email at 2025/436/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.

POST 11/106 : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION, REF NO: 2025/431/OCJ**

SALARY : R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

Applicants should be in possession of a three (3) years National Diploma in Management Sciences/ Human Resource Management/ Public Administration/ Public Management or equivalent relevant qualification at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience in Human Resource environment. A driver's license will serve as 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's technical and generic requirements. Knowledge and skills: Knowledge and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Knowledge of HRM policies. Knowledge of HR related standards, practices, processes and procedure. Knowledge of Batho Pele Principles. Computer literacy, Analytical thinking, Problem solving skills, Decision making skills, Motivational skills, Time management, Presentation skills.

DUTIES : Implement recruitment and selection processes in the department. Align the adverts according to job specifications and placement of the advert in a correct format. Place adverts in various advertising platform (DPSA circular, Government page, and Newspapers). Coordinate the shortlisting and interview. Disseminate selection information to panel members. Communicate with line managers regarding selection activities in line with the legislative requirements. Implement and monitor compliance of selection processes within the department. Serve as a scribe during shortlisting and interviews process. Conduct personnel suitability checks and verification of qualifications for recommended candidates. Ensure proper recording of all received application forms. Arrange competency assessment for recommended candidates for SMS posts. Ensure compliance with OCJ Recruitment and Selection Policy and Public Service prescripts. Provide administrative support within the sub-directorate. Schedule and organise meetings. Provide secretariat support services to the meetings. Compile minutes and memos. Handle incoming and outgoing office correspondence. Supervise and develop staff. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively

ENQUIRIES : Technical Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

: HR Related Enquiries: Mr K Mphela No: (010) 493 2527/2619

APPLICATIONS : Applications can be sent via email to 2025/431/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 11/107 : **JUDGE'S SECRETARY REF NO: 2025/426/OCJ**

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

CENTRE : Western Cape Division Of The High Court: Cape Town

REQUIREMENTS : Applicants should be in possession of a grade twelve (12) certificate. an LLB Degree, Bachelor of Law or a minimum of 20 modules completed towards an LLB or BA Law will serve as an added advantage. A minimum of two (2) years' Secretarial experience. Experience in a Legal/ Court environment and a valid driver's license will also serve as 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's technical and generic requirements. Knowledge and skills: 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.
- DUTIES** : Provide general legal secretarial/ legal administrative duties to the Judge. Typing (or formatting) of draft memorandums, directions, opinions, letters for or by the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarise appointments, meetings, official visits, make travel and accommodation arrangements for circuit meetings etc with the relevant administration unit at the Court. Store, keep and safeguard all case files and update the case files with postponements orders and/ or made by the Judge. Update files with documents received. Update exhibit and witness list in criminal matters. Perform digital recordings of Court proceedings on urgent Court cases after hours or on circuit Court and ensure the integrity of recordings. Accompany the Judge to Court and keep a record of times (start and end times daily, including adjournments. Compile court statistics daily and ensure accurate updates on the statistical tools. Management of the Judge's vehicle, logbook and servicing thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Manage the Judge's library and the updating of loose-leaf publications. Attend to and execute requests from the Judiciary in connection with cases and case-related matters.
- ENQUIRIES** : Technical Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
- APPLICATIONS** : Applications can be sent via email to 2025/426/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.
- POST 11/108** : **JUDGE'S SECRETARY REF NO: 2025/432/OCJ**
- SALARY** : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Braamfontein
- REQUIREMENTS** : Applicants should be in possession of an LLB Degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law Degree. Results must accompany the application. A minimum of one (1) year secretarial experience or as an Office Assistant. A valid driver's licence will serve as 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's technical and generic requirements. Knowledge and skills: Communication skills (verbal and written), Administration skills, Planning and Organizational skills, Exceptional Interpersonal skills, Customer service skills, Excellent Typing skills including Dictaphone typing, Time management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills. Proficiency in English. Ability to Maintain Confidentiality, Display maturity. Assertiveness and Confidence to interact at all Levels. Maintain Positive attitude. Able to work under pressure. Ability to multi-task. Ability to take charge. Flexible. Patience and kindness, Professionalism and Maintain a positive attitude.
- DUTIES** : Ensure attendance and screening of all incoming and outgoing calls. Ensure that appointments and meetings of the Judge are diarized. Ensure that the judgments are typed and correspondences are filed accordingly in the right sections. Ensure that signed Judgments and orders handed down in court or virtually are sent to the Typist and the Library (Judgments only). Ensure that all visitors are received, screened and their queries are attended to. Ensure that all incoming and outgoing documents are recorded and filed. Ensure that stationery for the Judge is ordered and collected. Ensure that before the commencement of a Criminal matter the file/s are collected from the Registrar's office at the Criminal section and be made available to the Judge. Ensure that the register of reviews is up to date and signed on receipt and return of the reviews to the review Clerk. Ensure that the register/template of the reserved judgment is updated and notifying the Statistics Officer as well as the office of the Judge President when judgment has been handed down. Ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. Prepare court rolls for opposed motion and urgent Court and distribute to stakeholders. Ensure that the Heads of arguments from various

stakeholders are received filed and verified. Inform all parties involved via email and or telephonically of time and date when reserved judgements will be handed down. Ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings. Ensure that all stakeholders involved are present in Court before commencement of proceedings. Ensure that all cases are called on record as per the Court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters. Record the outcome of each matter. Before end of proceedings to verify that each matter on the roll has been called and is furnished with an outcome. Ensure that the correct Oath ID or declaration is administered in Court, when required. Ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Prepare an exhibit bundle during and after Court proceedings whereby exhibits are flagged and marked as per the Judges instructions. Ensure that the correct order is endorsed on the file, on Court Online and or on Case-lines after it is granted by Judge in Court. Ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. Ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer. Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle. Remind Judge of the invoices so that the submission of the S&T claims can be processed. Ensure the submissions of Cell phone and 3G data claims for process purposes. Ensure that Court roll/s is submitted to the Statistical Officer. Ensure that all updates on the loose leafs in the Judge's library are attended to (in dispute).

ENQUIRIES : Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400
 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
APPLICATIONS : Applications can be sent via email at 2025/432/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with Employment Equity goals.

POST 11/109 : **SENIOR COURT INTERPRETER REF NO: 2025/427/OCJ (2 POSTS)**

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

CENTRE : Western Cape Division Of The High Court: Cape Town
REQUIREMENTS : Applicants should be in possession of a National Diploma in Interpreting or equivalent qualification in the field of languages at NQF level 6 with 360 credits as recognized by SAQA. A minimum of one (01) year practical experience in Interpreting environment or Grade 12 certificate with at least ten (10) years' practical experience in Interpreting environment. Proficiency in English and Afrikaans, proficiency in any other indigenous language will serve as an added advantage i.e. Xhosa, Sotho, Tswana or Zulu. A valid driver's license will serve as 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's technical and generic requirements. Knowledge and Skills: Knowledge of relevant Acts and Regulations. Knowledge of culture. Knowledge of subject area. Know how to translate and be able to keep time frame. Computer literacy (MS Office). Effective communication skills (written and verbal). Time Management. Good interpersonal relations. Planning and organizing skills. Decision-making skills. Analytical thinking. Excellent English language skills. Problem solving. Flexible, Self-driven and Motivated. Ability to work under pressure. Accuracy and attention to detail.

DUTIES : Render interpreting services. Interpret in Criminal proceedings, Civil proceedings, Older Persons Act matters, Family Protection from Harassment Act matters, Labour Court matters, Maintenance Act matters, Child Justice matters, Inquests and Equality Court matters. Interpret in pre-trial proceedings and consultations. Liaise with Supervisor for foreign language interpreters. Interpret from source target language during court proceedings for pre-trials consultations. Interpret non-verbal gestures, dramatization and confessions. Engage with the Judiciary to confer on the readiness and/or performance in Court. Render interpreting for pro bono desk. Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language. Convey the correct language in accordance with the language usage of the speaker. Control the speaker and ensure that the citations are interpreted correctly. Translate legal documents and exhibits.

Study and analyse the source documents. Conduct the necessary research and consult with the relevant parties. Ensure accurate cite translation of documents. Check, edit and revise the translated documents. Translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records. Accumulate terminology and develop a database. Populate the terms and respective meaning in the glossary register. Gather all trial documents necessary to aid interpretation. Coin words and Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Technical Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
 : HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
APPLICATIONS : Applications can be sent via email to 2025/427/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with Employment Equity goals.

POST 11/110 : **REGISTRY CLERK REF NO: 2025/433/OCJ**

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

CENTRE : Constitutional Court: Braamfontein
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate. A valid Driver's license. Knowledge and understanding of record management and archive policies will serve as an advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of Electronic Communication Act, Public Finance Management Act (PFMA), National Archived and Records Management (NARS), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA). Communication skills, Report writing skills, organizing skills, Excellent customer skills, Interpersonal skills, High level of confidentiality, work well in a team, pay attention to details, Take initiative, Reliability

DUTIES : Maintain the registry and ensure the safekeeping of all documentation/records in the Private Office in line with the relevant legislation and policies. Render clerical, secretarial duties and stocktaking in the component. Assist in protocol and travel arrangements and transport and logistics duties in the Private Office. Provide auxiliary services in the Private Office, including driving, handling, correspondence and ad-hoc duties. Provide financial and human resource administration support services.

ENQUIRIES : Technical Related Enquiries: Ms. C Martin Tel No: (011) 359 7400
 : HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400

APPLICATIONS : Applications can be sent via email to 2025/433/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 11/111 : **REGISTRAR'S CLERK, REF NO: 2025/434/OCJ**

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

CENTRE : Gauteng Division Of High Court: Johannesburg
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate. A three (3) years' relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA and a minimum of one (1) year administration experience preferably in a court environment will serve as 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's technical and generic requirements. Knowledge and Skills: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills, ability to work under pressure, self-motivated,

- accuracy, ability to work independently, attention to detail, teamwork and Flexible.
- DUTIES** : Answering of telephone calls and resolution of Court Online and/or Case lines queries. Attending to walk-in clients and assisting with resolution of Court Online and/or Case lines queries. Registration of Court Online and/or Case lines Users, Initiating and/or Starting cases, logging of technical issues which could not be resolved to secondary support, providing information on the usage of the systems. Assisting officials with resolution of Court Online and/or Case lines. Assisting officials with the logging of calls to secondary support Carrying out of Registrar's instructions in the running of the office Capturing and submission of statistics related to Court Online and Case lines. Enrolment of Civil Matters on Court Rolls. Issuing of/civil processes and Applications.
- ENQUIRIES** : Technical Related Enquiries: Ms R Bramdaw Tel No: (010) 494 8486
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email to 2025/434/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 11/112** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2025/435/OCJ**
- SALARY** : R228 321 - R268 950.per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Provincial Service Centre: Johannesburg
- REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate. LLB Degree, one (1) year experience and a valid driver's license 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's technical and generic requirements. Knowledge and Skills: Knowledge of public services legislation, prescripts and regulations. Library and information science matter. Procedures and processes. Knowledge of law subjects and legal phrases. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. Knowledge and understanding of the legislative framework governing Public Service. Knowledge of Batho Pele principles. Communication skills (verbal & written). Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills and Typing skills
- DUTIES** : Provide administrative functions to the regional court President/ Chief Magistrate. Compile court performance statistics monthly/quarterly/annually or as required by Regional court president/ Chief Magistrate. Verify and validate statistics. Provide support with the production of the court performance reports. Provide support to case flow management. Forward case flow challenges report to relevant stakeholders as it is reported and the monthly incidents to each relevant stakeholder. Provide support with logistics for case flow management meetings (minute taking, compilation of meeting packs, distribution of agendas and minutes). Provide support with the gathering of statistics from all courts. Provide support in the regional court registrar. Provide support to Assistant Registrars in civil issuing offices with issuing, capturing etc. Provide support in Regional Court Registrar as requested with reports and inspections. Provide support with the production of the court performance reports.
- ENQUIRIES** : Technical Related Enquiries: Ms D Makgaka Tel No: (010) 494 8459
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email to 2025/435/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. E-mail applications must be sent to the following email address: Chief Director: Human Capital Management- e-recruit.CDHCM@dsd.gov.za; Senior Organisational Design Practitioner- e-recruit.SODP@dsd.gov.za
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 17 April 2026
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants applying for SMS posts will, following the interview and technical exercise, be recommended by the selection panel to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 11/113** : **CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: I1/A/2026**
Branch: Corporate Support Services

SALARY : R1 494 900.per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE REQUIREMENTS : HSRC Building, Pretoria
: An appropriate NQF level 7 qualification in Human Resource Management or Industrial Psychology as recognized by SAQA PLUS 5 years' experience at senior management level in the relevant field. Knowledge and understanding of the relevant Public Service Act and Regulation. Knowledge and understanding of SET's, SAQA, processes and curriculum development. Knowledge and understanding of performance management frameworks and best practice. Knowledge and understanding of Employment Equity Act, Labour Relations Act. Knowledge and understanding of Treasury Regulation and PFMA. Knowledge and understanding of dispute resolution, collective bargaining and CCMA process. Knowledge and understanding of EHWP. Knowledge and understanding of White Paper on Social Welfare. Knowledge and understanding of relevant policies and strategies pertaining to SSP. Understanding of National Gender Policy and Framework. Competencies needed: Strategic capability and leadership. Policy analysis and development. Budget planning and monitoring. Service delivery innovation. Programme and project management. Financial management. Information and knowledge management. Communication (verbal and written). Problem solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Risk management. Conflict management. Monitoring and evaluation. Quality management. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.

DUTIES : Key Responsibilities: Manage and facilitate the provision of human resource management services. Manage and coordinate the provision of employee relations and wellness services. Manage and facilitate the provision of training, development and performance management services. Manage and facilitate the development, review and monitor implementation of policies, regulations, frameworks, guidelines, norms and standards in relation to Social Service Professionals. Manage the implementation and mainstreaming of gender and disability throughout the organisation. Oversee, manage and report on the budget, human resources, and performance of the Chief Directorate in line with the set regulations and prescripts.

ENQUIRIES : Mr XA Brukwe, Tel: (012) 312-7665/7866

NOTE : In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

POST 11/114 : **SENIOR ORGANISATIONAL DESIGN PRACTITIONER REF NO: 11/B/2026**
Directorate: Organisational Design and Human Resource Planning

SALARY : R397 116 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate 3-year Degree/National Diploma in Management Service/ Industrial Psychology/ Operations Management/ Organisational Development as recognized by SAQA. 1-2 years' experience in the Organisational Design (Work study and Job Evaluation) field. Knowledge and understanding of the Public Service Act. Knowledge and understanding of Public Service Regulations. Knowledge and understanding of DPSA Directives. Knowledge and understanding of Job Description guidelines. Knowledge and understanding of Job Evaluation guidelines. Knowledge and understanding of Organisational Design toolkit. Knowledge and understanding of Code of Remuneration. Knowledge and understanding of relevant departmental policies. Knowledge and understanding of Visio and Org Plus systems. Knowledge and understanding of the Job Evaluation System. Knowledge and understanding of DPSA Organisational Guidelines on Transformation and restructuring. Knowledge and understanding of Change Management. Knowledge and understanding of work measurement techniques, procedures, and methods. Knowledge and understanding of costing tools and methodologies. Competencies needed: Job design and analysis. Computer

literacy. People management. Planning and Organising. Communication (written and verbal). Problem solving. Negotiation skills. Client orientation and customer focus. Report writing. Policy analysis and implementation. Project administration. Facilitation and presentation. Presentation skills. Attributes: Accuracy. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter. Confidentiality. Systematic.

DUTIES

: Key Responsibilities: Conduct organizational design to improve efficiency and productivity. Conduct Job Evaluation to determine the correct salary grading. Develop, review and maintain Job Descriptions. Map, review and update Business Processes and Standard Operating Procedures. Implement Change Management activities.

ENQUIRIES

: Ms M Ramathunya, Tel: (012) 312-7195

NOTE

: In terms of the Department's employment equity targets, African, Coloured, Indian and White males; Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : Applicants must use this link or QR code below to access DSAC E-Recruitment System. https://erecruit.dsac.gov.za/public/login_test.php Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001.
- CLOSING DATE** : 14 April 2026, 16:00
- NOTE** : Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the "Welcome Page". From the Welcome Page, you may browse all vacant positions opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any position. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised position through the system. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

OTHER POSTS

- POST 11/115** : **DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT REF NO: DSAC-10/03/2026**
- SALARY** : R896 436 per annum (all-inclusive total package)

<u>CENTRE REQUIREMENTS</u>	: Pretoria : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Public Relations, Public Administration, Media Studies, Office Administration or any relevant Administration qualification; 3-5 years relevant experience, at least 3 years at Middle Management (Assistant Director) level in administrative, political and parliamentary processes in the office of the executive authority; A valid driver's licence; Competencies: Knowledge of Ministry operations, policies and practices and relevant legislations. Proven management competencies. Sound knowledge of the respective communication media. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Language skills and the ability to communicate with people at different levels and from different backgrounds. Knowledge of the political and Parliamentary/ legislative processes in South Africa. Computer literacy. Planning and good organizational skills. Good communication and interpersonal relations. Good presentation and networking skills. Analytical and interpretation skills.
<u>DUTIES</u>	: To provide administrative support to the executive authority on matters relating to Parliament/the legislature and Cabinet/executive council. To monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the executive authority: To liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the executive authority and brief departments on decisions taken; To monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the executive authority: To peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the executive authority; To liaise with structures, by attending meetings, like cluster and cabinet committees. To render an efficient and effective parliamentary service. To facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events. To compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. To gazette and table draft bills emanating from the portfolio of the executive authority. To provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the executive authority. To co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable): To manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town; To manage the movement of households to and from Cape Town. To study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly; Remain up to date with regards to the applicable prescripts/policies and procedures that apply to his/her work terrain; Remain abreast with the procedures and processes applicable to the executive authority.
<u>ENQUIRIES</u>	: Ms N Pule Tel No: (012) 441 3422
<u>NOTE</u>	: Coloured Males and Females, Indian Males and Females and White Males and Persons with disabilities are encouraged to apply.
<u>POST 11/116</u>	: <u>SECURITY ADMINISTRATION OFFICER (HPP) REF NO: DSAC-11/03/2026</u>
<u>SALARY</u>	: R325 101 per annum (level 7)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF level 4 or equivalent qualification. A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognized by SAQA in Security Management, Security Risk Management, Safety and Security Management or any relevant security related qualification. Grade A Certificate registered with Private Security Industry Regulatory Authority. 1-2 years relevant experience in security administration management environment. Knowledge of security access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge and understanding in operating fire detection and extinguishing systems. Knowledge of prescribed security legislations and procedures (e.g., Minimum Information Security Standards, Minimum Physical Security Standards, Control of Access to Public Premises and Vehicles Act, National Strategic Intelligence Act, Protection of

Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant security and emergency procedures. Planning and organizing skills. Good communication and interpersonal relations. Computer literacy. Presentation skills. Problem Solving and Analysis Client Orientation and Customer Focus.

DUTIES

: Key Performance Areas: Coordinate security documentation and administrative processes in line with departmental security policy. Maintain and update security registers (access cards, incident reports, visitor logs, etc.). Assist in compiling reports on physical, personnel, and information security incidents. Monitor and ensure compliance with security service providers contract and service level agreements. Maintain classified document registers and ensure secure handling, storage, and disposal of sensitive information. Ensure availability and maintenance of security-related materials and equipment. Assist to process payments, quotations, and procurement for security-related goods and services. Provide secretarial support services within the Sub-Directorate. Ensure effective records management within the Sub-Directorate. Coordinate logistical arrangements for security meetings and events. Maintain filing systems and ensure that all security administrative documents are properly archived filed. Facilitate programming and deactivation of access cards and keys of the building. Ensure that employees have access cards and temporary cards for service providers/ visitors. Assist in the coordination and monitoring of security services (guarding, access control, Closed Circuit Television, and alarm systems). Monitor and maintain records of key control systems, office and building access. Ensure safe storage and secure handling of building and office keys. Support senior security officers in implementing and maintaining access control procedures. Participate in periodic inspections of departmental premises to identify potential security risks and vulnerabilities. Conduct key audits and inspections to verify compliance with security protocols. Investigate incidents of lost or stolen keys. Ensure proper reporting and implementation of corrective measures after a security breach has occurred or incident took place. Facilitate duplication and replacement of lost keys in line with approved procedures. Maintain a key register and ensure all transactions are properly recorded. Issue security vetting and screening applications forms to employees. Keep accurate records of security clearance status for departmental officials. Distribute vetting application forms to new employees and those with expired clearance certificates. Facilitate the screening and verification of contract security personnel. Manage the issuing and record-keeping of vetting certificates from the State Security Agency (SSA). Ensure completed vetting applications, clearance certificates are collected and delivered to the relevant unit and/or employees. Maintain a database of vetted personnel and ensure periodic updates. Provide reports on vetting status and outstanding applications. Assist in the review and implementation of security policies. Ensure implementation of relevant circulars and directives. Distribute updated security guidelines and reminders on compliance requirements. Participate in security risk management exercises and recommend improvements. Provide support during security awareness and training programmes for employees, visitors, and service providers. Assist in implementing corrective measures. Participate in health and safety meetings and initiatives within the department. Participate in evacuation drills and assist with roll call at assembly points. Report safety hazards or security risks identified during routine operations. Assist Health and Safety representatives to promote a safe working environment.

ENQUIRIES

: Mr K. Makena Tel No: 012 441 3214

NOTE

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

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 15 April 2026
- 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

MANAGEMENT ECHELON

- POST 11/117** : **DIRECTOR: ECONOMIC REGULATORY BODIES (COMPETITION OVERSIGHT) (T&CB-020)**
Re-advertised
Overview: To promote synergy between government economic development policies and the functioning of competition authorities.
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7 as recognised by the SAQA Law/ Finance/ Public Management/ Economics or relevant qualification. Experience: Minimum: 5 years' experience at a middle / senior managerial level in an economic environment in public/private sector. Key Requirements: Proven experience overseeing or engaging with competition authorities or regulatory bodies. Demonstrable experience in regulatory policy development, legislative review, or regulatory interventions. Experience analysing and reporting on entity performance, annual reports and strategic/APP documents. Experience in stakeholder engagement and managing high-level consultations with government, entities and industry. Monitoring & evaluation experience, including designing M&E frameworks and producing evidence-based reports. Experience preparing technical/regulator briefs, policy papers and presentations for senior management. Project and programme management experience, including tracking deliverables and managing multiple files. Financial management experience (budget holder or input to budgets) and

familiarity with programme-level budgeting (~R3m). People management experience including supervision, task allocation and performance management (direct reports). Strong analytical, research and report-writing skills with the ability to synthesise regulatory evidence. Experience coordinating inter-governmental or multi-stakeholder processes and consultations. Computer literacy (MS Office) and experience maintaining registers, databases or monitoring tools. Knowledge of the Competition Act and related regulatory/policy frameworks, and public sector governance (PFMA, Public Service Regulations).

DUTIES

: Oversee and report on the performance of the competition authorities. Monitor compliance of competition authorities with legislative requirements and governance standards. Analyse strategic plans, APPs, quarterly and annual reports and produce performance assessments. Coordinate regular consultations with competition authorities to promote alignment and good corporate governance. Prepare oversight reports and presentations for senior management and oversight structures. Advise the department on the regulatory interventions required. Facilitate alignment of competition authorities' mandates, planning and budgets with departmental priorities. Encourage effective planning, budgeting and financial management within entities and advise on corrective actions. Develop and review competition policy positions, regulatory frameworks and, where applicable, initiate regulatory interventions. Coordinate inputs to ensure delivery targets align with the Department's APP. Stakeholder management. Foster collaborations with stakeholders (government departments, entities, industry and others) and manage strategic engagements. Coordinate the dtic's inputs to consultations, market inquiries and policy dialogues to ensure policy coherence. Manage bilateral meetings, forums and communication of findings, decisions and recommendations to relevant stakeholders. Monitoring and Evaluation. Develop and implement M&E frameworks for oversight programmes, investigations and regulatory interventions. Monitor compliance with competition legislation, regulations and policy directives across sectors and markets. Evaluate the effectiveness and impact of enforcement actions and interventions and produce evidence-based reports. Identify trends, risks and make recommendations to senior management based on analytical findings. Directorate Management. Provide strategic leadership and direction for the Directorate, assign tasks and monitor pending actions. Manage staff supervision, training and development and ensure quality assurance in workflow management. Provide inputs into APPs, targets and budgets; monitor financial and operational risks and report regularly to senior management.

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
 : In terms of the dtic's EE requirements, preference will be given to African males, White males and persons with disabilities.

POST 11/118

: **DIRECTOR: LEGAL INTERNATIONAL TRADE & INVESTMENT (REF: TRADE-082)**
 Overview: To provide legal advice on complex international trade and investment negotiations, and on obligations and rights arising from international agreements. To manage litigation on international trade and investment disputes and to develop and review legislation related to international trade administration, selected intellectual property rights, and investment protection.

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
 : Sunnyside, Pretoria
 : A qualification at NQF level 7 as recognised by SAQA in Law. 5 years' relevant experience at a middle/senior managerial level in Law, Politics or Economics environment. Key Requirements: Proven experience providing legal advice on international trade and investment agreements. Experience drafting, legally vetting and finalising negotiating positions and treaty texts. Experience leading or participating in negotiating teams in bilateral, regional and multilateral fora (e.g., WTO, AfCFTA, EPA). Experience managing and coordinating dispute settlement processes under international agreements. Demonstrable research and analytical skills with experience producing legal opinions, technical notes and briefings. Experience coordinating inputs from internal branches, State Law Advisors and external counsel. Project and case management experience, including managing multiple files to deadlines and quality standards. Experience supervising legal staff and managing directorate reporting and

		budgets. Stakeholder engagement experience with government, parastatals, industry and international partners. Excellent written and verbal communication skills and proficiency with MS Office.
<u>DUTIES</u>	:	Strategies, policies and procedures: Manage the development and review of international trade legal strategies, policies and procedures. Manage implementation of policies and the development of legal frameworks for trade administration, investment protection and selected IP legislation. Research and Analysis: Manage quarterly legal and performance analysis on international trade and investment matters. Provide legal research and consolidate findings to inform negotiating positions and policy development. Lead technical negotiations on trade, investment and dispute settlement: Prepare draft texts and South African positions for investment and trade negotiations in bilateral, regional and multilateral settings. Legally vet negotiation texts (including IP and dispute settlement provisions) and coordinate inputs from stakeholders. Manage disputes arising under international trade and investment agreements. Stakeholder management: Create platforms for continuous engagement with internal and external stakeholders, including diplomatic counterparts and industry. Liaise and network with relevant stakeholders and lead consultations to conclude partnership agreements. Directorate Management: Manage financial and human resources of the directorate, including supervision and staff development. Oversee strategic planning and execution of the operational plan for the directorate. Monitoring and Evaluation: Manage review of trade legal policies and benchmark against international best practice. Provide support for implementation of programmes and report on delivery and impact
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
<u>NOTE</u>	:	In terms of the dtic's EE requirements, preference will be given to African male, Coloured female and White male candidates as well as persons with disabilities.
<u>POST 11/119</u>	:	<u>DIRECTOR: INFRASTRUCTURE MANAGEMENT (REF: CMSB-137)</u> Overview: To provide strategic leadership, tactical oversight, and operational management of the Department's ICT infrastructure environment that enables the dtic to fulfil its mandate.
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	Qualification at NQF level 7 in Computer Science, Informatics, Computer Engineering, or a relevant qualification. 5 years of relevant experience at a middle/senior managerial level in an ICT environment. Key requirements: Senior managerial experience leading ICT infrastructure, platforms, and operations (5+ years). Proven experience managing enterprise servers, storage, networks (fixed & wireless), telephony, and end-user computing. Experience in capacity planning, performance optimisation, backup, disaster recovery, and business continuity. Experience managing SLAs, OLAs, and vendor/service provider relationships (including SITA/GITOC). Experience in infrastructure configuration, change, incident, and problem management. Experience preparing technical and strategic inputs for MTEF, business plans, and budget submissions. Experience managing large ICT programme budgets and assets. Strong stakeholder engagement with executives, campus tenants, SOEs, and other government entities. People management experience, including building technical capability and managing multidisciplinary teams. Knowledge of IT governance, security standards, Microsoft platform, operating systems, and system administration.
<u>DUTIES</u>	:	Strategic Planning & Alignment: Lead multi-year infrastructure strategy and roadmap; translate strategy into operational plans and KPIs. Provide inputs into business planning, MTEF and budget processes, monitor implementation. Infrastructure Platforms & Technology Management: Manage physical, virtual and cloud server platforms, storage and databases. Oversee networks, telephony, collaboration platforms and end-user device lifecycle management. Service Management, Configuration & Performance: Govern configuration management and infrastructure baselines; lead capacity planning and performance optimisation. Manage incident, problem and change processes and ensure effective backup, DR and business continuity services. Vendor, SLA & Outsourcing Governance: Define and monitor SLAs/OLAs with external providers and internal units; manage vendor performance and escalations. Stakeholder Management: Engage executives, business units, SITA, GITOC,

SSA and campus tenants; prepare infrastructure performance and governance reports. Directorate Management & Capability Development: Manage financial resources, assets and human resources of the directorate; promote innovation, accountability and service excellence

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
: In terms of the dtic's EE requirements, preference will be given to African males and persons with disabilities.

OTHER POSTS

POST 11/120

: **DEPUTY DIRECTOR: EXPORT INFORMATION (REF: EDP&OIB-099)**
Overview: To manage the development, coordination and implementation of national export outreach, dissemination and information systems, market intelligence products and trade opportunity services aimed at strengthening exporters' access to strategic market insights and resources, identifying global trade opportunities, and supporting the expansion, diversification and competitiveness of South Africa's export base.

**SALARY
CENTRE
REQUIREMENTS**

: R1 059 105 per annum (level 12) (All-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7 as recognised by SAQA in Economics, International Trade, Business Management, Public Administration, Development Studies or a relevant qualification. 3-5 years managerial experience in implementing export development programmes or support services, monitoring, evaluation and performance reporting within public or private environment. Key Requirements: Proven managerial experience (3-5 years) leading export information, outreach, communication, and dissemination related to trade intelligence and export development. Experience managing national information systems, portals or databases and ensuring data integrity and governance. Experience in managing national systems, platforms or mechanisms for the monitoring, reporting and resolution of Non-Tariff Barriers (NTBs). Experience developing market intelligence products (market briefs, national export guides) and packaging exporter information. Experience sourcing, validating and managing international trade opportunities/Leads and buyer-exporter matchmaking services. Experience designing and implementing M&E frameworks, indicators and performance reporting. Experience in stakeholder management with emerging exporters, export councils, chambers, provincial agencies, diplomatic missions and industry bodies. Experience managing budgets and programmes resources (monitoring and recommending budget allocations). Proven people management experience including supervision of ASD/TIA teams and staff development. Experience coordinating system integration and interoperability with partner platforms. Strong report-writing, presentation and communication skills; proficiency in MS Office and data tools. Project management skills, analytical capability and evidence-based decision making. Willingness to travel domestically and internationally as required.

DUTIES

: Manage Export Awareness and Outreach Programmes: Plan and manage an annual calendar of export awareness and outreach activities. Coordinate execution of outreach programmes and represent the department at export events. Monitor, analyse and report on programme performance and outcomes. Develop & Utilise Export Information Tools and Resources: Oversee production and maintenance of National Export Guides, market briefings and trade intelligence products. Manage design, enhancement and operationalisation of the national export information hub (physical & digital). Manage Trade Opportunities & Matchmaking Services: Manage sourcing, validation and dissemination of international trade opportunities. Oversee buyer-exporter matchmaking, quality assurance and verification of exporter/buyer credentials. Manage National Exporters' Database & Portals: Govern the National Exporters' Database, ensure data integrity, security and interoperability with partner systems. Drive adoption through stakeholder engagement, capacity building and platform promotion. Monitoring, Evaluation & Reporting: Design M&E frameworks, conduct performance reviews and compile evidence-based reports. Perform diagnostic assessments and lessons-learned exercises to inform programme improvement. Stakeholder Management, Aftercare & Partnerships. Build and maintain strategic partnerships with export councils, chambers, diplomatic missions and industry. Manage referrals, aftercare and escalation of exporter issues to relevant

authorities. Sub-Directorate Management: Manage human, financial and other resources; provide inputs to operational plans. Lead recruitment, performance management and staff development; coordinate reporting and targets.

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
: In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 11/121

: **DEPUTY DIRECTOR: PRODUCT DEVELOPMENT (REF: IFB-174)**
Overview: To conduct research and provide technical advice on the development and amendments of incentive schemes and support programmes.

**SALARY
CENTRE
REQUIREMENTS**

: R1 059 105 per annum (level 12) (All-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7 in Economics, Financial Analysis, Development Studies or a relevant qualification. 3-5 years relevant managerial experience in Economic, Research, or Financial sectors in the private/public sector. Key Requirements: Experience in organisational strategic planning, performance and financial management. Experience in Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. Strategic Management Project Management, Financial Management and Computer Literacy (Microsoft Office Package). Knowledge and understanding of public Service Regulations, Public Service Act, Public Finance management Act and Treasury Regulations. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proven ability to manage stakeholder relations, Research skills. Outgoing and able to engage managers at all levels of the organization

DUTIES

: Develop guidelines on new and amended Incentives programmes: Review proposal or concept document reporting corporate findings on the guidelines and ensure alignment to the dtic policies. Compile guidelines for new and amended incentive programmes for Director's approval. Consolidate the inputs from stakeholders in relation to the proposed guidelines. Compile submission to the Director-General for the approval of the new/revised guidelines. Facilitate the process of approval of guidelines and obtaining of all relevant signatures. Manage the handover process of the approved incentive and amendments to be implemented by the Incentive Administration Unit and lead discussions with the Marketing Unit for publication on the dtic website. Provide technical advice and support through Interpretation Notes on the interpretation of incentives guidelines to internal stakeholders. Undertake technical site visits to stakeholders to understand the business needs of entities pertaining to incentive requirements. Research: Compile the Terms of Reference for external Research studies to be conducted. Facilitate meetings with Service Provider for external Research studies. Review and provide input on reports submitted by Service Provider for external Research studies. Conduct economic research to shape proposed incentive schemes and support programmes. Project Management Develop project plans to introduce the new incentives, amendments or phaseout to existing incentive products: Identify relevant stakeholders for incentives development or amendments and convene project teams. Develop performance indicators and manage the process of developing incentive schemes. Report on the progress of projects and ensure that milestones are achieved. Review the Application and Claim forms: Manage the application and claim form process and ensure that they have been designed in line with the requirements and provisions of the guidelines. Liaise with IT for the automation and editing of the application and claim forms. Check the final application and claim forms for user friendliness and flow. Sub-directorate Management: Manage collation of inputs into the quarterly and annual reports, business plans and targets 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 risk

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
: In terms of the dtic's EE requirements, preference will be given to African males, Coloured females, Coloured males, White males and persons with disabilities.

POST 11/122

DEPUTY DIRECTOR: FORENSIC AUDIT (REF: ODG-028)

Overview: To manage the sub-directorate Forensic Audit to ensure the effective implementation of the investigation plans and the effective execution of forensic audit procedures in accordance with international guidelines of the Association of Certified Fraud Examiners (ACFE), forensic audit methodologies, policies and procedures; and to make recommendations for new procedures and/or the enhancement of existing processes.

SALARY

: R896 436 per annum (level 11) (All-inclusive remuneration package)

CENTRE

: Sunnyside Pretoria

REQUIREMENTS

: A qualification at NQF level 7 as recognised by the SAQA in Forensic Auditing and related fields. Registration with a professional body for Investigators (ACFE/ICFP). Experience: Minimum: 3-5 years of management experience in a Forensic Auditing environment. Key Requirements: Proven experience managing forensic audit or investigative units, including oversight of multiple investigations. Demonstrable experience in conducting forensic audits, reviewing and quality-assuring forensic audit reports (internal and external). Experience developing or maintaining forensic audit methodologies, policies and procedural frameworks. Experience managing relationships with forensic service providers, panels of investigators and external stakeholders. Experience in maintaining forensic registers (tip-offs/whistle-blower registers) and tracking implementation of recommendations. Experience in preparing and presenting forensic reports, executive summaries and briefing packs for senior management and committees. Experience in coordinating and preparing meeting packs/agenda for oversight committees (Forensic-In-Committee, RMC, Audit Committee). Project and case management skills, including evidence compilation, annex ring and forensic file management. People management experience including supervision, performance management and training of forensic staff. Experience in monitoring and reporting on unit budgets and managing limited programme funds. Computer literacy (MS Office) and experience with registers/databases; project management training is an advantage. Ability to work to deadlines, travel as required and maintain confidentiality (Top Secret clearance may be required).

DUTIES

: Manage the forensic audit sub-directorate: Plan, conduct, allocate and oversee forensic projects and ensure compliance with ACFE standards and departmental procedures. Review and second-level review forensic reports (internal and outsourced) and ensure high quality before issue. Maintain forensic registers (tip-offs, whistle-blowers) and control distribution and recording of submissions. Compile progress reports, quarterly and annual reports, and present findings to the Forensic-In-Committee and Audit Committee. Develop strategic forensic plans and ensure proper forensic reporting: Assist in identifying key institutional risk areas and contribute to the annual forensic operational plan. Ensure findings are evidenced, analyzed and that reports include relevant legislation, policies and recommendations. Manage quality assurance on forensic files and oversee submission processes to stakeholders for input. Prepare and present documentation and technical briefs to oversight committees and management. Coordinate with internal and external service providers to ensure coverage and avoid duplication: Manage consultants and client relationships during planning and reporting phases and monitor deliverables Provide guidance to oversight committees on forensic processes, procedures and latest developments. Maintain a tracking register for forensic findings and monitor implementation of recommendations by management. Keep up to date with developments in the forensic audit environment: Monitor professional journals, legislative and standards changes and participate in continuous professional development. Ensure the sub directorate adopts relevant tools, techniques and methodologies. Sub directorate management: Manage staff discipline, performance, training and development and undertake HR and administrative functions. Develop and manage the sub directorate operational plan, ensure controls over work and conduct quality control over outputs. Manage procurement and assets related to forensic activities and serve on transversal task teams as required.

ENQUIRIES

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103

NOTE

: In terms of the dtic's EE requirements, preference will be given to Coloured males, White males and persons with disabilities.

POST 11/123 : **ASSISTANT DIRECTOR: LEGAL INTERNATIONAL TRADE & INVESTMENT REF NO: TRADE-085**

Overview: To provide technical and administrative support in legal advice provided on complex international trade and investment negotiations, and on obligations and rights arising out of international agreements.

SALARY CENTRE REQUIREMENTS

: R582 444 per annum (level 10), (Commencing salary)
: Sunnyside, Pretoria
: A qualification at NQF level 7 as recognised by SAQA in Law. Minimum: 3 - 5 years' experience in legal/ research/ International trade environment. Key Requirements: Experience drafting and legally vetting negotiation positions, clauses and treaty text for international agreements. Practical experience supporting negotiating teams in bilateral, regional or multilateral forums (e.g., WTO, AfCFTA, EPA). Experience conducting legal research and preparing legal opinions, technical notes and analytical briefs. Experience drafting legal documents, briefs, pleadings, notices and memoranda relating to trade and investment matters. Experience assisting with or coordinating dispute processes under international trade/investment agreements. Experience handling legal enquiries, tracking progress and providing timely written feedback to requestors. Proven ability to compile and maintain legal files, records and registers for negotiations and related matters. Stakeholder engagement experience with internal branches, State Law Advisors, external counsel, and industry representatives. Project and case management experience, including meeting deadlines and managing multiple files. Strong written and verbal communication, report-writing and presentation skills; proficiency in MS Office. Supervisory or team coordination experience preferred.

DUTIES

: Prepare input into country negotiating positions on international trade and investment issues. Contribute to the development and execution of legal aspects of South Africa's trade and investment negotiation positions. Prepare reports, technical notes, letters, analytical assessments, recommendations and briefings on legal aspects in negotiations. Support negotiating teams by providing legal analysis and persuasive arguments and assist in drafting legal text reflecting negotiation outcomes. Conduct research and analysis on legal international trade and investment. Conduct systematic legal research with reference to case law and applicable international instruments. Analyse and organise legal information and apply research to develop positions, legal opinions and negotiation support materials. Provide international trade and investment related legal services. Draft and review legal documents, briefs, preliminary pleadings, notices, opinions and memoranda. Serve as a coordination point for litigation and dispute matters and support management of legal processes with external counsel where required. Ensure compliance and risk management in drafting and provide legal inputs to ratification, implementation and policy processes. Handle legal and related enquiries Refer and track legal enquiries to relevant stakeholders, provide written feedback within stipulated timeframes and act as liaison for tabling or ratification processes. Monitor and communicate published draft legislations and collaborate with desks on bilateral relations and related legal issues. Records management & travaux préparatoires. Open, update and maintain legal-related files and records; distribute legal bulletins to advisors. Maintain and manage travaux préparatoires and depositories for negotiations and ensure accessibility of negotiation records.

ENQUIRIES NOTE

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
: In terms of the dtic's EE requirements, preference will be given to Coloured males, Coloured females, White males and persons with disabilities.

POST 11/124

: **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: CMSB-030**

Overview: To manage the physical security requirements of the DTIC as per the Minimum Information Security Standards (MISS) and Minimum Physical Security Standard (MPSS) requirements.

SALARY CENTRE REQUIREMENTS

: R468 459.per annum (level 9), (Commencing salary)
: Sunnyside, Pretoria
: Qualification at NQF level 7 as recognized by SAQA in Security Management / Physical Security & Risk Management or relevant qualification and registered with Private Security Industry Regulator Authority (PSIRA) (Grade A). 3-5 years' experience in physical security services in private / public services

environment. Key Requirements: Proven experience managing physical security operations and compliance to MISS/MPSS. Experience conducting security risk assessments and incident investigations. Experience managing access control, CCTV systems and TSCM coordination. Experience liaising with SSA, SAPS, Metro Police and other security stakeholders. Experience managing guarding contracts and monitoring service provider performance. Experience delivering security awareness training and developing communication materials. People management experience including supervision of security staff and contractors. Experience preparing monthly and incident reports and recommending remediation measures. Ability to work under pressure, travel and respond to security incidents. Knowledge of regulatory framework. Computer Literacy (Microsoft Office Packages)

DUTIES : Physical Security Management: Manage and monitor compliance with MISS and MPSS; review security policies and SOPs. Oversee access control, CCTV and security systems; evaluate and recommend system improvements. Attend and manage physical security incidents and implement corrective actions. Physical Security Awareness: Design and deliver physical security awareness and induction training; publish communiques and newsflashes. Coordinate external presentations (e.g., SAPS) and liaise with external security agencies. Security Committee & Coordination: Arrange and service security committee meetings; prepare meeting packs and minutes; coordinate quarterly meetings with stakeholders. Security Sweeping & TSCM: Coordinate TSCM sweeping for ministerial and sensitive areas and facilitate pre-inspections and SSA sweeping. Investigations & Risk Assessments. Conduct investigations into breaches, perform root-cause analysis and recommend corrective measures. Support risk assessments for events and office environments and follow up cases with SAPS as required. Reporting: Compile monthly reports, inspection reports and incident reports for management with recommendations. Procurement & Contract Management: Facilitate procurement of physical security systems and suppliers for guarding services in regional offices. Staff Supervision. Supervise Security Admin Officers and guarding companies; perform inspections and advise on deployment improvements.

ENQUIRIES : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 11/125 : **ASSISTANT DIRECTOR: DESKTOP SERVICES REF NO: CMSB-149**
 Overview: To support end users in all aspects of their desktop environment within the dtic.

SALARY : R582 444.per annum (level 10), (Commencing salary)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : Qualification at NQF level 7 in Computer Science, and or Microsoft Certified Systems Engineers (MCSE) or relevant qualification. 3-5 years of experience in ICT environment. Computer Literacy (Microsoft Office Packages); Database, Information Security, Technical architecture & standards, Technology, Server operations, Network operations, ICT Service Management, Server Operations; Project Management, Knowledge of legislative and regulatory framework. Key Requirements: Experience providing desktop support, remote support, and end-user training. Experience classifying and resolving incidents and knowledge of ITIL/incident management. Experience with configuration management, asset tracking, and baseline repositories. Experience with operating systems, the Microsoft platform, and system administration. Experience in backup, storage, retention, and restoration processes. People management and stakeholder engagement experience. Ability to prepare technical and operational reports and contribute to service improvement. Computer Literacy (Microsoft Office Packages). Knowledge of legislative and regulatory framework.

DUTIES : Implement desktop support operations: Provide logical access security, application and desktop support; install and re-install software. Deliver remote and mobile support and train end users on desktop tools and applications. Incident Management: Classify incidents, assess impact and urgency, escalate and implement emergency changes where necessary. Identify root causes and ensure timely resolution or escalation. Manage data: Manage storage and retention arrangements, data disposal and backup & restoration processes. Configuration and assets: Maintain configuration repository and baselines, identify configuration items and record asset movements.

ENQUIRIES : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 11/126 : **ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: CMSB-083**
Overview: To provide specialist labour law support in relation to the field of Employment Law and Employment Relations in the DTIC.

SALARY : R468 459. per annum (level 9), (Commencing salary)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF Level 7 in Labour Law/Labour Relations or a relevant qualification. 3-5 years' experience in Labour Law in Private and/or Public environment. Key Requirements: Experience representing employers at labour dispute forums (GPSSBC, PSCBC, CCMA, Labour Court). Experience presenting in formal disciplinary enquiries and ensuring procedural/substantive fairness. Experience conducting workplace investigations and compiling investigation reports with findings and recommendations. Practical knowledge of Employment Law, Public Service Act, Public Service Regulations, PFMA, LRA, and related legislation. Experience drafting legal advice, affidavits, case documents, and legal submissions. Experience facilitating grievance resolution and advising senior managers (COOs, DDGs, DG, Minister). Experience coordinating collective bargaining processes and preparing bargaining chamber agendas and reports. Experience delivering training on labour-related matters (disciplinary code, performance management, grievance). Data management experience for ER registers and ability to produce trend analysis and quarterly/annual reports. Strong communication, negotiation, and stakeholder engagement skills; ability to liaise with State Attorneys and external law firms. Computer Literacy (Microsoft Office Packages). Knowledge of legislative and regulatory framework

DUTIES : Facilitate labour law litigation disputes: Represent the department at labour dispute forums and prepare/coordinate affidavits and case documents. Liaise with State Attorneys and external counsel and ensure cases are procedurally correct. Represent the employer in formal disciplinary enquiries: Represent the dtic at disciplinary enquiries and ensure procedural and substantive fairness. Advise managers on case preparation and presentation. Facilitate, coordinate, and resolve grievances: Investigate grievances, analyse documentation, and provide advisory reports to management. Ensure confidentiality and fairness in grievance handling. Provide advice on legislation and policy: Advise management and staff on employment-related legislation and departmental policies. Provide guidance to entities on ER matters and handle informal disciplinary enquiries. Investigations on ER-related matters: Gather evidence, conduct interviews, and compile investigative reports with findings and recommendations. Monitor implementation of investigation outcomes. Conduct training and manage poor performance programmes: Deliver training on disciplinary codes, performance management, and collective bargaining. Support managers to implement performance improvement plans. Coordinate collective bargaining: Prepare agendas and feedback reports for the Departmental Bargaining Chamber and consult with organised labour. Follow up on implementation of resolutions to maintain labour peace. Reporting on ER matters: Analyse trends, compile quarterly and annual ER reports and maintain ER databases and registers. Provide management reports with recommendations and follow-up actions.

ENQUIRIES : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 11/127 : **ASD: BUDGET MANAGEMENT REF NO: ODG-224**
Overview: To coordinate, review, analyse and quality-assure the entire budget preparation, monitoring and reporting process for a government department or component.

SALARY : R468 459.per annum (Level 09), (Commencing salary)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : Qualifications: Minimum: (NQF 7) in Financial Management or relevant qualification. Minimum 3-5 years' supervisory experience in a Financial management environment. Minimum Computer Literacy (MS Office Package) Key Requirements: Experience coordinating and quality-assuring budget

preparation processes (MTEF, ENE, AENE, Roll Overs). Experience analysing, interpreting and applying Treasury guidelines for ENE, MTEF and adjustment estimates. Experience developing templates and collecting budget information from line functionaries/branches. Experience assessing virements, rollovers and making compliance-based recommendations. Experience preparing inputs for annual financial statements and interim financial reports. Experience supervising staff, allocating work and conducting quality control over financial outputs. Experience developing or reviewing departmental budget policies and procedures. Experience using BAS and other financial systems and strong MS Office skills (Excel analysis). Experience liaising with National Treasury, Auditor-General and internal stakeholders on budget matters. Strong analytical, report-writing and presentation skills; ability to meet deadlines and manage multiple tasks.

DUTIES

: Planning – Coordinate, review, analyse and quality-assure financial supporting information for planning purposes. Coordinate and review financial supporting documents required for strategic and annual budget planning. Analyse and quality-assure financial information used in the development and evaluation of business and project plans. Check and verify supporting information submitted by line units and provide feedback. Budgeting – Coordinate, review, analyse and quality-assure the budget preparation process. Coordinate preparation and consultation processes for the MTEF, ENE, AENE and roll-overs. Interpret and implement Treasury guidelines and develop templates for budget information collection. Assess requests for rollovers and virements and recommend actions in line with prescripts. Manage operational processes, resources and procedures associated with budget management. Evaluate monthly budget reports, monitor inclusion of shifts/virements in IN-Year Monitoring Reports and compile information for interim and annual financial reports. Provide information for the preparation of annual financial statements and ensure adjustments are recorded. Monitor expenditure against budgets and advise on reallocations where required. Develop and review departmental policies and procedures related to budget management. Allocate duties, monitor outcomes, implement corrective actions and identify training needs. Compile and submit administrative reports and ensure quality control of staff outputs. Customers / Stakeholders Internal: Minister, Deputy Minister, dtic staff. External: Service providers, business, other government departments. Competency & Technical requirements. Managerial and technical competencies include: Strategic capability, Budget management, PFMA & Treasury knowledge, BAS system proficiency, Financial analysis, Communication and stakeholder management (see JD for full competency matrix).

ENQUIRIES
NOTE

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
: In terms of the dtic's EE requirements, preference will be given to, Coloured males, White males and persons with disabilities.

POST 11/128

: **ASD: COMPLIANCE AUDIT REF NO: ODG -036**
Overview: To conduct Compliance Audits within the Dtic to assist management in achieving risk management, control and governance objectives within their business units.

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09), (Commencing salary)
: Sunnyside, Pretoria
: B Degree (NQF 7) in Internal Audit. Completion of the General Internal Auditing learnership/ Internship. Minimum 3- 5 years' experience in internal audit. Key Requirements: Proven experience planning, leading and executing compliance audits in a public or private sector environment. Experience supervising and mentoring internal auditors, including reviewing work papers and audit findings. Experience developing audit scopes, engagement letters and audit programs. Experience preparing draft and final audit reports with clear findings, root-cause analysis and practical recommendations. Experience using audit software and data analytics tools (e.g., Teammate, IDEA, ACL) and applying data-driven testing. Experience compiling annual audit coverage plans and prioritising audits using operational and strategic risk registers. Experience managing audit projects and monitoring budgets, timelines and resource allocation. Quality assurance experience in internal audit (QAIP) and understanding of IIA standards and audit methodologies. Knowledge of PFMA, Treasury Regulations, corporate governance principles and public sector compliance requirements. Experience preparing inputs to Audit Committees

and providing secretariat support for committee meetings. Experience in stakeholder engagement with line management, AG, Audit Committee and outsourced consultants. Strong report writing, presentation and communication skills; ability to present technical findings to senior management. Project and people management experience including performance management and training of staff. Computer literacy (MS Office: Word & Excel) and experience maintaining audit registers and databases.

DUTIES : Planning for Compliance Audits. Develop audit scopes, engagement letters and detailed audit plans in consultation with management. Identify objectives, scope, methodology and resource requirements for each engagement. Schedule audits and coordinate planning meetings with business unit management. Supervising Internal Auditors. Allocate tasks and supervise internal auditors, review work papers for clarity, accuracy and objectivity. Compile draft audit reports for Deputy Director review and ensure quality of auditors' outputs. Manage administrative functions for the team including performance management and leave oversight. On-the-job Training & Capacity Building. Upskill internal auditors on audit techniques, procedures and use of audit tools; populate skills transfer templates. Identify training and development needs and discuss development plans with auditors to strengthen capacity. Development of the Annual Audit Coverage Plan. Evaluate operational and strategic risk registers to identify high-risk areas for audit coverage. Engage with management to prioritize audits and determine timelines for the Three Year Rolling Strategic Plan and Annual Coverage Plan. Project Management of Compliance Audits. Provide inputs and summary documents for audit committee meetings and compile budgets for each audit. Plan and execute compliance audits, allocate resources and provide weekly feedback on project status including Performance Information Verification audits. Communicate Findings on Compliance Audits Compile and issue written audit reports detailing findings, risks, root causes and recommendations. Conduct meetings with line managers to resolve disagreements and request stakeholder feedback on reports. Data Analytics. Advise on sampling strategies or full population testing and apply data analysis techniques during audits. Compile analytical data on trends, root causes and impacts to inform the Strategic Session and audit selection. Quality Assurance & Improvement Plan. Implement and monitor the Internal Audit Directorate's Quality Assurance and Improvement Program (QAIP). Coordinate quality assurance activities and report result quarterly to the Audit Committee

ENQUIRIES : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to, Coloured males White males and persons with disabilities.

POST 11/129 : **VETTING INVESTIGATOR (REF: CMSB-039)**
 Overview: To conduct vetting fieldwork investigations in line with the prescripts.

SALARY : R325 101 per annum (Level 07) (Commencing salary)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : Qualification at NQF level 7 in Social Science or relevant qualification. 3- 5 years' experience in vetting investigations in a public or private sector environment. Key Requirements: Experience conducting vetting fieldwork, gathering and analysing information. Experience compiling vetted reports for management, SSA, and quality assurance of vetting files. Experience conducting vetting investigations at Confidential, Secret, and Top-Secret levels. Experience liaising with SSA, SAPS, Home Affairs, and other intelligence stakeholders. Research, analytical, and report-writing skills specific to vetting investigations. Ability to coordinate pre-employment screening for contractors and advise on suitability. Ability to travel frequently, work overtime, and operate under potentially intimidating conditions. Computer Literacy (Microsoft Office Packages). Knowledge of legislative and regulatory framework

DUTIES : Conduct Vetting Fieldwork Investigations: Gather, validate, and analyse information; compile and submit vetting reports to management and SSA. Conduct investigations for Confidential, Secret, and Top-Secret clearances and ensure quality control. Policy & Guidelines Input: Provide inputs into the development and implementation of vetting policies, guidelines, and standards. Analyse vetting-related information and advice on the interpretation of legislation and procedures. Stakeholder Liaison & Information Channels: Liaise with SSA, SAPS, Home Affairs, and other stakeholders to obtain information

and support investigations. Manage relationships with credit information providers and other external data sources. File Administration & Project Support: Administer vetting files, participate in project/task teams, and coordinate pre-employment screening processes. Conduct vetting research and ensure quality submission of reports and documentation.

ENQUIRIES
NOTE

- : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
- : In terms of the dtic's EE requirements, preference will be given to African males, Coloured males and females, Indian males and females, White males and persons with disabilities.

POST 11/130

- : **STATE ACCOUNTANT REF NO: ODG-168**
Overview: To process financial transactions accurately and timeously, and to ensure they are recorded and reported in accordance with the Public Finance Management Act (PFMA), Treasury Regulations, departmental policies and internal controls.

SALARY
CENTRE
REQUIREMENTS

- : R325 101 per annum (Level 07) (Commencing salary)
- : Sunnyside, Pretoria
- : A qualification at NQF level 6 as recognised by SAQA in Financial Management. 3-4 years' experience in Financial Management environment. Experience processing payroll, staff claims and other financial transactions in a financial/accounting system. Experience performing ledger reconciliations and reviewing accounts for errors, exceptions and uncleared items. Experience applying PFMA, Treasury Regulations and departmental financial policies in daily transactions. Experience preparing supporting schedules, accruals and working papers for financial reports and audits. Experience compiling daily financial statistics and contributing to internal reporting. Experience with BAS/LOGIS/SCOA or other transversal financial systems and strong MS Office skills. Ability to identify and correct misallocations through journals and maintain accurate filing of financial documents. Experience liaising with internal divisions, National Treasury, Auditor General and external stakeholders on payment/claim matters. Attention to detail, numerical accuracy and ability to work to prescribed turnaround times. Good written and verbal communication and stakeholder liaison skills.

DUTIES

- : Financial Transaction Processing: Calculate and verify claims for correctness, completeness and compliance. Capture verified staff claims and payment transactions accurately on the financial system. Process transactions for approval within prescribed turnaround times and maintain proper filing. Financial Control and Reconciliations: Verify budget availability prior to processing payments or claims and ensure expenditure is correctly allocated. Review relevant ledger accounts to identify errors, exceptions and uncleared items. Perform monthly reconciliations of assigned accounts and correct misallocations through journals. Compliance and Performance Management: Ensure compliance with PFMA, Treasury Regulations and departmental policies. Report irregular, fruitless and wasteful expenditure in line with procedures and apply internal control measures. Compile and submit daily financial statistics and provide inputs for performance, leave and training administration. Reporting and Audit Support: Prepare supporting schedules, accruals and working papers for financial reports and financial statements. Provide information and documentation for internal and external audits and respond to audit queries. Stakeholder Liaison: Liaise with internal divisions regarding outstanding or incorrect documentation and communicate with clients on payment/claim matters. Liaise with National Treasury, the Reserve Bank and other institutions where applicable.

ENQUIRIES
NOTE

- : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
- : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females, Coloured males, Indian females, Indian males and White males.

NATIONAL DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 24 April 2026
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a Psychometric Assessments as part of the recruitment process. Recommended candidates will also be required to generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 11/131** : **SENIOR SPECIALIST: GOVERNANCE SERVICES (CHIEF DIRECTOR LEVEL) REF NO: DOT/HRM/2026/11**
- SALARY** : R1 494 900 per annum of which 30% can be structured according to individual's needs. (All-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Law / Business Management / Administration / Public Management / Finance / Accounting / Auditing with 5 years relevant experience at a senior managerial level in a corporate governance or entity oversight environment. Knowledge And Skills: Legislative and policy prescripts relevant to the Department and its SOEs, Corporate Governance as it applies to the Public and Private Sector as well as company Law, Project Management Strategic Planning and Risk Management. National Treasury Regulations and other relevant legislation and policies relevant to public entities. Communication; Financial Management;

<u>DUTIES</u>	: Strategic Capability & Leadership; People Management & Empowerment; Client Orientation and Customer focus; Change Management. : Manage and direct the development and maintenance of the overarching government SOC governance framework. Provide strategic support to the executive management on the development of the shareholder policy leading up to legislation. Manage and direct the development and maintenance of the SOC governance assurance framework tools and guidelines. Develop and maintain the SOC generic governance reporting regime. Manage SOC governance assurance reviews to assess compliance and facilitate corrective action where required. Manage and direct the development of the governance review annual agenda including the annual general meetings. Develop and quality assure findings reports through executive management to the shareholder. Manage and direct the provisioning of technical advisory services to executive management and the shareholder on the appointment and dismissal of SOC Board Members. Develop and maintain the SOC Board government regime. Provide technical advisory services to the shareholder on the disclosure of interest of potential candidates. Ensure the effective, efficient and economical utilization of resources allocated SOC governance assurance projects. Ensure the establishment and maintenance of project governance instruments. Account for the utilization of resources allocated to financial governance assurance projects. Manage the resources of the Chief Directorate. Provide guidance and adequate support for and development of the staff of the chief directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the chief directorate.
<u>ENQUIRIES</u>	: Ms Molatelo Motsepe Tel No: (012) 309 3851
<u>POST 11/132</u>	: <u>DIRECTOR: PUBLIC ENTITY OVERSIGHT REF NO: DOT/HRM/2026/12</u>
<u>SALARY</u>	: R1 266 714 per annum of which 30% can be structured according to individual's needs. (All-inclusive salary package)
<u>CENTRE REQUIREMENTS</u>	: Pretoria : A qualification at NQF level 7 as recognised by SAQA in Finance or Accounting with minimum of 5 year's working experience at a middle/senior managerial level in a financial institution or public entity. Knowledge And Skills: Public Finance Management Act (PFMA) and Treasury regulations, Knowledge of the SA Generally Accepted Accounting Principles (GAAP), and International Financial Reporting Standards (IFRS), knowledge of Budgeting processes and procedures and government accounting systems. Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Client Orientation and Customer focus.
<u>DUTIES</u>	: Coordinate, analyse and report the financial information of public entities. Provide quarterly and annual financial analysis report against business performance and operations. Ensure the coordination and submission of all compliance certificates, plans and related documents for the attention of the department. Monitor sound financial governance practices within public entities. Oversight on the entity on financial governance and related matters relating to the entity. Analyse and advise on the proposed business models and plans of entities. Maintain and review the integrated reporting information of public entities. Provide quarterly and annual financial reports on irregular, fruitless, and wasteful expenditure. Advise on the acquisition and disposal of public entity asset. Analyse and coordinate all budgetary of public entities. Review and consolidate all public entities budgetary information and inputs during the budget cycle. Workshop public entities on board with regards budgetary information compliance and financial performance information. Monitor entities financial information and performance according to the strategic / corporate plans and annual performance plans. Monitor financial information and performance in entity's strategic / corporate plans and annual performance plans. Ensure regulatory compliance through regular reviews and monitoring of strategic, corporate plans, annual performance plans and annual reports. Provide financial advice on PFMA and Treasury Regulations. Ensure compliance with PFMA and /or regulations and policies. Provide inputs in relation to policy development. Manage the resources of the directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the directorate. Establish and maintain governance and administrative system's continuity within the work of the directorate.
<u>ENQUIRIES</u>	: Ms Molatelo Motsepe: (012) 309 3851

NATIONAL TREASURY

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

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

OTHER POSTS

POST 11/134 : **HUMAN RESOURCES BUSINESS PARTNER (HRBP) REF NO: S040/2026**
 Division: Corporate Services (CS)
 Purpose: To provide a fully Integrated Human Resources Business Partnering service to the National Treasury and establish a culture of excellence through value-adding Human Resources (HR) offerings and processes.

SALARY CENTRE REQUIREMENTS : R896 436.per annum (All-inclusive)
 : Pretoria
 : A Grade 12 is required coupled with, at minimum, a National Diploma (equivalent to NQF level 6) in Human Resources Management or Industrial

DUTIES

Psychology or Human Resources Development or Public Administration or Employee Relations. A Bachelor's degree (equivalent to NQF level 7) or above in any of the above disciplines is added advantage. A minimum of 4 years' experience is required, of which 2 years should be on an Assistant Director level or equivalent obtained in the broader HR field. Knowledge and experience in the delivery of HR processes and leading changes within business units. Knowledge and experience of Legislative Framework Governing the Public Service within the HR environment such as Public Service Act, Public Service Regulation, Employment Equity Act, Basic Conditions of Employment Act etc. Some key Outputs include HR Service Delivery: Establish and maintain strong relationship management and service excellence with stakeholders and uphold the HR Brand equity in line-functionaries. Establish partnerships with line-functionaries to execute relevant HR Processes to the Business (Divisions). Identify, understand and translate Line or Business needs into value-adding HR initiatives. Implement systems and processes to ensure that HR meets its strategic objectives, in line with those of the National Treasury. Establish HR service Delivery as the 1st and single point of contact in the Divisions on related matters or queries or requests. Be a custodian of: Line-functionaries HR needs and HR processes in Line (Talent Management Offerings). Provide HR support and guidance to both Managers and employees within the Division. HR Communication: Enable the marketing and communication of HR Initiatives within the National Treasury. HR Governance: Ensure compliance to HR Policies, Procedures, Practices and all other statutory requirements (HR Governance). HR Operations: Ensure that transactional HR aspects are kept in line with legislative requirements (employee data, information & records) for Divisions are accurate and valid at all times. Implement processes and procedures to measure HR's impact and contribution to the National Treasury's effectiveness. Evaluate HR policies and align services offerings. HR Projects: Manage key strategic HR projects, implementation and their deliverables thereof. Execution and monitoring of progress and compliance on: Policies, procedures, practices & processes in line, Change Management initiatives and Strategic HR initiatives. HR Information: Analyse and interpret HR reports, and identify positive and negative trends, with recommendations thereof. Provide relevant HR management information or reports as per business requirements. Achieve HR key performance indicators and objectives in the Divisions (HR Dashboard & Scorecard Indicators, metrics). Relationship Management: Develop and maintain effective relationships with Line (both managers and employees).

ENQUIRIES
APPLICATIONS
CLOSING DATE

ONLY (No applications): Recruitment.Enquiries@treasury.gov.za
To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
20 April 2026 at 12:00 pm (Midday)

POST 11/135

DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: S041/2026
(Re-advertisement)

Division: Office Of The Director-General (ODG)

Purpose: To manage asset verification of items and recommend the disposal of redundant and obsolete assets within the National Treasury.

SALARY
CENTRE
REQUIREMENTS

R896 436 per annum (All-inclusive)

Pretoria

A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Financial or Management Accounting. A minimum of 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in a financial accounting or asset verification environment. Knowledge of the Public Service Policy Framework on Asset Management. Knowledge and experience of the asset verification and redundancy process. Knowledge of data management methodologies of the asset verification classification.

DUTIES

Some key Outputs include: Account Assets in the Departmental Asset Register: Calculate the value of all movable assets and support findings with required documentation for record keeping. Account for assets of the department as recorded in the departmental asset register and reconciled with general ledger. Comply with all relevant application statutes, regulations and departmental prescripts applicable to the Department's assets verification process. Compile reports, quality assurance purposes and align them with information depicted in the Department's assets register. Prepare project documentation and plans and oversee activities in accordance with the approved projects deliverables.

Disposal of Redundant or Obsolete Assets: Identify all redundant or obsolete assets and prepare disposal measures for consideration and approval. Update the asset register and ensure all disposed assets are removed from the asset register. Verify Existence of Departmental Assets: Verify the existence of all departmental assets and prepare an update report on the status quo. Reconcile the asset register with the updated verification outcome. Departmental Policy Develop, Implementation and Maintenance: Develop and implement policies and prescripts related to asset management and verification. Implement asset acquisition and disposal plans of the department.

ENQUIRIES
APPLICATIONS
CLOSING DATE

: ONLY (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
: 20 April 2026 at 12:00 pm (Midday)

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 15 April 2026
- NOTE** : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.
- ERRATUM:** Kindly take note that the posts of Senior State Accounts; referenced VOCMA 17, VOCMA 18, VOCMA 22, and VOCMA 23 advertised in Public Service Vacancy Circular 9 of 2026, dated 13 March 2026 has been withdrawn and Kindly note that the posts of Engineer Production Grade A–C (Ref No: 070426/01), as advertised in Public Service Vacancy Circular 10 of 2026 dated 07 April 2026, require an Engineering Degree (BEng/BSc (Eng)) in Mechanical Engineering. Kindly note that the closing date has been extended to 15 April 2026.

MANAGEMENT ECHELON

- POST 11/136** : **DIRECTOR: COMPLIANCE, MONITORING & ENFORCEMENT REF NO: PUCMA 26**
Branch: Pongola-Umzimkulu Catchment Management Agency Div: Water Resource Planning And Management
- SALARY** : R1 266 714 per annum (Level 13) (all- inclusive salary package)
- CENTRE** : Durban
- REQUIREMENTS** : A Bachelor's Degree at NQF level 7 in Environmental Management/Environmental Science/ Water Resources Management/Hydrology/Natural Science/Civil or Environmental Engineering/ compliance or regulatory studies. Six (6) to ten (10) years' experience in compliance, monitoring and/or enforcement in the Water sector. Five (5) years of the experience should be at middle/Senior Management level. A Nyukela Public Service SMS Pre-entry certificate. A Masters or Honours degree qualifications would be added advantage including MBA. Ability to relate with associated professional fields in a multi-disciplinary team and ability to train

and develop young graduates. Knowledge of the National Water Act, Water Services Act, the Public Finance Management Act (PFMA), Environmental and land legislation.

DUTIES : Provide strategic direction in the development and implementation of compliance monitoring and enforcement policy, strategies, norms, regulations, standard operating procedures within the catchment management area. Ensure compliance monitoring and enforcement to all water use license condition within the catchment management area. Ensure enforcement on non-compliance to the water use license condition. Provide advise and support on criminal and administrative litigation. Initiate prosecution against non-compliance through administrative enforcement. Provision of business planning and general management for the directorate. Provide guidance in the planning of inspections and audits. Ensure the implementation of monitoring activities and verifications of reports. Develop a business and action plan for the directorate. Develop and implement a service delivery improvement programme for the Directorate. Manage and ensure development of human resources. Control and monitor expenditure of the directorate.

ENQUIRIES : Zakhele Buthelezi, Tel No: 079 694 6787
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

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

POST 11/137 : **CHIEF ENGINEER: GRADE A REF NO: 150426/01**
Branch: Water And Sanitation Services Management: Fs Cd: Provincial Operations: Free State Dir: Water And Sanitation Services Support Sd: Water Service Planning Support

SALARY : R1 266 450 per annum (all-inclusive OSD salary package)
CENTRE : Bloemfontein
REQUIREMENTS : An Engineering Degree (B Eng/BSC Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Extensive experience in water and sanitation services planning and implementation, including feasibility studies, designs, associated legislative requirements, site supervision and project close-out. Knowledge of programme, project and financial management and ability to effectively liaise with a wide range of sector role players. Knowledge of the water sector and relevant legislation (including but not limited to The Water Services Act (No. 108 of 1997), National Water Act (Act No. 36 of 1998) and National Environmental Management Act (Act 107 of 1998) amongst others. Research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, stakeholder focus and responsiveness. Sound interpersonal and leadership skills. Planning, organising and people management. Excellent communication skills (written and verbal). Strategic capability and leadership. Must be available to travel as and when required often at short notice.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologists, Technicians and associates in field, workshop and technical office activities. Provide support in the analysis and project management of water and sanitation services projects. Provide technical support to the water and sanitation sector. Strategic Analysis of Water Services themes and topics. Development of related business perspectives with recommendations. Liaison and engagements with all stakeholders and water and sanitation sector players with regards to project planning and implementation. Provide support to WSAs to ensure implementation of Planning and implementation Frameworks and methodologies. Monitoring and reporting on the adherence to these planning and implementation frameworks and methodologies. Identification, prioritization and initiation of projects through and the associated financial management to structure the required budgets for planning and

implementation. Co-ordination of planning to ensure integrated planning and management of water and sanitation projects in all spheres of government (Water Boards, WSAs and other WSPs) to improve water and sanitation services, and the reliability and sustainability of infrastructure. Investigation, assessment, monitoring and reporting on all aspects of Water and Sanitation Services delivery. Ensure all data, information, reports and results of analyses are packaged and made accessible to the sector via the Water Services Knowledge System and National Integrated Water Information System. Liaison with, and maintenance of data sharing and information partnerships with key Water and Sanitation Services, Sector role-players and stakeholder such as Statistics South Africa, National Treasury, Cooperative Governance and Office of the Presidency. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for the approval by the relevant authority. Monitor and ensure projects are implemented in accordance with prescribed norms and standards. Monitoring and evaluation of water and sanitation services delivery projects. The provision of guidance to the water sector regarding technical and engineering aspects of the operations and maintenance of water and sanitation services infrastructure. Support and provide guidance on All Town Reconciliation Studies, implementation of WCWDM, Bulk Water and Sanitation Master Planning and Disaster Management. Continuous professional development to keep up with new technologies and procedures. Research/Literature studies on technical engineering technology to improve expertise.

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

NOTE : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

POST 11/138 : **SCIENTIST MANAGER GRADE A REF NO: PUCMA 27**
 Branch: Pongola-Umzimkhulu Catchment Management Agency Division:
 Water Resource Planning And Management

SALARY : R1 099 488 per annum (all-inclusive OSD salary package)
CENTRE : Durban
REQUIREMENTS : MSc degree in Hydrology, Water Resources Management, Environmental Science, Aquatic Science or relevant natural science qualification. Compulsory registration with SACNASP as a Professional Natural Scientist. Minimum six (6) years post-qualification experience in water quality management, resource protection or integrated water resource management. The disclosure of a valid unexpired driver's license. Sound knowledge of the National Water Act (Act 36 of 1998), Resource Directed Measures (classification, Resource Quality Objectives and Reserve), Catchment Management Strategy processes and aquatic ecosystem monitoring frameworks, including the River Eco-status Monitoring Programme. Proven experience in establishing and overseeing monitoring systems, scientific data governance and quality assurance processes. Strong leadership, analytical and advisory capability. Ability and willingness to travel frequently within the Water Management Area and conduct site visits where required. Proven experience in managing technical teams, including performance management, skills development and work planning. Sound understanding of public sector financial management principles and the ability to plan, manage and monitor programme budgets within a regulated water resource management environment.

DUTIES : Lead water resource quality and protection functions within the Water Management Area. Oversee the development and implementation of water quality management programmes, including the waste discharge charge strategy. Provide scientific governance and quality assurance over monitoring systems, ecological assessments and technical reports. Oversee technical assessments and site investigations undertaken by scientific staff, including pollution incident responses, and provide strategic recommendations to Executive Management. Lead review of environmental submissions, including Scoping Reports and Environmental Impact Assessment Reports, to assess impacts on water resources and ecosystems. Drive institutional readiness for resource classification, Reserve implementation and Resource Quality Objective monitoring. Work collaboratively to ensure integrated quantity-

quality management and alignment between allocation and protection priorities. Represent PUCMA in technical forums and provide high-level scientific advisory inputs on emerging risks and sustainability challenges. Manage and supervise scientific staff, including performance planning, monitoring and development, and ensure optimal allocation of technical resources. Plan, manage, and monitor programme budgets for water resource quality and protection functions, and ensure the cost-effective implementation of monitoring and management programmes in compliance with applicable public sector financial management frameworks.

ENQUIRIES : Mr. Zakhele Buthelezi, Tel No: (079) 694 6797
APPLICATIONS : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>

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

POST 11/139 : **DEPUTY DIRECTOR: WATER SECTOR COLLABORATION REF NO: 150426/02**
 Branch: Water And Sanitation Services Management: Fs Cd: Provincial Operations: Free State Dir: Water And Sanitation Services Support Sd: Sector Collaboration

SALARY : R1 059 105 per annum (Level 12) (all-inclusive salary package)
CENTRE : Bloemfontein
REQUIREMENTS : NQF level 6 (National Diploma) in Social Science / Project Management. Three (3) years' experience at Assistant Director level in intergovernmental advocacy or community empowerment. The disclosure of a valid unexpired valid driver's license. Manage International and Intergovernmental Relations on water sector resource matters. Experience in local government support programmes and strategic engagements with stakeholders e.g. Premiers, EXCO, Mayors Forums, MM's Forums and sector departments forums will be an added advantage. Practical experience in developing strategic documents like Ministers briefing notes, speeches, annual performance plan, operational plans etc. Working experience in Water Services Data collections and advice on strategy to on corrective measures. Programme, project management, change management experience. Knowledge and understanding of business and management principles. Knowledge of strategic planning, resources allocation and human resources. Knowledge of Public Finance Management Act, project management and Water legislations. Problem solving, analysis, strategic capabilities and leadership skills. Knowledge management, Service delivery and innovation. People Management and Empowerment. Client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES : Co-ordinate stakeholder and engagement and management in the water sector by ensuring co-operation through forums; committees. Implement policies of integrated water sector for component by developing and sharing a vision and mission for the section. Communicate and empower stakeholders on Departmental policies. Responsible for performance monitoring, evaluation and reporting of the Chief Directorate and other sector reports. People management. Financial management for the sub-directorate. Advice top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Develop the Business Plan/Operational plans for the Sub- Directorate, ensure and manage implementation thereof. Promote sector advocacy through dissemination of information on key sector programmes. Plan, execute and represent the Department in IGR/Stakeholders Engagement Structures. Manage relationship with the stakeholders. Establish partnerships for Departmental programmes. Implement strategic objectives of the component. Monitor progress on the implementation of programmes related to intergovernmental relations. Develop and Manage community participation programmes. Responsible for water services monitoring. Attend to water and sanitation services customer complaints. Engage community in the Departmental programmes and projects through community water sector forums and empower forums.

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

POST 11/140 : **DEPUTY DIRECTOR: SANITATION SERVICES REGULATION REF NO: 150426/03**
Branch: Water And Sanitation Services Management: Fs Cd: Provincial Operations: Free State Dir: Water Services Regulation Sd: Sanitation Services Regulation

SALARY : R1 059 105 per annum (Level 12) (All-inclusive salary package)
CENTRE : Bloemfontein
REQUIREMENTS : An NQF level 7 qualification in Environmental Management or Natural Science field. Five (5) years supervisory experience at Assistant Director level in Water Resource Management/ Water and Sanitation Services Management or Regulation field. Previous involvement in the Green Drop regulatory programme will be an added advantage. The disclosure of a valid unexpired driver's license. Effective management and leadership skills. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), and other software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals outside of the organization. Effective analytical and problem-solving skills. Accountability and Ethical Skills. Good planning and organizing skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience in Project and Programme Management. Research and Development skills. Technical report writing and professional judgement skills. Data analysis and presentation skills. Knowledge of policy development and analysis. Financial Management Skills. Knowledge of Public Finance Management Act (PFMA), National Environmental Management Act (NEMA), National Water Act (NWA), Water Services Act (WSA) and related legislations. Willingness to travel extensive hours.

DUTIES : Oversee the conducting of technical inspections on wastewater systems infrastructure and compilation of detailed inspection reports with recommendations. Ensure monitoring compliance to municipal wastewater standards and compilation of relevant reports with recommendations. Manage issuing letters of non-compliance to wastewater standards and monitoring remedial actions. Ensure monitoring the capturing of wastewater services data by Water Services Institutions in the Integrated Regulatory Information System (IRIS). Lead monitoring compliance of onsite sanitation and non-sewered sanitation (NSSS) to relevant guidelines and regulations. Preparations, and conducting of assessments relating to Green Drop regulatory programme. Manage the process of coordinating submission and monitoring implementation of submitted corrective action plans for the Green Drop programme. Lead on the compilation of presentations for catchment management forums and DWS management. Lead coordination with Catchment Management Agencies on the investigations and reporting on sewer spillages and pollution incidents. Manage review of Environmental Impact Assessment, Basic Assessment Reports, and Environmental Management Plans to provide comments relating to developments projects (e.g. housing/township developments, shopping centers, etc.). Provide sub-directorate inputs for contribution to the Operational Plan of the Directorate. Compile and submit monthly, quarterly and annual reports (finance, performance, and risk) for the sub-directorate. Manage budget and procurement processes of the sub-directorate. Manage and supervise Human Resources. Management of audit process for the component.

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

POST 11/141 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: PUCMA 28**
Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Revenue Management

SALARY : R896 436 per annum (Level 11)
CENTRE : Durban

- REQUIREMENTS** : A relevant NQF 7 qualification in a financial management / financial accounting or related field. Five (5) years' experience in financial management and reporting, of which three (3) years relevant experience at supervisory / management level. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards. Knowledge and understanding of cash management legislation, policies, practices, and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anticorruption and fraud prevention measures. Understanding of Entity's policies and procedures, government financial systems, principles, and practice of financial accounting. Working experience on Systems Applications and Products (SAP). Proficiency in Microsoft office (MS Excel, PowerPoint, MS Word, and Outlook), Ability to compile financial reports and presentations. Strong Organizational skills, analytical thinking, and attention to detail. Good communication skills both (verbal and written), Proven managerial ability to support staff. Supervisory principles and practices, including planning, delegating, and monitoring the work of the subordinates within the unit. Accountability and ethical conduct. Willingness to travel.
- DUTIES** : Overseeing and managing payroll management and reporting sub-directorate. Provide support to clusters on all payroll management and reporting responsibilities. Consolidate all monthly reports from clusters. Ensure proper reporting on quarterly basis for performance reporting, quarterly financial reports, and finally annual reporting, including preparation and compilation of GRAP compliant Annual Financial Statements. Ensure that audit queries are responded to on time. Formulating, documenting, implementing, and reviewing of policies, Standard Operating Procedures (SOP) and programs relating to payroll management, other regulatory internal control and compliance issues, General Ledger Reconciliation. Manage the completion of all daily, weekly, and monthly operational duties with assistance from the Assistant Director, recommending initiatives to enhance risk mitigation and fraud protection to Director. Manage compliance regarding remuneration and benefits processes. Attending meetings as and when required. Attending to audit queries and formulating appropriate responses. Manage year end processes and account adjustments, Training, and support to clusters. Assist the Director in the effective execution of his / her responsibilities. Supervise and evaluate staff and sign their performance agreements and assessments, Staff management and training.
- ENQUIRIES** : Zakhele Buthelezi, Tel No: (079) 694 6787
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>
- NOTE** : The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
- POST 11/142** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: PUCMA 29**
Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Revenue Management
- SALARY** : R896 436 per annum (Level 11)
- CENTRE** : Durban
- REQUIREMENTS** : Undergraduate (NQF Level 7) in Accounting/ Financial Accounting or equivalent qualification as recognized by SAQA, with related field. Five (5) years' experience in financial management of which three (3) should be at an entry/junior management level (Assistant Director or equivalent). Applicant must also have at least three (3) years' experience in a Revenue and Debt Collection environment. The disclosure of a valid unexpired driver's license. Applicants must have knowledge of the PFMA and regulations and other relevant legislation. Knowledge of the planning and budgeting framework for government (MTEF). Knowledge of government financial policies, processes, including budgeting and reporting. Knowledge and experience of accounting standards and practices including International Financial Reporting Standard (IFRS) or Generally Recognized Accounting Practices (GRAP). Proven work experience / understanding of the SAP system or similar ERP system.

- Knowledge and National Water Act and all applicable legislations. Must be computer literate.
- DUTIES** :
- : Ensure effective collective of monies due to the VOCMA. Assist with developing and implementing an effective debtor's management system. Ensure effective management of debtor's book. Assist with establishing and managing effective processes to collect outstanding debt. Assist with the tariff setting process of VOCMA. Provide inputs for revenue enhancement. Prepare revenue management reports and reconciliations with accepted budgetary framework. Assist and prepare the annual budget for the division. Assist with the preparation of Annual Financial Statement specifically account receivable and debt impairment components in the financial statement. Ensure that the VOCMA complies with PFMA and Treasury Regulations. Manage the implementation of good corporate governance principles. Develop and manage the implementation of internal control procedures to ensure the effective functioning of the sub-directorate and management of risk. Responding to internal audit and Auditor General queries with regards to revenue management. Develop the operational plan for the sub-directorate.
- ENQUIRIES** :
- APPLICATIONS** :
- : Zakhele Buthelezi, Tel No: (079) 694 6787
 - : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>
- NOTE** :
- : The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
- POST 11/143** :
- CONTROL ENGINEERING TECHNOLOGIST GRADE A (CIVIL) REF NO: 150426/05**
- Branch: Water And Sanitation Services Management: Fs Cd: Provincial Operations: Free State Dir: Water Resources Management Support Sd: Hydrological Services
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- : R921 900 per annum (All-inclusive OSD salary package)
 - : Bloemfontein
 - : A Bachelor of Technology (BTech) in Civil Engineering. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Proven knowledge and understanding of hydrological processes. Demonstration of good understanding and competence in all aspects of hydrometry. Project management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Networking professional judgment. Problem-solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication skills and computer Skills. Planning and organizing. People management skills. Willing to travel and work away from home whenever required. Must be prepared to undergo extensive in-house training at different locations.
- DUTIES** :
- : Manage technological advisory services. Plan technological support to Engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defend technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Monitoring and Evaluation of technological designs. Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technological/ engineering operational plan. Ensure the development, implementation and maintenance databases. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Research

and development, continuous professional development to keep up with new technologies and procedures. Assist the manager in the Free State provincial operations in establishing an effective, efficient and accurate data and quality management system. Manage the day-to-day hydrometry investigations, quality of data, planning of data collection, processing of data, and calibration for the hydrological network within Free State provincial operations. Provide guidance, assistance, supervision and training of technical personnel in all aspects of hydrometry. Able to perform land surveying whenever required for calibration purposes. Apply commercial software and in-house computer software to achieve maximum efficiency in performing duties. Calibration of Gauging Weirs. Perform quality control tasks on processed time series data. Research on station history and updating of HYDSTRA database. Data Dissemination. Provide leadership in terms of the planning, programming and execution of data collection, water samples, maintenance, near real time systems and data processing and archiving. Attending meetings, workshops and forums related to the sub directorate. Research new technology relevant to hydrological services. Co-ordinate Flow measurements using various flow techniques (Conventional current gauging and Acoustic Current Doppler Profilers), in particular during the high flow season. Audit flow measurements performed by technical staff. Manage and supervise technological and related personnel and assets.

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

POST 11/144 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A: CIVIL REF NO: 150426/06**
 Branch: Water And Sanitation Services Management: Ec Cd: Provincial Operations: Eastern Cape

SALARY : R921 900 per annum (All-Inclusive OSD Salary Package)
CENTRE : Cradock
REQUIREMENTS : A Bachelor of Technology (B Tech) in Civil Engineering. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Proven knowledge and understanding of hydrological processes. Demonstration of good understanding and competence in all aspects of hydrometry. Project management. Technical design and analysis knowledge. Research and Development. Computer- aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Networking professional judgement. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication skills and computer skills. Planning and organizing. People management skills. Willing to travel long distances and work away from home if and when needed. Must be prepared to undergo extensive in-house training at different locations.

DUTIES : Manage technological advisory services. Plan technological support to Engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defend technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Monitoring and Evaluation of technological designs. Evaluate and Monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by relevant authority. Identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technological / engineering operational plan. Ensure the development, implementation and maintenance database. Manage and supervise technological and related personnel and assets. Research and development, continuous professional development to keep up with new technologies and procedures research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering related matters. Assist the manager in the Eastern Cape in establishing an effective, efficient and accurate data and quality

management system. Manage the day to day hydrometry investigations, quality of data, planning of data collection, processing of data, and calibration for the hydrological network within Eastern Cape. Provide guidance, assistance, supervision and training of technical personnel in all aspects of hydrometry. Able to perform land surveying if and when needed for calibration purposes. Apply commercial software and in-house computer software to achieve maximum efficiency in performing duties. Calibration of gauging weirs. Perform quality control tasks on processed time series data. Research on station history and updating of hydstra database. Data dissemination.

ENQUIRIES : Ms B Kama. Tel No: (043) 701 0272
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 11/145 : **DEPUTY DIRECTOR: CORPORATE SERVICES, REF NO: PUCMA 30**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Institutions Stakeholder Engagement And Governance

SALARY : R896 436 per annum (Level 11)
CENTRE : Durban
REQUIREMENTS : A Degree / Advanced Diploma (NQF 7) or National Diploma (NQF 6) qualification in Public Administration or Management / HR / Industrial Psychology. A minimum of five (5) years' experience in Corporate Services or Human Resources Management of which three (3) should be at an entry/junior management level (Assistant Director or equivalent). The disclosure of a valid unexpired driver's license. Competencies: Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of HR information. Disciplinary knowledge in HR information. Understanding of government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES : Manage and provide support in HR, Information Technology, Administration, Communication, Facility Management, OHS including Safety and Security. Assist with the development and implementation of the Strategic Plan. Analyse current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Develop implementation plan. Hold road shows advising PUCMA on key policy issues. Brief managers on policy requirements. Monitor policy implementation. Assist with the development and implementation of Strategic Plan. Develop Corporate Services Implementation plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partnership with line management. Ensure compilation of Corporate Services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly reports to managers. Management of Human Resources. Provide expert advice on HR information implementation to managers.

ENQUIRIES : Mr. Zakhele Buthelezi, Tel No: (079) 694 6787
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

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POST 11/146 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A -C REF NO: 150426/04**
Branch: Infrastructure Management: Head Office Dir: Civil Engineering: Sd: Bulk Pipe Systems

SALARY : R921 900 per annum. (All-inclusive OSD salary package)

- CENTRE REQUIREMENTS** : Pretoria Head Office
 : A Bachelor of Technology (B-Tech) in Civil Engineering. Six (6) years post qualification engineering experience. Compulsory Professional registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.
- DUTIES** : Manage technical services and support in conjunction with Engineers. Monitor, analyse and determine actions to ensure effective contract administration. Co-ordinate the development of Service Level Agreements and manage all types of signed contracts. Monitor and evaluate contract performance in line with the Service Level Agreements. Monitor Compliance and control in contract management, co-ordinate improved service delivery. Ensure the promotion of safety in line with statutory and regulatory requirements. Manage administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Liaise with relevant bodies/councils on engineering related matters. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. Research and development through Continuous Professional Development (CPD) to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr. J. Mabela, Tel No: (012) 336-6564
 : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- POST 11/147** : **SCIENTIST PRODUCTION A – C REF NO: PUCMA 31**
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: Water Resource Planning And Management (Water Resources Protection)
- SALARY** : R761 157 - R1 144 008 per annum (all-inclusive OSD salary package) (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Durban
 : A Science Degree (BSc Hons) in Environmental Science, Aquatic Science, Hydrology, Water Quality Science or relevant natural science qualification. Three (3) years of post-qualification scientific experience in water quality monitoring, ecological assessment or pollution impact analysis. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Knowledge of the National Water Act (Act 36 of 1998), including Resource Directed Measures, waste-related water uses and water quality management frameworks. Sound understanding of ecological Reserve principles and aquatic ecosystem monitoring approaches, including nationally recognized eco-status assessment frameworks. Demonstrated ability to analyse scientific monitoring data and compile structured technical reports. Knowledge of national water resource monitoring systems will be advantageous. Strong reporting and organizational skills. Ability and willingness to travel frequently and undertake field inspections and site assessments.
- DUTIES** : Conduct strategic water quality and ecological monitoring, including analysis of trends, risk identification and resource status assessments within the Water Management Area. Support the development, alignment, and governance of strategic water-quality monitoring networks, including ecological water requirement sites, and ensure data integrity and reporting readiness. Undertake site inspections and technical assessments during pollution incidents to evaluate water-quality impacts, ecological risks, and potential exceedances of Resource Quality Objectives, and compile evidence-based reports and recommendations. Review and comment on environmental submissions, including Scoping Reports and Environmental Impact Assessment Reports, with a focus on water quality risks, waste-related

impacts, ecosystem integrity and compliance with Resource Directed Measures. Provide technical input into the Catchment Management Strategy and ensure protection requirements are integrated into allocation and reconciliation processes. Provide evidence-based scientific support to compliance directorates on water quality and waste discharge matters where required. Contribute to continuous improvement of monitoring systems, data governance and scientific reporting standards, and work collaboratively across quantity and quality functions to address cross-cutting water resource management challenges. Engage in stakeholder and technical forums to communicate scientific findings and promote integrated catchment management.

ENQUIRIES : MS. Namrata Jugwanth, Tel No: (083) 453 6410
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

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POST 11/148 : **SCIENTIST PRODUCTION A – C REF NO: PUCMA 32**
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: Water Resource Planning And Management (Water Resources Planning And Management)

SALARY : R761 157 - R1 144 008 per annum (all-inclusive OSD salary package) (Offer will be based on proven years of experience)

CENTRE : Durban
REQUIREMENTS : A Science Degree (BSc Hons) in Hydrology, Water Resources Management, Environmental Science or relevant natural science qualification. Three (3) years post-qualification scientific experience in hydrological modelling, water balance assessments, reconciliation studies or allocation planning. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Knowledge of the National Water Act (Act 36 of 1998), including provisions relating to water use authorization, allocation reform, stream-flow reduction activities and integrated water resource management. Sound understanding of drought management principles and climate variability impacts on water systems. Demonstrated quantitative modelling and analytical capability with the ability to develop and maintain decision-support tools. Knowledge of national water resource information systems will be advantageous. Strong reporting and organizational skills. Ability and willingness to travel frequently within the Water Management Area and conduct field investigations.

DUTIES : Undertake hydrological and allocation modelling to support reconciliation strategies, allocation reform and catchment resilience planning. Conduct water balance and yield analyses to assess system performance, abstraction pressures and allocation risk under variable climatic conditions. Maintain and quality-assure hydrological datasets, water-use information, and decision-support tools to strengthen allocation governance and planning integrity. Conduct site verification visits and field investigations to validate modelling assumptions, assess abstraction impacts and confirm system conditions. Provide technical inputs during pollution incidents on flow regimes, dilution capacity, and downstream system vulnerability. Review and comment on environmental submissions, including Scoping Reports and Environmental Impact Assessment Reports, with a specific focus on hydrological impacts, cumulative abstraction, water availability, streamflow reduction and infrastructure implications. Provide technical inputs into licensing and allocation processes, including assessment of water availability and system sustainability. Provide evidence-based scientific support to compliance directorates on quantity-related matters where required. Contribute to the technical development of the Catchment Management Strategy and work collaboratively across quantity and quality functions to address cross-cutting water resource management challenges. Ensure scientific integrity and documentation of modelling methodologies and datasets. Engage in

- stakeholder and technical forums to communicate scientific findings and promote integrated catchment management.
- ENQUIRIES APPLICATIONS** : MS. Namrata Jugwanth, Tel No: (083) 453 6410
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>
- NOTE** : The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
- POST 11/149** : **ASSISTANT DIRECTOR: QUALITY MANAGEMENT SYSTEMS REF NO: 150426/07**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Infrastructure Management: Head Office Dir: Technical Engineering Support Services Sd: Quality Management Systems
- SALARY CENTRE REQUIREMENTS** : R582 444 per annum (Level 10)
: Pretoria Head Office
: A relevant NQF Level 6 qualification is required. The candidate must have three (3) to (5) five years' experience in implementing ISO 9001 within a construction or engineering-related environment, as well as three (3) to (5) five years' experience auditing ISO 9001. Experience in implementing a Quality Management System within an ISO 9001 certified organisation will be an added advantage and must be clearly indicated in the application. The candidate must demonstrate a sound understanding of business process mapping and governance structures, as well as an excellent understanding of ISO 9001 standard requirements and their practical implementation. Knowledge of built-environment related regulations. The candidate must have good communication skills, both verbal and written, as well as good project management and presentation skills. Knowledge of Risk management principles. Stakeholder engagement and management. The candidate must have good computer skills and the ability to work independently. A valid Code 08 driver's licence is essential, and the role requires extensive travel to various construction and engineering sites nationwide. Completion of ISO 9001-related courses will be an added advantage
- DUTIES** : Plan and coordinate quality management system activities to obtain ISO 9001 certification in a construction/engineering environment. Coordinate the development of quality management system policies, guidelines, templates and monitoring tools. Prepare and conduct presentations to stakeholders. Stakeholder engagement. Ensure business process mapping activities are conducted. Ensure effective document management systems are in place aligned to organisational requirements. Ensure ISO 9001 certification is maintained once certification is obtained. Plan and ensure implementation of the auditing programme. Compile audit reports. Ensure management review meetings take place timeously. Monitor customer satisfaction. Monitor actions to address non-conformities. Reporting to management. Supervision of staff. Ensure a high standard of quality is maintained in all meetings/activities/reporting.
- ENQUIRIES APPLICATIONS** : Ms V Govender, Tel No: (012) 336 7005 / (082) 940 7763
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- POST 11/150** : **ASSISTANT PROJECT MANAGER REF NO: 150426/08**
Branch: Water And Sanitation Services Management: Nw Cd: Provincial Operations: North-West
- SALARY CENTRE REQUIREMENTS** : R582 444 per annum (Leve 10)
: Mmabatho
: A relevant NQF level 7 qualification in Civil Engineering. A certificate in project management will be an added advantage. Five (5) years' experience in engineering field. Experience of programme and project management. Understanding of legislative and policy frameworks governing the water sector and water services infrastructure development grants, including the Division of Revenue Act (DoRA) and Public Finance Management Act (PFMA), among

others. Understanding of financial management. Knowledge of policy development and implementation. Knowledge of conflict management tools and methodologies. Understanding of legislative and policy frameworks governing the public sector. Good communication skills both (verbal and written). Good presentations, report writing, and networking skills. Accountability and ethical conduct.

DUTIES

: Facilitate and support the implementation of water services infrastructure development grant programmes, including Regional Bulk Infrastructure Grant (RBIG) and Water Services Infrastructure Grant (WSIG), in line with the requirements of the Division of Revenue Act (DoRA) and departmental policies. Coordinate and administer the implementation of water supply and sanitation infrastructure programmes and projects within municipalities and implementing agents to ensure alignment with approved plans, targets, and deliverables. Provide support in the appraisal and assessment of municipal infrastructure grant applications, technical reports, and business plans to determine project readiness and compliance with grant frameworks. Monitor and evaluate the implementation and performance of RBIG and WSIG projects, including conducting site visits and project verification to ensure compliance with approved scope, timelines, and funding conditions. Coordinate project reporting and compliance monitoring by municipalities and implementing agents and consolidate reports for submission to management and Head Office. Assist with RBIG and WSIG budget planning and allocations for the Medium-Term Expenditure Framework (MTEF) and monitor expenditure against approved budgets. Support the management of grant disbursements and financial administration to ensure funds are utilised in accordance with the Public Finance Management Act (PFMA) and DoRA requirements. Facilitate stakeholder engagement and coordination with municipalities, implementing agents, and other sector partners to support effective programme implementation. Maintain proper record keeping and filing systems for project documentation, approvals, correspondence, and compliance reports related to RBIG and WSIG projects. Assist with strategic planning processes, including the compilation of the Annual Performance Plan (APP) and Operational Plan, as well as monitoring and reporting on their implementation.

**ENQUIRIES
APPLICATIONS**

: S Velembu, Tel No: (018) 387 9549
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 11/151

: **ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO:
150426/09**
Branch: Water And Sanitation Services Management: NW Cd: Provincial
Operations: North-West

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09)
: Mmabatho
: Relevant NQF 7 in Auditing/Financial Management. Three (3) to (5) five years supervisory experience in Auditing/ Financial Management. Sound understanding of Anti-corruption strategy and fraud prevention measures. Extensive knowledge of computerised, financial and business systems. Sound understanding of PFMA, treasury Regulations and Cooperate Governance issues. Sound understanding of strategic plan and Annual Performance Plan. Sound understanding of investigation skills. A sound understanding of ERM principles and philosophy. Computer literacy in Microsoft Office Suite. Communication skills. Facilitation skills. Leadership skills. Strategic Support Capability. Programme and Project Management. Change Management and Knowledge management. Service Delivery Innovation (SDI). Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Accountability and Ethical Conduct.

DUTIES

: Perform Enterprise Risk Management, Assist in the identification of strategic Risk and the development of risk management strategies and management of them. Facilitate enterprise -wide risk assessment and monitors priorities risks across the department. Perform regular Inspections on both Main and Trading Account. Identify compliance issues that require follow up or investigations, implementation of planning, execution and reporting of inspection assignment on both main and trading account. Perform preliminary investigations, implementation of planning execution and reporting of investigation of assignments on main and trading account. Co-ordination Internal and external audits on both Main and Trading Account, Risk reporting, perform all pre-audit

checks on all documents, manage and coordinate audit related activities, assist management with the investigations of fraud. Manage samples from AG and internal Audits and manage responses

ENQUIRIES : Mr S Matsheka, Tel No: (018) 3879511/ (082) 806 8856
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 11/152 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 150426/10**
Branch: Water And Sanitation Services Management: NW CD: Provincial Operations: North-West

SALARY : R551 493 per annum (OSD)
CENTRE : Mmabatho
REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years' post qualification in technical Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of technical design and analysis of water and sanitation services infrastructure development. Understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.

DUTIES : Provide technical support in the appraisal and assessment of technical reports, designs, and business plans for Water Services Infrastructure Grant (WSIG) projects. Monitor and evaluate the implementation of water and sanitation infrastructure projects to ensure alignment with approved scope, technical standards, targets, and deliverables. Conduct project site visits and technical inspections to verify progress, quality of work, and compliance with approved designs and specifications. Review and analyse engineering designs, technical reports, and feasibility studies to ensure compliance with applicable standards, policies, and legislation. Support the management and monitoring of grant funding and ensure that project expenditure is aligned with the requirements of the Division of Revenue Act (DoRA) and other applicable financial frameworks. Facilitate and coordinate compliance reporting by municipalities and implementing agents and consolidate technical reports for submission to management. Provide technical advice and support to municipalities and implementing agents on water and sanitation infrastructure development and maintenance. Maintain proper record keeping and filing of technical documentation, project reports, approvals, and correspondence related to infrastructure projects. Support the planning, implementation, and monitoring of water services infrastructure programmes to ensure sustainable service delivery

ENQUIRIES : S Velembu, Tel No: (018) 387 9549
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 11/153 : **COMMUNICATION OFFICER REF NO: PUCMA 33**
Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Institutions, Stakeholder Engagement And Governance

SALARY : R325 101 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A relevant NQF level 6 qualification as recognized by SAQA in communications, Public Relations, Journalism, Media Studies, or related field. Three (3) years' experience in the public sector or environmental/water sector in the communication section. The disclosure of a valid unexpired driver's license, Experience in stakeholder engagement and public participation processes. Knowledge of Integrated Water Resource Management (IWRM), Public Finance Management Act (PFMA) requirements, Government communication systems and South African water legislation, knowledge of techniques and procedures for the planning and execution of operations, problems solving and analysis, conflict management, client orientation and customer focus, creative and awareness. Skills: Excellent written and verbal

DUTIES

communication skills, Media liaison and crisis communication, Graphic design and digital content creation (advantageous) and project management and reporting. willingness to travel within the Pongola–Mtamvuna Water Management Area and computer literacy (MS Office).

: The Communication Officer plays a strategic role in promoting Integrated Water Resource Management (IWRM), stakeholder participation, and transparent governance in line with national water sector priorities. To develop, coordinate, and implement internal and external communication strategies that enhance stakeholder engagement, promote awareness of water resource management issues, and support the mandate and programmes, fostering understanding, building awareness, and creating a favourable perception of the Pongola-Umzimkulu Catchment Management Agency. Communication Strategy and Planning: Develop and implement the PUCMA Communication Strategy and plans aligned with the Catchment Management Strategy (CMS), Strategic Plan (SP), and Annual Performance Plan (APP); coordination of PUCMA events, create actionable plans for securing media coverage of events and initiatives, recommend amendments to existing policies to improve communication effectiveness, ensure communication supports key focus areas such as awareness campaigns in Water Allocation Reform (WAR), Water Quality Management, Climate Change Adaptation, Compliance Monitoring and Enforcement and coordinate awareness campaigns (e.g., World Water Day, National Water Week, and other environmental days, etc). Dissemination of Information and Stakeholder Engagement: ensure timely and accurate dissemination of written and verbal communication materials to stakeholders, draft and send written invitation to stakeholders for PUCMA events, assist in crafting the strategic plan and budget management for the communication section, foster and maintain positive stakeholder relations, handle event logistics and venue management, update guest lists and maintain PUCMA calendars, facilitate communication between PUCMA and water users and other stakeholders such Water User Associations (WUAs), Local and District Municipalities, Traditional Authorities and rural communities, farmers, industries, government departments, and NGOs; support public participation processes for water use licence applications (WULAs) and other programmes of the CMA and assist in organising community outreach programmes and school awareness initiatives within the Water Management Area. Media and Public Relations: draft media releases, speeches, interna and external newsletters, and stakeholder reports; manage media relations and respond to public/media enquiries; coordinate crisis communication during droughts, floods, pollution incidents, and water restrictions; and monitor media coverage and prepare media analysis reports. Digital Communication and Branding: manage and update the PUCMA website and digital platforms; develop social media content aligned with government communication guidelines; design and distribute Information, Education, and Communication (IEC) materials; and ensure consistent corporate branding in line with government communication standards. Internal Communication: develop internal communication tools to enhance staff awareness and cohesion; coordinate internal newsletters and staff engagement sessions; and Support change management communication initiatives. Monitoring and Reporting: track communication performance indicators in line with APP targets; compile monthly, quarterly, and annual communication reports; and conduct stakeholder feedback surveys and communication impact assessment.

**ENQUIRIES
APPLICATIONS**

: Mr. Nkosinjani Mkhize, Tel No: (082) 880 6086
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

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POST 11/154

: **SENIOR INTERNAL AUDIT REF NO: REF NO: 150426/11 (X3 POSTS)**
Branch: Director-General Dir: Internal Audit

**SALARY
CENTRE**

: R397 116 per annum (Level 08)
: Pretoria Head Office

- REQUIREMENTS** : An NQF level 6 in Accounting / Auditing. NQF Level 7 and above in Accounting / Auditing will serve as an added advantage. Two (2) years' experience in auditing environment. Over two years and/or completion of the OCIA/IAT will serve as an added advantage. Water sector and/or local government experience. Over 12 months experience in the water sector and/or local government experience will serve as an added advantage. The disclosure of a valid unexpired driver's license. Ability to drive both manual and automatic vehicles. Knowledge and understanding on internal audit standards, audit process and risk management principles. Knowledge and understanding of king code on corporate governance. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Public Service Act. Knowledge of government financial systems such as BAS, LOGIS and PERSAL. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits
- DUTIES** : Performing the planning, execution and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits.
- ENQUIRIES** : Ms V Mashau Tel No: (012) 336 7134
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- POST 11/155** : **ARTISAN FOREMAN GRADE A (MECHANICAL) REF NO: 150426/12**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Infrastructure Management: Central Operations Dir: Operations Central
- SALARY** : R382 047 per annum (OSD)
- CENTRE** : Bloemhof Dam
- REQUIREMENTS** : A Trade Test Certificate in Millwright/ Fitter and Turner/Diesel Mechanic. Five (5) years post qualification experience required as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Computer-computer literacy. Team leadership. Production, process knowledge and skills. Ability to work independently and in a team. Knowledge of project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Financial and people management. Willingness to travel throughout South Africa for the execution of some duties.
- DUTIES** : Supervise technical design and production of technical services. Supervise and produce design according to specifications and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Supervise the maintenance of technical services. Repair mechanical/electrical equipment structures according to standards. Service/maintain equipment according to schedule. Perform administrative and related functions. Update register on maintained and repaired faults. Compile and submit reports as required. Provide inputs to the maintenance plan. Ensure adherence to safety standards, requirements, and regulations. Human Capital resource management. Supervise and mentor staff. Plan resources available and schedule maintenance work.
- ENQUIRIES** : Mr. HS van der Westhuizen, Tel No: (051) 405 9000
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- POST 11/156** : **GSIC TECHNICIAN PRODUCTION GRADE A – C REF NO: PUCMA 34**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Water Resource Planning And Management
- SALARY** : R359 671 – R586 665 per annum (OSD) (all-inclusive OSD salary package)
- CENTRE** : Durban
- REQUIREMENTS** : A National Diploma in GIS Cartography or relevant qualification. Three (3) years post qualification Technical (GISc) experience. Compulsory registration with South African Geomatics Council (SAGC) as a GIS Technician. The disclosure of a valid unexpired driver's license, willingness to travel within the Pongola–Mtamvuna Water Management Area. Knowledge and competency on understanding of GISc applications and spatial data queries. Understanding of

GISc theory, principles, and practices of GISc standards, understanding of technologies such as GPS, photogrammetry and Remote Sensing, as well as knowledge, capabilities and experience of working with GIS software such as ArcGIS, QGIS or related geospatial platforms. Knowledge of spatial data queries, data management and geodatabase administration, strong analytical, problem-solving and decision-making skills, ability to work effectively in a team environment, good communication, interpersonal and stakeholder engagement skills, project management, planning and organizational skills, and demonstrated self-management and customer service orientation. Data management and reporting capabilities and understanding of water resource management and environmental monitoring processes.

DUTIES : The successful candidate will be responsible for managing and maintaining the GIS Unit, including supervision of staff and coordination of GIS-related activities. The incumbent will conduct functional requirements analysis and perform technical GISc tasks to support water resource management within the Pongola-Mtamvuna Water Management Area. The role includes producing, maintaining, and updating GIS datasets and spatial databases related to water resources. The candidate will develop maps and undertake spatial analysis to support water resource monitoring, planning, and management within the catchment area. The incumbent will assist with catchment planning, water resource protection, and environmental monitoring using GIS tools and technologies. Responsibilities will also include collecting, integrating, and managing spatial data from various sources, ensuring data quality and consistency. The successful candidate will provide GIS technical support to scientists, hydrologists, and other technical staff within the organisation. The role further involves maintaining metadata and ensuring compliance with spatial data standards and best practices.

ENQUIRIES : Mr. Zakhele Buthelezi, Tel No: (079) 694 6797
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

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

POST 11/157 : **COMMUNITY DEVELOPMENT OFFICER REF NO: PUCMA 35**
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: Institutions, Stakeholder Engagement And Governance

SALARY : R325 101 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A Degree or National Diploma in Community Development, Development Studies, Environmental Management, Social Sciences, Water Resource Management, or related field. Minimum two (2) years' post-qualification experience in water resource management. The disclosure of a valid unexpired driver's license. Knowledge of the National Water Act (Act 36 of 1998) and other related legislations. Strong community facilitation and conflict resolution skills, knowledge of integrated water resource management (IWRM), understanding of rural development dynamics, report writing and presentation skills, project coordination abilities, good interpersonal and communication skills and ability to work in remote and rural areas. Willingness to travel within the Pongola-Mtamvuna Water Management Area and computer literacy (MS Office). Experience in water resource management or rural development will be an added advantage.

DUTIES : To facilitate meaningful stakeholder participation, strengthen community partnerships, and promote equitable and sustainable water resource management within the Pongola-Mtamvuna Water Management Area. The role supports transformation, water allocation reform, awareness campaigns, and inclusive decision-making in line with the National Water Act and the Water Services Act. Stakeholder Engagement and Participation: Identify and profile stakeholders (rural communities, traditional authorities, farmers, municipalities, industries, NGOs, youth and women groups), facilitate community meetings, public consultations, and awareness campaigns, support establishment and strengthening of Water User Associations (WUAs), support establishment and

strengthening of catchment management forums, and any other forums or committees assisting in water resource management, and ensure inclusive participation of historically disadvantaged individuals (HDIs). Assist WUAs in business plan development. Community/ stakeholder Capacity Building: Conduct education and awareness programmes such as Water conservation and demand management, water quality protection, pollution prevention, climate change adaptation; develop training materials and facilitate workshops and promote career awareness in water and environmental sectors. Support to Water Allocation Reform (WAR): Assist communities in understanding water licensing processes; support emerging farmers in water use registration and compliance and facilitate conflict resolution related to water access and allocation. Communication and Advocacy: Serve as liaison between CMA and communities.; prepare communication materials (reports, presentations, newsletters); and promote CMA programmes such as river health monitoring and catchment protection initiatives. Monitoring and Reporting: Compile stakeholder engagement reports; maintain stakeholder databases; monitor impact of community projects and submit progress reports and provide input into Catchment Management Strategy (CMS) implementation.

ENQUIRIES : Ms. Pravitha Jairam, Tel No: (082) 805 2626
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>
NOTE : The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 11/158 : **PROJECT ADMINISTRATOR REF NO: 150426/13**
 Branch: Water And Sanitation Services Management: NW CD: Provincial Operations: North-West

SALARY : R325 101 per annum (Leve 07)
CENTRE : Mmabatho
REQUIREMENTS : A relevant NQF level 6 qualification. One (1) to (2) two years' experience in project administration environment. Understanding of legislative and policy frameworks governing the sector. Understanding of programme, project and financial management. Knowledge of policy development and implementation. Understanding of legislative and policy frameworks governing the public sector. Good communication skills both (verbal and written). Knowledge of presentation and report writing. Accountability and ethical conduct.

DUTIES : Render administrative and coordination support in the implementation of water services infrastructure development grant programmes. Coordinate project reporting, site visits, and verification of water infrastructure development projects. Provide project financial administration support, including monitoring expenditure and assisting with grant-related financial documentation. Monitor and evaluate project activities to ensure that implementation aligns with approved plans, targets, and deliverables. Maintain and manage proper filing systems for all project-related documentation and correspondence with Municipalities and Implementing Agents to ensure accurate record keeping and easy retrieval of information. Compile and maintain a database of resource-poor farmers as beneficiaries of rainwater harvesting programmes.

ENQUIRIES : S Velebo, Tel No: (018) 387 9549
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 11/159 : **HUMAN RESOURCE REGISTRY CLERK REF NO: 150426/14**
 Branch: Water And Sanitation Services Management: Fs Cd: Provincial Operations: Free State Dir: Corporate Support Services Sd: Human Resources Management

SALARY : R228 321 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : A Senior/Grade 12 certificate. A National Diploma in Records Management/Archives or Human Resources Management will serve as an added advantage. Appropriate experience in the registry will serve as an added

advantage. Computer literacy (Microsoft packages). Knowledge of human resources functions and practices as well as the ability to capture data and to operate computers. Basic knowledge and insight of human resources prescripts. Basic knowledge of financial operating systems (PERSAL). Basic knowledge of National Archive and Records Service of South Africa Act No. 43 of 1996. Knowledge of storage and retrieval procedures in terms of working environment. Good communication skills (both verbal and written). Ability to work under pressure.

DUTIES : Implement confidential filing system in the HRM Registry. Provide registry counter services. Open files according to the approved file plan. File documents according to the approved filing system. Handling of incoming and outgoing correspondence and files. Render effective filing and record management services. Keep and maintain file tracking system. Electronic filing of approved submissions, memos and letters. Identify and process documents to be archived and disposed. Keep a register of archived and disposed documents. Complete index cards for all files. Receive and distribute mail. Assist with other HR Administrative functions assigned.

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

POST 11/150 : **ADMINISTRATION CLERK REF NO: PUCMA 36**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Institutions Stakeholder Engagement And Governance

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Durban
: A recognized three- year tertiary qualification in Administration or equivalent. The disclosure of a valid unexpired driver's license. Exceptional organizational and computer skills in MS Word, Excel, Outlook, and PowerPoint. Proven minute-taking skills, coupled with excellent verbal and written communication, and strong organisational skills. Knowledge of the National Water Act (Act 36 of 1998) and of water resource management. The applicant must be willing to travel throughout the province. Short-listed applicants will be subjected to practical testing.

DUTIES : The successful candidate will provide administrative and logistical support to facilitate stakeholder coordination, institutional development, and governance processes within the Water Management Area. The incumbent will be responsible for the following duties: providing administrative support by organising meetings for the Institutions and the Stakeholder Engagement and Governance Division. Assist with the coordination and organisation of stakeholder meetings, workshops, and consultations with institutions such as water user associations, catchment management forums, community organisations, municipalities, and other stakeholders. Prepare and distribute meeting notices, agendas, minutes, and reports. Assist with document management, filing systems, and correspondence related to stakeholder engagement activities. Support the Division in compiling reports, presentations, and administrative documentation. Sending invites and meeting documentation to all members of the catchment management forums timeously: Drafting letters and correspondence to stakeholders; Respond to general queries from stakeholders. Photocopying, and binding of documents for distribution to stakeholders. Make travel, catering, and accommodation arrangements. General control and procurement of office equipment and stationery.

ENQUIRIES APPLICATIONS : Ms. Pravitha Jairam, Tel No: (082) 805 2626
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

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

- POST 11/151** : **TRADESMAN AID REF NO: 150426/15 (X3 POSTS)**
 Branch: Infrastructure Management: Southern Operations Dir: Operations
 Southern SD: Water Resources Infrastructure Operations And Maintenance
- SALARY** : R163 680 per annum (Level 03)
CENTRE : Breede/Gouritz
REQUIREMENTS : Applicants must be in possession of NQF level 3 (Grade 10 certificate or relevant qualification). Six (6) months trade related experience. Basic knowledge in maintenance of structures and managing the water distribution for all government waterworks within the area of Office jurisdiction. Basic knowledge in policy implementation. Basic knowledge in monitoring and evaluation principles. Basic disciplinary knowledge in Occupational Health and Safety. Basic disciplinary knowledge in Public Administration. Basic knowledge in supporting water utilisation and water resources strategy. Basic knowledge of flood controlling. Basic understanding of Government legislation.
- DUTIES** : Provide assistance in maintenance of facilities, vehicles, and equipment. Repair, clean service and safe keeping of equipment and tools according to standards. Do routine maintenance of electrical equipment. Do maintenance of dam walls. Attend to all problems in the workshop. Keep structures clean and their surroundings. Keep equipment in the store safe. Keep grids clean. Lock the storerooms always. Repair equipment when necessary. Assist and support the Artisan and other technical personnel in performing mechanical/electrical services which include the following: maintenance and repairs on equipment and perform inspections on tools and equipment after returning from tasks. Loading and offloading equipment from vehicles. Clean equipment and workplace when returning to the office. Report any unserviceable and lost equipment to the Supervisor. The incumbent may work away from the office for extended periods of time.
- ENQUIRIES** : Mr S Makhubela, Tel No: (023) 880 0150
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
- NOTE** : Preference will be given to candidates from the geographical area

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

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

- APPLICATION** : Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag x02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen Email: recruitment@dard.gov.za
- CLOSING DATE** : 17 April 2026
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department. Shortlisted candidates must provide certified copies of required documents (Identity document, qualifications, etc) to HR before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. Applications: please submit your application before the closing date as late applications will not be considered. If you have not heard from us within 4 months, please consider your application to be unsuccessful. Should, during any stage of recruitment process, a moratorium be placed on the filling of posts of 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.

OTHER POST

- POST 11/** : **CHAIRPERSON: RISK MANAGEMENT COMMITTEE REF NO: RISK/2026**
Term Of Office: 3 Years subject to renewal at the discretion of the Department.
Attendance of 4-5 Risk Management Committee meetings per annum
- SALARY** : The Chairperson will be remunerated per meeting for preparation and attendance at a rate in accordance with Treasury Regulations 20.2.2 as per National Treasury Directive
- CENTRE REQUIREMENTS** : Glen: Office Of The HOD
Post-Graduate Qualification in or other relevant qualification in Risk Management, Accounting, Auditing and Financial Management. CA/MBA/MBL/CIA will be an added advantage. 7 – 10 years management experience in Risk Management, Accounting or Auditing field. Excellent knowledge of Risk Management and Corporate Governance, PFMA, Treasury Regulations, Enterprise-Wide Risk Management (ERM), COSO Model and Public Sector Risk Management Framework. Experience in serving in Oversight Committees. Knowledge of agriculture and rural development sector will be an advantage
- DUTIES** : Assist the Accounting Officer in discharging his duties pertaining to risk management. The candidate will chair the Departmental Risk Management Committee and provide an oversight role in terms of the Public Sector Risk Management Framework. Monitoring the implementation of the Risk Management Policy and Strategy within the Department. Reviewing Risk Management action plans to be instituted and ensuring compliance with such plans. Integrating risk management into planning, monitoring and reporting processes. Reviewing risk appetite and tolerance levels of Department. Providing timely reports to the Head of Department and Audit Committee on a quarterly basis including reports to other management or oversight structures. Perform any other duties as prescribed by the Risk Management Committee Charter.
- ENQUIRIES** : Ms T Crisp, Telephone number: 060 983 8291

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

- APPLICATIONS** : Applications For The Department Of Public Works And Infrastructure To Be Submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor,

or Tambo House, St. Andrews Street, Bloemfontein or e-mail to e-recruitmentfsdpwi@fsworks.gov.za. No Applications Will Be Accepted By Staff In Offices In The Building.

NOTE

: Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

MANAGEMENT ECHELON

POST 11/152

: **CHIEF DIRECTOR: EPWP REFE NO: PWI 26/01**

SALARY

: R1 494 900.per annum. (Level 14) (An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS

: Bloemfontein
: Applicants must be in possession of a Bachelor's degree or equivalent undergraduate qualification (NQF Level 7) as recognized by SAQA in one of the following: Public Management / Administration, Social Sciences, Developmental Studies, Political Science / Project Management / Built environment equivalent. 5-7 years' management experience in large scale public employment or infrastructure programmes with at least 5 years at senior management level. Computer literacy. Knowledge and practical understanding of the legal framework governing the expanded public works programme, PFMA, Treasury Regulations, labour intensive construction methodologies. Expertise in monitoring and evaluation, intergovernmental systems and grant / donor funding frameworks. Required skills and competencies: Strategic capability and leadership. Strategic management, planning and execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Programme and project management. Change management. Stakeholder and intergovernmental coordination. Communication, negotiation, conflict

management and community liaison proficiency. Driver's license (excluding those with disabilities). Appointment is subject to the following: The Nyukela Senior Management Pre-Entry Programme. SMS Competency Assessments, Performance Agreement, Vetting, SMS Permanent Employment Contract and Financial Disclosure. NB: Shortlisted candidates will be subjected to an ethics (integrity conduct) assessment and technical test that intends to test relevant technical elements of the job, the logistics of which will be communicated.

DUTIES : To provide strategic direction and management in respect of Expanded Public Works Programmes. Lead, support and co-ordinate all lead sector departments, stakeholders or public bodies in the province towards the implementation of the EPWP across all sectors, according to EPWP norms and standards, for the purpose of creating work opportunities for unemployed persons using labour intensive measures. Promote the implementation of innovative and empowerment initiatives for stakeholders and beneficiaries, as per EPWP norms and standards. Promote community development programmes through the implementation of EPWP flagship programmes and social facilitation that contributes to creation of work opportunities, asset creation, and poverty alleviation. Enhance and communicate a positive EPWP profile within the Free State province. Enhance EPWP delivery capacity at both provincial and local government spheres within the Free State. Facilitate and implement such. Ensure that the community-based projects are accounted for in the Expanded Public Works Programme for budgeting purposes. Develop, implement and manage the management Information System for EPWP. Prepare monthly monitoring reports on the implementation of EPWP. Establish learning network initiatives for best practices. Oversee the implementation of EPWP learnerships. Establishment and implementation of support programmes for EPWP beneficiaries who display potential for establishment of small, micro and medium enterprises. Improving the quality of life of communities within the province by way of community development programmes. Management of human and other resources within the chief directorate.

ENQUIRIES : Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230

CLOSING DATE : 17 April 2026

POST 11/153 : **CHIEF DIRECTOR: PROPERTY MANAGEMENT REF NO: PWI 26/02**

SALARY : R1 494 900.per annum. (Level 14) (An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Bloemfontein

REQUIREMENTS : A Bachelor's Degree on NQF level 7 in the property management field / built environment or business / public management augmented by 5-7 years' experience in property or asset management of which at least 5 years at senior management level. Knowledge of the legal framework applicable to the property and related built environment sector inclusive of GIAMA, PFMA, Treasury Regulations, governance principles related to supply chain management in respect of acquisition, disposal and related functions or processes for fixed assets. Driver license (code B) excluding persons with disabilities. Required skills and competencies: Strategic capability and leadership. Strategic management, planning and execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Programme and project management. Change management. Municipal and stakeholder relations. Communication, negotiation and conflict management. Skills computer literacy, disposition towards digital transformation. Appointment is subject to the following: The Nyukela Senior Management Pre-Entry Programme. SMS Competency Assessments, Performance Agreement, Vetting, SMS Contract and Annual Financial Disclosure. NB: Shortlisted candidates will also undergo an ethics assessment and technical tests.

DUTIES : To oversee, plan, and coordinate the strategic management of immovable properties of the province which includes provision of accommodation for all provincial departments and other government institutions as well as acquisition and disposal of land and property. Oversee the implementation of the strategic

direction of property related issues to ensure alignment with departmental business plan and strategic plan. Oversee the development and maintenance of the property management strategy and policies. Strategically manage the acquisition, registration and disposal of provincial land and property. Formulate and maintain integrated information systems on all properties. Manage the development and maintenance of the immovable asset and debtors registers. Oversee the management of the lease and rental of property including the management of contracts. Co-ordination of property maintenance services including the cleaning and gardening services. Assist in identifying revenue growth opportunities within government properties and optimize the operational expenditure. Formulate and manage the chief directorate's budget against its strategic financial objectives. Manage the human, financial and other resources allocated to the Chief Directorate.

- ENQUIRIES** : Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230
- CLOSING DATE** : 17 April 2026
- POST 11/154** : **CHIEF DIRECTOR: WORKS, CONSTRUCTION AND MAINTENANCE REF NO: PWI 26/03**
- SALARY** : R1 494 900.per annum (Level 14) (An all-inclusive package) he remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
- CENTRE REQUIREMENTS** : Bloemfontein
 : Applicants must be in possession of at least a Bachelor's degree or equivalent in the Built Environment on NQF level 7 as recognized by the South African Qualifications Authority (SAQA) in engineering, construction management, architecture, construction project management. Registration as professional in engineering or architecture or construction/project management or quantity surveying. A minimum of 5 years of experience at senior managerial level in the infrastructure sector with proficiency in maintenance programs, infrastructure development, built environment risk, occupational health and safety and construction project management. A valid driver's license with exception of persons with disability. Competencies: Strategic leadership people management and empowerment, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus, communication. Working knowledge of the functioning of national/provincial and local government. In depth knowledge, understanding and proficiency related to Government infrastructure project planning, construction management, maintenance and delivery. Extensive understanding and knowledge of the built environment and government legal framework inclusive of construction contracts, construction procurement and Infrastructure Delivery Management System (IDMS). The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. SMS Competency Assessments, Performance Agreement, Vetting, SMS Permanent Employment Contract and Financial Disclosure.NB: Shortlisted candidates will be subjected to an ethics test and technical exercise that intends to test relevant technical elements of the post, the logistics of which will be communicated.
- DUTIES** : Lead and oversee the Chief Directorate to ensure that strategic objectives are achieved in terms of the governing legal framework, good corporate governance, compliance with the Infrastructure Delivery Management System (IDMS) and within available financial resources in terms of PFMA. Provide strategic management and leadership for the infrastructure and maintenance plans for the Free State Province implemented by works regional offices in the districts of Motheo/Xhariep / Thabo Mofutsanyane / Fezile Dabi and Lejweleputswa for departmental infrastructure and that of sector clients. Oversee the management, development and review of the Chief Directorate infrastructure delivery plan and maintenance strategy as and when required to enhance infrastructure delivery and to mitigate risk. Oversee and manage relationships with contractors, consultants, and relevant stakeholders to support infrastructure development and delivery. Oversee the management in respect of processes, plans and budgets for condition and functional

assessment of infrastructure inclusive of any specific requirements outlined in the Occupational and Health Safety Act and successful implementation thereof. Facilitate the development and review of departmental infrastructure and maintenance strategies / implementation plans, service delivery models inclusive of labour intensive infrastructure methods required by the infrastructure sector of the Expanded Public Works Programme. Oversee the management of multi-disciplinary infrastructure teams and develop human capital to ensure continuous supply of suitably qualified artisans, construction health and safety and other professionals for improved infrastructure performance. Manage the program budget, human and other resources allocated to the Chief Directorate.

ENQUIRIES : Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230

CLOSING DATE : 17 April 2026

POST 11/155 : **CHIEF FINANCIAL OFFICER REF NO: PWI 26/04**

SALARY : R1 494 900.per annum. (Level 14) (An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE : Head Office (Bloemfontein)

REQUIREMENTS : An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and a minimum 5 years of experience at a Senior management level or equivalent. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentations as part of the interview. Extensive knowledge and understanding of relevant policies and legislations, e.g. PFMA, PSA, PSR, Treasury Regulations, PPPFA, GRAP, LRA, BCE, NT's MCS, etc. Special requirements (skills needed): Financial Management; Strategic planning; Project management; Financial GRC; Financial reporting, Auditing, etc.

DUTIES : Key Performance Areas: Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensuring that the financial resources and assets of the department are utilized effectively and economically to realize the objectives of the strategic plan. Ensuring that all conditional grants and donor funds where appropriate are properly managed and financial reports prepared. Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the strategic objectives of the department, legislative imperatives and good governance arrangements. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money. Oversee the budgetary process within the department, exercise budgetary control and provide at a strategic level early warning arrangements. Develop and facilitate the implementation of the supply chain management system consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General in this regard. Assist with the implementation of the Division of Revenue Act. Liaise with the relevant role-players within the three spheres of government in the financial environment regarding transversal financial and related corporate governance matters.

<u>ENQUIRIES</u>	:	Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230)
<u>CLOSING DATE</u>	:	17 April 2026
<u>POST 11/156</u>	:	<u>DIRECTOR: FINANCE (FINANCIAL ADMINISTRATION AND ACCOUNTING) REF NO: PWI 26/05</u>
<u>SALARY</u>	:	R1 266 714.per annum. (Level 13)(An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistanc
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bloemfontein) An appropriate BCom Accounting degree (NQF level 7) or equivalent in Finance with proven 5 years of experience at a middle or senior managerial level. Designation as Chartered Accountant (CA) or professional Accountant with SAICA / SAIPA will be an advantage. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Extensive knowledge of and experience in Public Service financial management; Driver license (code 8); Appointment is subject to the following: Performance Agreement, Personnel Suitability Checks, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	:	Key Performance Areas: Strategically guide, manage and coordinate all activities in the Directorate toward ensuring the effective and efficient functioning of the directorate:- Develop and ensure the successful implementation of an Annual Performance Plan for the Directorate: Finance Administration and Accounting in alignment with the Directorate's strategic objectives and targets and other constitutional obligations/legislative requirements applicable to the Directorate's core business. Monitor and report on the extent to which the Directorate Financial Administration and Accounting its strategic objectives and targets and other priorities and commitments as per the APP/National and Provincial Programmes of Action/ EXCO-FOHOD Resolutions, etc. Implement measures to address shortcomings identified by the Auditor General (AG), Audit Committee as well as shortcomings identified by Internal Audit and/or Chief Risk Officer. Implement effective system in conjunction with Supply Chain Management and other role players to ensure payment of service providers within 30 days. Ensure sound management of financial accounting systems and procedures in line with legislations and policy:. Oversee the financial revenue, expenditure management and accounting directorate by:- Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Oversee the management of revenue, expenditure management and accounting work as required. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services ledgers / journals, accounting and reporting and preparation / oversight of interim / quarterly and annual financial statements. Ensure and oversee the implementation of management accounting systems. Oversee and manage the financial planning, budgeting and reporting systems. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Ensure compliance with financial prescripts. Provide leadership and guidance to role players on the use of forecasting methods and tools. Manage financial planning, budgeting and reporting work as required. Planning – Ensure that information for planning purposes are collected and analyse properly. Budgeting – Manage, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over, adjustment estimates and virement process. Ensure that information on the requirement for role-over requests are disseminated to responsibility and

program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the all roll-overs are incorporated in the adjustments budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Manage the directorate finance: - Procurement and asset management for the directorate. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational 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. Serve on transverse task teams as required. Planning and allocate work. Quality control of work delivered by employees. Provide financial technical advice and guidance.

ENQUIRIES : Ms MS Tlali – Chief Financial Officer: Public Works and Infrastructure - (Tel No: 051 492 1746)

CLOSING DATE : 17 April 2026

POST 11/157 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: PWI 26 /06**
Directorate Supply Chain Management

SALARY CENTRE REQUIREMENTS : R896 436 per annum. (level 11) (All inclusive package)
: Bloemfontein
: A relevant tertiary qualification at NQF level 7 in finance, commerce, accounting, supply chain management, law or public management / administration. 3 years related contract management experience at supervisory / management Level (ASD). Knowledge of the regulatory framework, relevant legislation inclusive of the PFMA, Treasury Regulations and policy governing contracts within supply chain management context, coupled with an understanding of applicable financial norms and standards. Computer literacy, good communication and management skills.

DUTIES : To manage the sub-directorate: contract management. To develop, review, and implement a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to contracts. Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage the coordination, review and monitoring of contract compliance and determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Undertake the management of all administrative functions required with regard to financial and HR administration. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational 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. Serve 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.

ENQUIRIES : Ms. JM Scheepers, Acting Director: Supply Chain Management Tel No: 051 492 3862

CLOSING DATE : 17 April 2026

POST 11/158 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (REF NO: PWI 2 6/07) (2 POSTS)**

Directorate Finance

SALARY : R486 459 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant Degree or equivalent tertiary qualification in Financial Management on NQF level 7. 3 years relevant supervisory experience in Financial Accounting / management at ASD level. Knowledge and understanding of the legal framework, inclusive of the PFMA and Treasury Regulations, policy coupled with the applicable norms and standards. Computer literacy, good communication and management skills.

DUTIES : Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure al payroll transactions. Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc.) outside the payroll system. Oversee verification of information for payroll certification. Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms CP Phanyane, Acting Director Finance – Tel No: 051 492 3716
CLOSING DATE : 17 April 2026

POST 11/159 : **PERSONAL ASSISTANT (REF NO: PWI 26/08)**
Office Of The Chief Financial Officer (CFO)

SALARY : R325 101.per annum (Level 07) (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate National Diploma or equivalent NQF Level 6 qualification augmented with administrative experience. Knowledge and practical application of Microsoft package i.e. word, excel, PowerPoint, etc. Proven ability to apply knowledge and skills. 2 years' experience in a secretarial or administrative related environment. Computer literacy. Secretarial qualification will serve as a strong recommendation.

DUTIES : Manage engagements of the CFO to improve service delivery. Implement administrative measures to ensure the efficient functioning of the Office of the Chief Financial Officer. Ensure an efficient flow of information and documents to and from the Office of the CFO. Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. Deal with enquiries received, internally and externally to the relevant stakeholders. Keep record of documents, memoranda, etc., which are

dealt with by the CFO. Do certain research for the CFO. Ensure the safe-keeping of all the documentation in the Office of the Chief Financial Officer to be in line with the Archive Legislation. Handle travel arrangements for the Chief Financial Officer and assist with the CFO's personal matters to enable her to attend her duties. Set up and maintain systems in the Office of the CFO that will contribute towards improving efficiency in the office. Compile and monitor the budget for the Office to ensure the effective and efficient utilization of funds. Promote professional behavior and ethics in the Office of the CFO to enhance the image of the Public Service. Oversee the work of the subordinates of the Office of the Chief Financial officer to ensure the co-ordination of activities, manage the performance of the incumbents and to address development needs.

ENQUIRIES : Ms MS Tlali – Chief Financial Officer: Public Works and Infrastructure - (Tel No: 051 492 1746)

CLOSING DATE : 17 April 2026

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HUMAN SETTLEMENTS**

<u>CLOSING DATE</u>	:	17 April 2026
<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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. 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 11/160</u>	:	<u>DEPUTY DIRECTOR GENERAL: HUMAN SETTLEMENTS PLANNING REF NO: REFS/044103</u>
<u>SALARY</u>	:	R1 813 182.per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus NQF Level 8 qualification as recognised by SAQA in Town Planning / Urban & Regional Planning, Architecture, Civil Engineering, Public Management or equivalent post graduate qualification at NQF level 8. Master's degree would be an added advantage. A minimum of 8 years' experience at Senior Management level in Infrastructure/ housing delivery field. Possession of the SMS Pre-Entry Certificate is required prior to appointment. Possession of a valid driver's license. The candidate should have in-depth knowledge of the Construction Industry Development Board Act of 2000 and Regulations, large scale human settlements planning, large scale programme and project management, Town & Regional (T &R) legal and operational compliance, Standard for infrastructure Procurement and Delivery Management of National Treasury, National Spatial Development Perspective (NSDP), Property registration processes, T & R systems, principles and procedures, and other relevant regulations and prescripts. Competencies & Skills: Strategic capability & leadership, Decision making, Compilation of management reports Change management, financial management, Service delivery innovation, Problem solving analysis, People management and empowerment. Customer focus and responsiveness. Personal Attributes: Good written and verbal communication skills. Self-management. Analytical skills and Creativity. Good Interpersonal skills.

- DUTIES** : Lead and manage research and policy for human settlement sector. Provide strategic guidance of integrated planning for short and long term sustainable human settlements. Oversee the development and implementation of infrastructure asset management plans for human settlements programmes implementations. Oversee the management and monitor compliance of Beneficiary Administration of and housing subsidy programmes for beneficiaries. Oversee and provide strategic support on the development of Informal Settlement and Rapid Land Release human settlements. Management of the business unit.
- ENQUIRIES** : Ms. Miyelani Tshabalala Tel No: 063 691 4046
- APPLICATIONS** : Please apply online at <https://jobs.gauteng.gov.za/>
- POST 11/161** : **CHIEF DIRECTOR: ASSET DISPOSAL AND RENTAL HOUSING REF NO: REFS/044104**
- SALARY** : R1 494 900 per annum (All – inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A Matric plus an appropriate bachelor’s degree (NQF level 7) as recognized by SAQA e.g. Real Estate/Property Studies/Relevant Legal qualification in property studies at graduate or post graduate level. A minimum of 5 years’ experience within Senior Management Level in Immovable Assets Disposal environment. Possession of the SMS Pre-Entry Certificate is required prior to appointment. Possession of a valid driver’s license. The candidate should have knowledge and understanding of legislation governing immovable property acquisitions and disposals, Rental Housing Sector, Knowledge of the PFMA, Treasury Regulations and Planning Frameworks, knowledge of Public Service Regulations, knowledge of the Medium-Term Expenditure Framework and knowledge of Property Valuations. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Conflict resolution, Innovation, Mediation, Time management, advanced computer skills, Honesty and Integrity. Personal Attributes: Good written and verbal communication skills. Analytical and presentation skills. Team building and networking skills.
- DUTIES** : Provide strategic direction for the development, implementation of legislation, policies, and strategies on immovable assets disposal, rental housing support services aligned to national and provincial housing framework(s) including providing administrative, secretariat and complaints management support services to the Rental Housing Tribunal Represent the department in a strategic advisory role at all immovable assets disposal governance structures. Ensure development and implementation of rental housing policy frameworks, business processes and procedures. Manage and administer immovable asset disposal processes, dispute resolution, mediations, adjudications, and tribunal hearing processes. Develop and administer +file audits, maintenance of case management system and mediation and tribunal tracking tool(s). Oversee appeals, rescissions and variations processes to Rental Housing Tribunal ruling(s). Oversee processes leading to legal transfers. Oversee the identification and packaging of the township /projects where development has been completed to develop a credible annual business plan. Management of the Chief Directorate.
- ENQUIRIES** : Ms A Mogaswa Tel No: 072 313 8052
- APPLICATIONS** : Please apply online at <https://jobs.gauteng.gov.za/>

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

- APPLICATIONS** : Applications must be posted to: The Acting Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Chief Director: Strategic Human Resource Management, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of Ms T.W. Zulu. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address recruitment@kznpremier.gov.za.
- CLOSING DATE** : 14 April 2026
- NOTE** : Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The KwaZulu-Natal Provincial Government reserves the right not to make this appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates will be subjected to a technical exercise/ practical test that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical assessment, candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the regulations. The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

MANAGEMENT ECHELON

- POST 11/162** : **HEAD OF DEPARTMENT REF NO: KZNDARD/HOD/03/2026**
(5 Year Fixed-term contract)
- SALARY** : R2 352 642 per annum (Level 16) plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual's needs. (Inclusive remuneration package)
- CENTRE** : Head Office Pietermaritzburg
- REQUIREMENTS** : An appropriate postgraduate qualification (NQF level 8) in Public Administration/ Management/ Agricultural related fields as recognised by SAQA 10 years senior management experience in the relevant field Computer Literacy SMS pre-entry certificate (Nyukela) a valid, unendorsed driver's licence. Knowledge and Skills: Significant managerial capability and experience in providing strategic leadership and direction in the sector Knowledge and understanding of the following: the role of Agriculture and Rural Development within the Province and South Africa Developmental agenda of the provincial government Development of relevant policies and strategies Administration of policy Agriculture and rural development needs, legislation and the mandate of the Department/ Province PFMA and Treasury Regulations Strong project management skills Excellent communication and presentation skills Ability to work well under pressure Skilled in the arts of facilitation and able to cultivate good stakeholder relationships Advanced financial management capabilities A multi-skilled dynamic leader who understands the operational environment of the public service, its service delivery imperatives

and the divergent needs of the various constituents Self-motivated professional with experience in providing strategic leadership Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority Computer literacy skills Ensure integrated risk management and the implementation of minimum information security standards.

- DUTIES** :
- Key Responsibilities: Support the MEC for Agriculture & Rural Development on all matters pertaining to Agriculture and Rural Development in the Province Provide strategic leadership and management to the Department in the provision of integrated agricultural development services Establish and manage strategic partnerships with relevant stakeholders Facilitate the formulation and implementation of sustainable development and empowerment strategies and initiatives at the local and provincial level to meet the needs of KZN Provide advice to the MEC for Agriculture & Rural Development on the Department's performance, operations and the realisation of the strategic plan for the Department as contained in the performance agreement Provide effective and efficient administrative systems Provide advice and support services to the MEC in line with the relevant legislation Promote the principles of holistic integrated development planning, cooperative governance, economics and efficiency in both in agriculture and rural development in the Province Ensure appropriate processes, structures and policies in relation to the growth of the Agriculture and Rural Development mandate Provide strategic management of veterinary services Ensure sound financial management of the expenditure of the Department and manage the budget as the Accounting Officer Represent the Department on Provincial, National and International platforms Ensure the establishment of relevant boards, structures and policies to facilitate the management of Agriculture and Rural Development in line with the vision and mission of the Department.
- ENQUIRIES** : Mr. S.G. Ngubane Tel. No. 087 743 8922

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

- APPLICATIONS** :
- To Be Posted To: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg for the attention of Ms NB Mabaso-Macaringwe Applicants may also submit their Z83 and CV via the e-Recruitment System on www.eservices.gov.za

CLOSING DATE : 17 April 2026

- NOTE** :
- To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. All shortlisted candidates will be subjected to a technical assessment and an ethics assessment. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

OTHER POSTS

- POST 11/163** :
- DEPUTY DIRECTOR REF NO: 30/2026 (TRA)**
Chief Directorate: Traditional Resource Administration
12 months contract appointment.

SALARY : R896 436 per annum (Level 11)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF Level 6 qualification as recognised by the South African Qualifications Authority (SAQA) in Administration e.g Public Administration or Business Administration coupled with 3 years' junior management experience in Administration and a valid code B driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of interpretation of relevant legislation; knowledge of functionality of Provincial/Local Houses; knowledge of the traditional sphere of governance; knowledge of departmental policies and guidelines; knowledge of public service legislation; planning and organisation skills; problem solving and decision making skills; good project planning skills; good financial management skills; good minute taking skills; Good communication skills (verbal and written) and excellent computer knowledge. (Microsoft Office Package).

DUTIES : Key Responsibilities: The successful candidate will be required to provide operational support to the office of the Chairperson/Deputy Chairperson of the Provincial House of Traditional Leaders with the following responsibilities:- Coordinate and integrate the activities for the Chairperson/Deputy Chairperson of the Provincial House of Traditional Leaders; Facilitate strategic partnerships between the Chairperson/Deputy Chairperson, Department and relevant stakeholders; Manage outstanding matters between the Chairperson/Deputy Chairperson and all key stakeholders; Manage administrative support for the Chairperson/Deputy Chairperson; Provide input in the development of policies, strategies, procedures and processes; Manage the resources of the unit.

ENQUIRIES : MS PN Mtshali At Tel No: 033 897 5644

POST 11/164 : **ADMINISTRATIVE OFFICER REF NO: 31/2026 (TRA)(2 POSTS)**
 Chief Directorate: Traditional Resource Administration
 (12 months contract appointment)

SALARY : R325 101 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma, NQF Level 6 qualification in an Administrative environment coupled with 3 years' experience in an administrative environment and a valid code B driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of interpretation of relevant legislation; knowledge of functionality of Provincial/Local Houses; knowledge of the traditional sphere of governance; knowledge of departmental policies and guidelines; knowledge of public service legislation; planning and organisation skills; problem solving and decision making skills; good project planning skills; financial management skills; good minute taking skills; Good communication skills (verbal and written) and excellent computer knowledge. (Microsoft Office Package).

DUTIES : Key Responsibilities: The successful candidate will be required to provide operational support to the Office of the Chairperson of the Provincial House with the following responsibilities:- Provide secretariat services at meetings; Provide administrative support to the Office of the Provincial House Chairperson; Facilitate quality assurance and compliance; Provide supply chain, human resource and policy administrative services within the Office of the Chairperson.

ENQUIRIES : MS PN Mtshali At Tel No:033 897 5644

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 11/165 : **CHIEF DIRECTOR: INFRASTRUCTURE DEVELOPMENTS MTS**
 Cluster: Infrastructure Development

SALARY : R1 494 900.per annum (Level 14)(An all-inclusive salary package)
CENTRE : Head Office Pietermaritzburg

REQUIREMENTS

: A qualification at (NQF level 7) as recognised by SAQA, Senior certificate, Degree in the Built Environment; Including 5 years' experience as a Senior Manager, Professional registration with a relevant statutory council, Extensive senior management experience in infrastructure development and maintenance, Demonstrated knowledge of PFMA, Treasury Regulations and IDMS, Unendorsed valid driver's license, Computer literacy: Microsoft Word, Microsoft Excel and Microsoft PowerPoint NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

DUTIES

: Skills And Competencies In-depth knowledge and application of PFMA, Supply Chain Management Framework, PPPFA, Treasury Regulations and other related policies, Extensive knowledge and understanding of Financial Management, Human Resource Management, Performance Management (EPMDS), Strategic Management, Public Sector Reporting procedures, Procurement Processes and Risk Management, Strategic Infrastructure Planning Competencies (IPMP Stage: Planning), Infrastructure Programme and Project Management (IPMP Stage: Procurement and Delivery), Infrastructure Maintenance and Asset Management (IPMP Stage: Operations and Maintenance, Strong Internal Control (Ensuring Processes are followed to prevent Audit Queries), Infrastructure Performance Monitoring, Evaluation and Reporting, Infrastructure Contract Management, Management and Supervisory Skills, Good Communication (verbal & written), Good Planning and Organizational Skills, Problem Solving and decision making, Strong team leader, Professional and Client Orientated, Negotiation Skills, Conflict Management Skills, Leadership Skills, Time Management Skills, Report Writing Skills. Infrastructure Programme And Project Management: Infrastructure Program Management Plan (Ipmp: Procurement And Delivery): Ensuring that Planning and Delivery of Projects is done in line with the Division of Revenue Act (DORA) and other relevant legislation, Manage the development and Submission of UAMP (User Asset Management Plan), IPMP (Infrastructure Program Management Plan), and End of Year reports to Treasury, Manage the development and submission of the AIP (Annual Implementation Plan) to the National Health, Manage submission of IRM (Infrastructure Reporting Model) to Treasury, Manage Infrastructure Finance Unit, Manage Real Estate Unit. Manage Implementation Of Capital Projects In Infrastructure Development Manage Planning of Construction Projects, Manage Implementation of Construction Projects, Manage the performance of Implementing Agents in the delivery of Infrastructure Projects, Ensuring implementation of the EPWP Program on all Capital Projects, Manage the budget allocated and Expenditure on all Capital Projects, Ensuring reporting on PMIS (Project Management Information System) Infrastructure Maintenance And Asset Management (: Operations And Maintenance: Manage the maintenance of health facilities across the province, Manage the provision of professional engineering services to Institutions, Manage the acquisition and deployment of maintenance resources., Develop Asset Register for Mission Critical Plants, Ensure 3 Year Maintenance Contracts are in place. Financial Management And Budget Oversight (PFMA Compliance) Develop and manage capital infrastructure budgets within the Medium-Term Expenditure Framework., Ensure effective expenditure management and prevention of overspending, Implement cost control mechanisms and value-for-money principles in infrastructure development, Provide financial performance reports to senior management and oversight bodies, Ensure alignment between infrastructure spending and approved budgets. Leadership And Human Resource Management Lead multidisciplinary infrastructure teams including engineers, architects and project managers, Implement performance management systems for infrastructure units, Develop technical capacity within the infrastructure

management branch, Promote ethical leadership and accountability Monitoring, Evaluation And Reporting Monitor infrastructure programme performance against approved plans, Prepare reports for executive management, Treasury and oversight committees, Implement performance indicators for infrastructure delivery, Support internal and external audit processes. Manage The Health Technology Services: Oversee Medical Equipment Procurement Plan, Ensure minimum downtime of medical equipment, Ensure successful Commissioning of Medical Equipment in completed facilities, Oversee SLA's for maintenance of Medical Equipment includes monitoring and evaluation, Manage Budget and Expenditure allocated under Health Technology Services, Manage resources allocated under Health Technology Services Manage Laundry Services For The Department Manage in-house laundry services of the Department, Determine policies, norms and standards for Laundries, Operational logistics management for laundry services , Equipment and infrastructure procurement, upgrades and maintenance oversight, Financial and supply chain governance in laundry services, Occupational health and safety management for laundry services.

ENQUIRIES : MRS TP Msimango Tel No: 033-395 2799
APPLICATIONS : Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs" "Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."NB: //Applications for these posts can be dropped off at your nearest Health Facility. All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services Kzn Department Of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower (Attention: Mrs B Shelembe): 033-395 2694

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. Applicants are to provide proof when they have been shortlisted for interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 17 April 2026

POST 11/166 : **CHIEF EXECUTIVE OFFICER: VARIOUS HEALTH CENTRES**
Cluster: District Health Services

SALARY CENTRE : R1 059 105.per annum (Level 12) (An All-Inclusive MMS Salary Package)
Mahatma Gandhi Memorial Hospital Ref No: 10/2026 (X1 Post)
Ceza Hospital Ref No: 11/2026 (X1 Post)
ST Appollinaris Hospital Ref No: 12/2026 (X1 Post)
Mbongolwane Hospital Ref No: 13/2026 (X1 Post)

Benedictine Hospital Ref No: 14/2026 (X1 Post)
Eshowe Hospital Ref No: 15/2026 (X1 Post)
Untunjambili Hospital Ref No: 16/2026 (X1 Post)
Charles Johnson Memorial Hospital Ref No: 17/2026 (X1 Post)
Kwamashu Community Health Centre Ref No: 18/2026 (X1 Post)

REQUIREMENTS

: Matric Certificate (Grade 12), PLUS A degree/advanced diploma in a health-related field, PLUS A degree/diploma in health management Or a degree/advanced diploma in a management field; PLUS Registration with relevant professional council; PLUS At least 5 (five) years' relevant management experience in the health sector or as a health service manager with management experience in a health service environment (non-clinical); PLUS Unendorsed valid Code B driver's license (Code 08).NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competence Required: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Key Performance Areas:- Job Purpose To plan , direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework , to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Implement good governance, transparency, and accountability practices. Drive the hospital and its catchment clinics towards achieving and sustaining a Clean audit. Responsible for providing strategic leadership and overall management of all health services within the hospital and its catchment area, ensuring the delivery of high-quality, equitable, and patient-centred care across the facility and associated clinics, while driving compliance, efficiency, and continuous improvement. Effectively manage and optimise all resources under your stewardship, including physical, and technological assets, to ensure efficiency, accountability, and maximum impact on service delivery. Drive and implement innovative strategies that advance progress towards Universal Health Coverage (UHC) in alignment with the National Health Insurance (NHI) framework. Build and maintain strong relationships with community structures, oversight bodies, NGOs, and other health sector partners. Participate in Operation Sukuma Sakhe (OSS) and

other intersectoral collaborations. Ensure hospital and catchment clinics on readiness for audits, inspections, and quality assurance assessments. Promote a positive organisational culture.

ENQUIRIES
APPLICATIONS

: MR J Mndebele Tel No:033-395 3274
: Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs" "Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." NB: //Applications for these posts can be dropped off at your nearest Health Facility. All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services Kzn Department Of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower (Attention: Miss N. S. Buthelezi)

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. Applicants are to provide proof when they have been shortlisted for interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: Please note that the Selection Committee reserve the right to assign you to any location based on service delivery needs.

CLOSING DATE

: 17 April 2026

POST 11/167

: **MEDICAL REGISTRAR**

SALARY

: R1 001 349 per annum (This is an all-inclusive flexible remuneration package that may be structured according to specific rules). Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.

CENTRE

: Various (KZN)
Anesthesiology, Pain Medicine & Critical Care: REG.21/2026
Cardiothoracic Surgery: REG 22/2026
Family Medicine: REG 23/2026
General Surgery: REG 24/2026
Internal Medicine: REG 25/2026
Neurosurgery: REG 26/2026
Obstetrics & Gynaecology: REG 27/2026
Occupational Medicine: REG 28/2026
Ophthalmology: REG 29/2026
Paediatrics & Child Health: REG 30/2026
Pathology (Forensic Medicine): REG 31/2026
Psychiatry: REG 32/2026

REQUIREMENTS

: Tertiary qualification (MBCHB) or equivalent (MEDICAL); Registration certificate for Independent Practice with the Health Professions Council of South Africa as a Medical Practitioner; Current Annual Practising Certificate from Health Professions Council of South Africa; Twelve (12) months post Community Service experience as a Medical Officer as at closing date of this advert; Valid driver's license; Relevant Discipline Specific Minimum Requirements below (depending on the Discipline): Anesthesiology, Pain Medicine & Critical Care: Minimum 12 months full-time experience in Anesthesia post-Community Service and DA (SA) (or equivalent) and FCA Part 1 examination (or equivalent). Cardiothoracic Surgery: FCS Primary Exams and ATLS Course. Family Medicine: Minimum 6 months' full-time experience in Family Medicine. General Surgery: 12 months experience in the Discipline (incl. Emergency Department or other surgical disciplines i.e. ENT, Urology, Orthopedics) and FCS(SA) Primary exam and ATLS Internal Medicine: Minimum 12 months experience in Internal Medicine and FCP Part I or Diploma in Internal Medicine and At least 3 months experience in the Discipline in a District or Regional Hospital (post-community service) Neurosurgery: Minimum 6 months experience in Discipline and Primary exams. Obstetrics & Gynecology: Minimum 12 months experience in the Discipline at a Regional Hospital or at a hospital with a busy maternity unit (at least 300 deliveries per month) and FCOG Part I. Occupational Medicine: Postgraduate Diploma in Occupational Health (DOH) or equivalent and 12 months Occupational Health experience, or experience in Worker's Health. Ophthalmology: Minimum 6 months experience in Ophthalmology and FC Ophthalmology (SA) Part I Paediatrics & Child Health: Minimum 6 months experience in the Discipline in a Regional hospital and FC Paeds Part I or Diploma in Child Health. Pathology (Forensic Medicine): Nil Psychiatry: Minimum 6 months experience in the Discipline and either FC Psych I or Diploma in Mental Health (or equivalent). Basic knowledge of Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

DUTIES

: Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor, Personal development to the level of independent specialist practice in the chosen field.

ENQUIRIES

: Mrs R Erasmus Tel No: 033 395 2742 /2472 /2669 3347
Anaesthesiology And Critical Care: Prof D. Gopalan Tel No: 031-260-4472
Cardiothoracic Surgery: DR. N. Ndibi Tel No: 031-240-2114
Family Medicine: Prof B Gaede Tel No: 031-260-4484
General Surgery: Prof B Phakathi Tel No: 031-260-4064
Internal Medicine: Prof N. Magula Tel No: 031-260-4242
Neurosurgery: Dr. B. Enicker Tel No: 031-240-1134
Obstetrics & Gynaecology: Prof M. Sebitloane Tel No: 031-260-4390
Occupational Medicine: Prof R Naidoo Tel No: 031-260-4385
Ophthalmology: Dr. N. Mathe Tel No: 031-260-4341
Paediatrics & Child Health: Dr L Mubaiwa Tel No: 031-260-4348
Pathology (Forensic Med): Prof Mfolozi Tel No: 031 260 2580
Psychiatry: Prof B. Chiliza Tel No: 031-260-4321

APPLICATIONS

: All applications must be addressed to Human Resource Management Services, Registrar Programme, Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver/ courier to Human Resource Management Services, Registrar Programme, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower Applicants are discouraged from sending applications through registered mail as the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications can also be submitted through the online e-Recruitment system at www.kznonline.gov.za/kznjobs Applications submitted through the online platforms must include copies of all documents listed above. Original certified copies of qualifications and other relevant documents will be

**FOR ATTENTION
NOTE**

requested from shortlisted candidates which must be submitted on the day of the interview.

: Mrs R Erasmus, Human Resources, Tel 033 395 2742/2472/ 2669/ 3347
: Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. As per HPCSA Regulations, the duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED at own expense. All Registrars will be required to sign a contract which includes training AND service responsibilities. Registrars will be required to complete Performance Agreements and assessments as stipulated by the Department. Appointments are subject to the signing of a contract which includes a service pay-back period. Please note that proof of successful completion of the required examinations as indicated, is a pre-requisite and must be submitted if invited to an interview. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The following documents must be submitted: Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020 - 81/971431 effective 01 January 2021) in line with regulation of 10 of the Public Service Regulations, 2016 and the information template which is provided to ensure the fair consideration of suitably qualified applicants and which is obtainable from the website - www.kznhealth.gov.za. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The post reference number must be indicated in the column provided on the form Z.83. It is the responsibility of those applicants with foreign qualifications to have the qualification evaluated by the South African Qualifications Authority (SAQA). The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Persons with disabilities should feel free to apply for the post/s. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above disciplines, not all may be filled. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process. The Department is an equal opportunity affirmative action employer and to this end, has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets for the occupational level concerned.

CLOSING DATE

: 20 April 2026

POST 11/168

: **DEPUTY DIRECTOR: FINANCE: DISTRICT HEALTH PROGRAMME:
CONDITIONAL GRANTS**
Cluster: Strategic Health Programmes

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum (Level 11) (An all-inclusive salary package)
: Head Office Pietermaritzburg
: Matric Certificate; Bachelor of accounting Degree / Advanced Diploma or equivalent (meaning people who did accounting a major subject) at NQF level 7 as recognized by SAQA. 3-5 years middle management experience in financial accounting or auditing environment. Driver's license NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competence Required: Knowledge: South African Constitution Bill of Rights, Human Rights Act, Labor Relations Act, Skills Development Act,

Public Service Act, Public Service Regulations, Employment Equity Act, Promotion of Access of Information Act, Promotion of Administrative Justice Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations and Practice Notes, Grant Management Framework. Skills: Human Resource Management, Financial Management, Risk Management, Conflict management, Project Management, Information Management, Organizational, Influencing, Analytical, Motivational, Presentation, Computer literacy e.g. MS Office suite, Relationship management, Language, Listening, Interpersonal relations, Research, Time management, Planning, Negotiation, Communication written and oral, Report writing, Supervisory, Problem solving, Change management., Decision making.

DUTIES

: Key Performance Areas: Job Purpose Ensure the accurate analysis of expenditure trends to ascertain the extent to which budgetary allocations are in line with envisaged output performance priorities and facilitate payments and journals for the component. Oversee the development of Performance Based Budgeting Structures and management accounting systems and processes that are in line with, and in support of the Annual Performance Plan, Departmental Strategic Plan and the Service Deliver Plan. Facilitate the preparation of the Medium-Term Expenditure Framework budgets by Institutions and other organizational units. Ensure the provision of guidance and advice on managing budgets and the utilization of funds to Institution budget committees. Administer accounting for all donor funds and conditional grants to the Department and ensure that accurate and proper accounts are maintained and oversee the process of capturing and maintaining budgetary information on the BAS System by Institutions and other organizational units. Ensure the effective and efficient utilization of resources through cash flow and audit process, including the development of staff. cash flow meetings and on audit queries. Which is part of the responsibilities for this post.

**ENQUIRIES
APPLICATIONS**

: MR J Mndebele Tel No: 033-395 3274
 : Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details." Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs" "Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." NB: //Applications for these posts can be dropped off at your nearest Health Facility. All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services Kzn Department Of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower (Attention: Miss N. S. Buthelezi)

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. Applicants are to provide proof when they have been shortlisted for interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference

number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: Please note that the Selection Committee reserve the right to assign you to any location based on service delivery needs.

CLOSING DATE

: 17 April 2026

**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.

CLOSING DATE : 15 April 2026

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

OTHER POSTS

POST 11/169 : **MEDICAL OFFICER GRADE 3: GENERAL SURGERY REF NO: MPDoH/Mar/26/1250**

SALARY : R1 322 352 - R1 647 630 per annum

CENTRE : Mapulaneng Hospital (Ehlanzeni District)

REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign

qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

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

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 11/170 : **ASSISTANT MANAGER NURSING (SPECIALTY-MATERNITY) (AREA) (PN-B4) REF NO: MPDoH/Mar/26/1251**

SALARY : R755 355 - R863 667 per .annum
CENTRE : Tonga Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice R425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of ten (10) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years 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) of the period referred to above must be appropriate / recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.

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

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 11/171</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF. NO: MPDoH/Mar/26/1252</u> (Re-Advertisement)
<u>SALARY</u>	:	R551 493 – R631 056 per annum
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree in Electrical / Electronic / Mechanical / Clinical Engineering as recognized by (SAQA). A minimum of six (6) years' experience post qualification as Electrical / Electronic / Mechanical / Clinical Engineering Technician. Valid driver's licence. Must be computer literate (MS Word, MS Excel, MS Power point). Good verbal and written communication skills, and interpersonal sound skills. Ability to work under pressure.
<u>DUTIES</u>	:	Responsibilities include but not limited to: Ensuring that Dental equipment installed and used meet all applicable safety standards. Develop, monitor and implement maintenance plans for dental equipment in various health institutions and ensure that the equipment is well maintained and functions properly. Ensure that applicable Quality assurance programme and Quality Control (QC) tests are performed at the prescribed frequencies for Dental X-Rays. Strong understanding of electronics, mechanics, and pneumatics as work includes the diagnosing mechanical, electrical, or hydraulic faults and fixing them. Perform all delegated departmental tasks with limited supervision.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 11/172</u>	:	<u>OPERATIONAL MANAGER (PN-A5): GENERAL FEMALE MEDICAL REF NO: MPDoH/Mar/26/1253</u>
<u>SALARY</u>	:	R549 192 - R629 121 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) 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 (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. . Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act etc.
<u>DUTIES</u>	:	Coordination of optimal, holistic nursing care with set standards and within a Professional / legal framework. Manage effectively the supervision and utilization of resources. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 11/173</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ORTHOPAEDIC REF. NO: MPDoH/Mar/26/1254</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma /

Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Orthopaedic (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Orthopaedic Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Orthopaedic Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 11/174 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF. NO: MPDoH/Jan/26/1255**

SALARY CENTRE REQUIREMENTS : R324 384 – R382 107 per annum
 : Mapulaneng Hospital (Ehlanzeni District)
 : Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS.
The Mpumalanga Department of Co-Operative Governance, Human Settlements & Traditional Affairs is an Department that provides equal opportunities and the Department's intention is to promote equity through the filling of these posts.

APPLICATIONS : Applications must be posted to: The Director: Human Resource Management, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X 11328, Mbombela 1200.

FOR ATTENTION : The Director: HRM & D or Email to: Coghstarecruitment@mpg.gov.za Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela 1200.

CLOSING DATE : 14 April 2026

NOTE : Applications must be submitted on a prescribed New Z83 application form fully completed, obtainable from any Public Service department. Applications must be accompanied by a recently updated comprehensive CV. Shortlisted candidates will be required to submit certified copies of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants are discouraged from sending application through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. All shortlisted candidates will be subjected to personal suitability checks on criminal records, citizenship verification, financial records, employment references and qualification verification. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the Applicant's responsibility to have foreign qualifications evaluated by the South African Authority (SAQA). The successful candidate will be expected to sign a performance agreement with the Department. The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer and preference will be given to the suitable qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make appointment(s) to these positions.

OTHER POST

POST 11/175 : **CANDIDATE ELECTRICAL ENGINEER REF NO: COGHSTA/2026/01**
(This position is re-advertised)

SALARY : R761 157.per annum (OSD All-Inclusive Package)

CENTRE : Head Office (Mbombela)

REQUIREMENTS : A Senior Certificate and a Bachelor's degree in Engineering (BEng/BSc Eng) in Electrical Engineering or a relevant qualification recognised by the Engineering Council of South Africa (ECSA). Compulsory registration with the ECSA as a Candidate Engineer. Experience in the Municipal electrical infrastructure planning, development, or maintenance, including the implementation of grant projects. Experience with alternative energy or renewable energy will be an added advantage. A valid driver's License. Sound knowledge of relevant legislation and legal compliance. Skills in Planning, Organising, Project Management, Engineering design and analysis. Knowledge of infrastructure development and programme management. Strong communication skills (both verbal and written), Proficiency in Computer Literacy and Inter-Governmental collaboration Skills And Competencies: Planning, Organising, Project Co-ordination and Management, Technical problem solving and Innovation, Computer-aided engineering applications, Technical report writing, Teamwork and collaboration, Decision making, Analytical skills, Self-Management, Customer focus, Responsiveness and Communication (Verbal and Written), Computer Literacy.

DUTIES : support in the planning, designing, implementation and maintenance of electrical infrastructure projects. Conduct technical site assessment to inform project designs, design new systems to address practical engineering challenges and improve efficiency and enhance safety planning, designing, operation and maintenance of engineering projects, develop cost-effective solutions and engineering plans that comply with standards and project requirements, evaluate existing technical manuals, business plans, procedures and standard drawings to incorporate new technologies, The development and implementation of energy plans, develop and evaluate bids. Specifications, monitor and support project and programmes, expenditure and service

delivery, report on service delivery, assist in training and development of junior technical staff. Supervise engineering work, administer performance and development plans. Manage resources and facilitate budget planning, Procurement and personnel administration, conduct research to stay updated on new technologies and procedures. liaise with relevant bodies / councils on engineering related matters and follow approved development programmes for the registration process.

ENQUIRIES

: Mr PP Mokwena, Tel. No: 013 766 6225 and Ms. NI Mashego, Tel. Number: 013 766 6543

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

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

CLOSING DATE : 15 April 2026

NOTE : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts

MANAGEMENT ECHELON

POST 11/176 : **DIRECTOR: EMERGENCY MEDICAL SERVICES AND FORENSIC PATHOLOGY SERVICES, PROVINCIAL OFFICE, KIMBERLEY REF NO NCDOH 58/2026 (1 POST)**

SALARY : R1 266 714.per annum (Level 13) (all-inclusive package)

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : NQF Level 7 in a relevant field (e.g, Health Sciences, Management). 5 (five) years' experience in Middle Management or Senior Management Level in the Public Service A valid driver's licence. SMS pre-entry certificate is required for appointment finalization. Competencies Advanced Emergency Care practices, Sound knowledge of legislation and procedures pertaining to EMS, PPTS ,DM and Forensic Medical Services, In-depth knowledge of the objectives of the Department and the Province, Good strategic planning qualities, Good financial management skills. Job Purpose: To lead the Provincial emergency medical service (EMS), non-emergency planned patient transport service (NEPTS), disaster management planning and Forensic Medical Services. Lead the ambulance service transformation and modernisation strategy

DUTIES : Management and co-ordination of all planning, implementation, monitoring, evaluation and logistics for Emergency and Forensic Medical Services in the Province. Provide high-level operational management and strategic leadership in the directorate. Provide EMS and Ambulance Operations Management Services and Forensic Medical Services. Monitor and improve response times and incidents. Ensure an effective and efficient planned patient transport services. The provision of EMS disaster management and communication.

Ensure a Disaster Management ready state for the department and an effective communication system. Manage the provision of EMS College and Training. Ensure provision of quality training and development for all Emergency Medical Service Personnel and Forensic Medical Services. Coordinate and oversee the provision of Forensic Pathology Services.

**ENQUIRIES
APPLICATIONS**

: Ms LV Moleleki, Tel No: (053) 8302103
: Please note applications can be hand delivered to the James Exum Building ,
Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum
Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at
nchealthhr@ncpg.gov.za. Applicants must complete an application register
when an application is hand delivered.

OTHER POSTS

POST 11/177

: **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS, REF NO:
NCDOH 59/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436.per annum (Level 11) (all-inclusive package)
: Provincial Office, Kimberley
: An appropriate three-year, NQF 6 qualification in Social Work/Social Science
or Psychology or Occupational Health and Safety Management. Five years'
working experience in an EHW environment in the public sector of which three
years must be at supervisory level. Registration with a Professional Body.
Ability to manage highly confidential information. Relevant Employee Health
and Wellness programme training. Knowledge of Employee Assistance
Programmes. Knowledge of Public Finance Prescripts and policies.
Experience in stakeholder engagement. Ability to provide vision and setting
direction for the unit and facilitating internally driven and externally suggested
pro-active programmes. Planning and execution skills. Coordination and
facilitation

DUTIES

: The successful candidate will be responsible for developing and facilitating
approval of the Wellness Operational Plan for the financial year, coordinating
awareness sessions, marketing and communication campaigns on the
Employee Assistance Programme (EAP) services from the EAP service
provider to encourage the optimum utilisation of EAP services; facilitating
managerial consultancy and supervisory engagement on employees' matters;
managing critical incidences of trauma to troubled employees for further
referral; coordinating and monitoring the implementation of the Departmental
Sports and Recreation Programme; conducting trend analysis on the
implementation of the external EAP services and in-house EAP interventions
to determine the effectiveness of the services; conducting exit interviews with
leaving officials from the department and compiling a report; conducting project
planning meeting, quality check of the submission and project plan on all EHW
interventions and Health Calendar Event; developing and facilitating approval
of the SHERQ Operational Plan for the financial year; facilitating the
presentation of the annual implementation plan to the external service provider
for the promotion of Occupational Diseases and Health Education
Programmes; conduct trend analysis on the implementation of Injury-on-Duty
and First Aid based on the OHS prescripts in the department and compile a
report on the findings; coordinate and compile the report on the DPSA Systems
Monitoring Tool (SMT) by liaising with relevant units within the department;
facilitate appointments of OHS representatives to monitor health and safety in
the department; coordinating SHERQ committee meetings; managing and
facilitating the provision of employee wellness and implementation of
Occupational Health and Safety (OHS) programmes; developing and
facilitating approval of the Health and Productivity Management Operational
Plan for the financial year; coordinating the implementation of the Healthy
Lifestyle Programme to address diseases and psycho-somatic challenges
conducting planning meetings, quality checking submissions and project plan
on Health and Productivity Management programme and Health Calendar to
present the proposal to the approving authority; monitoring the implementation
of the Occupational Health Education and Promotion in line with the Employee
Needs Survey Report; analysing the trend of sick leave and ill health, including
incapacity leave to detect the level of abuse of sick leave by staff members to
determine if there are possible wellness interventions required; developing and
facilitating approval of the HIV & AIDS, STIs and TB Operational Plan for the
financial year; conducting trend analysis on the HIV and AIDS Testing and TB

		Mainstreaming Framework; assessing cases referred; developing treatment plan; providing services of the needs identified; rendering critical incidences of trauma to troubled employees.
<u>ENQUIRIES</u>	:	Ms LC Fritz Tel (053) 830 0601
<u>APPLICATIONS</u>	:	lease note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered
<u>POST 11/178</u>	:	<u>HOUSE MOTHER/HOUSE FATHER REF NO: NCDOH 60/2026 (X 1 POST)</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	(Henrietta Stockdale Nursing College: Student Residence)
<u>REQUIREMENTS</u>	:	A Matric/ Senior National Certificate and Knowledge in a health, social, and/or home-based care. Having 1-2 years' experience in a similar position would be an added advantage. Must be willing to work long hours, including evenings, weekends, and potential overnight on-call responsibilities Competency Profile: Previous experience in caregiving, counselling, or similar residential settings is
<u>DUTIES</u>	:	Oversee all cleaning services of the student residences Maintenance: Conducting regular room inspections and reporting maintenance issues to the facility manager. Managing attendance (roll call), recording student movement, handling laundry services. Act as a first-aid liaison and liaise with nurses or doctors for an appointment. Providing mentorship, guidance, and support for students. Mediating disputes between students and guiding them on interpersonal skills. Monitoring students' behaviour, enforcing house rules, and supervising study periods (prep) and bedtimes. Supervising staff
<u>ENQUIRIES</u>	:	Enquiries: Dr OR Appolus Tel No: 053 831 3707
<u>APPLICATIONS</u>	:	Applications must be e-mailed to info.hsnr@gmail.com or hand-delivered front reception of Henrietta Stockdale Nursing College at Corner Memorial Road and Du Toitspan, Belgravia Kimberley. Applicants must complete an application register when an application is hand-delivered.

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

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

ERRATUM: Kindly note that the advert for the Post 10/546: Administration Clerk: Registry (X2 Posts), Salary R228 321 per annum Centre: Groote Schuur Hospital, Observatory, advertised in the Public Service Vacancy 10 dated 13 March 2026, with reference number: 10/546. Post has been cancelled.

OTHER POSTS

POST 11/179 : **DENTAL SPECIALIST GRADE 2 TO 3 (DENTAL PROSTHETICS SERVICES) (2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : 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)

CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Specialist in Prosthodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in Prosthodontics. Experience: **Grade 2:** Minimum of 5 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Prosthodontics. **Grade 3:** Minimum of 10 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Prosthodontics. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Competencies (knowledge/skills) Ability to work independently and in a multi-disciplinary team. Good computer literacy (MS Word, Excel and Outlook). Appropriate experience as Dental Specialist after registration with the HPCSA as a Dental Specialist in the speciality Prosthodontics.

DUTIES : key result areas/outputs): Implementation, monitoring and evaluation of dental services on the Oral Health Teaching platform. Supervision and leadership role with regards to teaching, training and education of post-graduate and undergraduate students. Performing administrative activities relating to the position. Operational and clinical research. Render specialist dental services at the Oral Health Teaching platform. Provide leadership and management within the Oral Health Teaching platform.

ENQUIRIES : Prof S Khan, tel. no. (021) 937-3006

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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/180 : **SENIOR REGISTRAR (SUB-SPECIALITY) PAEDIATRIC HAEMATOLOGY ONCOLOGY**
(24 Month Contract)

SALARY : R1 341 855 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Red Cross war Memorial Children's Hospital, Rondebosch

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the Speciality: Paediatrics Registration with a professional council: Registration with the HPCSA as a Specialist in Paediatrics. Inherent requirements of the job: FCPaed and MMed (Paed) is a requirement, as well as registration/ registrability as a specialist with the HPCSA Registrars will be required to register as post graduate students with the University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines. Must provide after-hours emergency services and participate in commuted overtime at 16 hours per week within the Department of Paediatrics and Child Health Platform. All applicants must be South African citizens or permanent residents. Competencies (knowledge/skills): Experience in and/or demonstrated interest in working with children and their caregivers. Excellent interpersonal and communication skills (both written and oral). Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse patients. Strong attention to detail and ability to work both independently and collaboratively within a team. Demonstrated commitment to ethical conduct, patient safety, and maintaining confidentiality. Experience in general paediatrics at a post graduate level. Direct experience in working with children living with Autism Spectrum Disorder, Cerebral Palsy and other developmental conditions. Ability and willingness to supervise medical students and rotating registrars.

DUTIES

: (key result areas/outputs): Clinical Service Delivery: Comprehensive Paediatric Haematology/Oncology and General Paediatric Clinical Care and Service Delivery in The Western Cape. Care Of Paediatric Haematology/Oncology Inpatients and Outpatients Under the Direction of Sub-Specialist Supervisors. After-Hours Duties on The Senior Registrar Roster in the Department of Paediatrics & Child Health (Uct); And Responsible to the Director of the Registrar Programme. Supervision: Supervision Of Junior Medical Staff - With Respect to Patient Care and Clinical Service-Ensuring Safe and High Standard of Clinical Care. Co-Ordination Of the Junior Medical Team, Nurses and Allied Health Care Team to Ensure Seamless Provision of Service. Teaching: Contribute To and Facilitate Learning of Undergraduate Students and Paediatric Registrars Attached to the Clinic and Ward. Learning: Rotation Through Areas of Red Cross War Memorial Children's Hospital's Paediatric Haematology/Oncology Service in Order To Acquire Training in Paediatric Haematology/Oncology Including Completing the Required Training Logbook and Successfully Passing the College of Medicine of South Africa Certificate Examination to Enable Certification as A Paediatric Oncologist with The Hpcsa. Attendance And Presentation at Academic Departmental Meetings and Journal Clubs. Research: Involvement With Existing Research Projects, Clinical Reviews, Audits and Clinical Trials. The Post Holder Is Expected to Conduct A Research Project Towards Producing a Master's (Mphil) Thesis Through Uct and Will Require Proof of Research in Order to Enter the Cmsa Certificate Exam. Management And Administration: Administration and management in the paediatric haematology/oncology unit including ensuring correct patient data and statistics. Efficient management of clinical notes, including generating letters, providing feedback to referring doctors, contributing to databases, and using designated ICD-10 codes.

ENQUIRIES

: Prof A Davidson, tel. no (021) 658-5570 or email: alan.davidson@uct.ac.za

APPLICATIONS

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

NOTE

: No payment of any kind is required when applying for this post. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their Registrarship, should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Red Cross War Memorial Childrens 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. 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. It will be expected of shortlisted candidates to be: available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID), driver's license (if applicable for the post), qualification and/or proof of registration at relevant statutory body. Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered.

<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/181</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)</u> Overberg District
<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>	:	Grabouw Community Health Centre, Theewaterskloof Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Family Medicine. 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 Family Medicine. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid (code B/EB/C1) driver's license. Compulsory Commuted Overtime (COT) duties. Ability and willingness to do outreach services to clinics throughout the Theewaterskloof Sub-district. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centered. Clinical service provision in the sub-district Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability to guide health care colleagues in managing difficult district-level cases.
<u>DUTIES</u>	:	(key result areas/outputs): Provide quality care to patients in the Theewaterskloof sub-district including Caledon Hospital and surrounding clinics and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Theewaterskloof sub-district. Actively participate in skills

	:	transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Theewaterskloof sub-district facilities as required. Performing administrative duties. Supporting the Sub-district management team, while maintaining professional ethical standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr T Pillay, tel.no (028) 212-1070
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post" Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in Family Medicine with the relevant council (including individuals who must apply for a change in registration status).
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/182</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 2: PSYCHIATRY (PSYCHIATRIC AND MEDICAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Stikland Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: Willing and able to work shifts. Willing and able to work with patients with infectious diseases. Valid (Code B/EB) driver's license and willingness and ability to travel. Available and willing to participate in after-hours duties. Competencies (knowledge/skills): Clinical, leadership, administrative, teaching, and mentoring skills. Appropriate experience in Psychiatry. Excellent clinical consultation, management and procedural skills. Computer literacy in MS Office. Good professional attitude. Excellent communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Coordination and provision of specialist psychiatric care to in- and outpatients at Stikland Hospital and outreach support in the respective sub-structures as designated. Management of and compliance with designated and relevant clinical governance, corporate governance and administrative requirements on hospital level Participation in clinical governance of the mental health service ecosystem as designated and appropriate. Leadership of an integrated multidisciplinary clinical team. Clinical supervision and training of registrars and junior staff. Creativity to develop new ideas in conjunction with ecosystem role-players which has the potential to result in positive changes to existing processes. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry; University of Stellenbosch). Complete the required CPD activities to maintain registration with the HPCSA. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof L Koen, tel. no. (021) 940 8718 or email: liezle.koen@westerncape.gov.za
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only

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

- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/193** : **SENIOR REGISTRAR (MEDICAL) (CARDIOLOGY)**
(3-Year Contract)
- SALARY** : R1 341 855 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Registration with a professional council: Registration with the HPCSA as Medical Specialist (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). Knowledge appropriate for approach to investigations of common cardiovascular disorders. Communication including report generation, letter writing, consultation. Effective and efficient administration. Facilitation of management system.
- DUTIES** : (key result areas/outputs): -Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff. Research for fulfilment of the MPhil Degree.
- ENQUIRIES** : Prof M Ntsekhe, tel. no. (021) 404-6085 or email: mpiko.ntsekhe@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Appointment as Senior Registrar will be for a maximum contract period of 3 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)
- CLOSING DATE** : 14 April 2026, 17:00 PM

<u>POST 11/184</u>	:	<u>SENIOR REGISTRAR (MEDICAL) (CLINICAL HAEMATOLOGY)</u> (2 Year Contract)
<u>SALARY</u>	:	R1 341 855 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the HPCSA as a Medical Specialist in Internal Medicine or Hematopathology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Internal Medicine or Hematopathology (Independent Practice). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Commuted overtime is compulsory. Willingness to work after hours. The position will be full-time (40 hours per week). Registration with Stellenbosch University as a postgraduate student (MPhil Haematology). Competencies (knowledge/skills): Good communication skills. Able to cope in a busy clinical environment. Experience in Haematology. Previous research experience. Previous attendance of Haematology workshops or conferences.
<u>DUTIES</u>	:	(key result areas/outputs): Successful completion of the Cert Clinical Haematology (Phys/Path) (SA) which includes all the logbook requirements of the College of Medicine, including a mandatory laboratory training period for physician candidates. Participate fully in clinical and academic activities of the division. Maintain accurate medical and chemotherapy records. Conduct research in Haematology that is relevant to the South African context with successful completion of the MPhil (Haematology).
<u>ENQUIRIES</u>	:	Dr F Fazel, tel. no. (021) 938- 5888/9486 or email: fbfazel@sun.ac.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personnel. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their senior registrar contract should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as postgraduate students with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in Internal Medicine or Hematopathology with the relevant council (including individuals who must apply for change in registration status)." 14 April 2026, 17:00PM
<u>CLOSING DATE</u>	:	14 April 2026, 17:00PM
<u>POST 11/185</u>	:	<u>PRIMARY HEALTH CARE MANAGER (2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R1 059 105 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Southern Western Sub-Structure office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health

Professions Council or South African Nursing Council. Experience: Appropriate/recognizable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to attend to community needs after-hours. Willingness to travel within the Southern Western sub-structure geographical area also within the Western Province and Nationally as required. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Basic knowledge and experience in office administration, financial and procurement administration and computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet).

DUTIES : (key result areas/outputs): Overall management (Operational and Strategic) of the PHC component of the Sub-district (CHC's, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility-based programmes as well as integration of these with Community Based Services in the Sub-district. Management of the critical support services. Manage Human Resource, Skills Development, Labour Relations, Financial and budget management. Liaise and co-operate with multi-sectoral team, the community and other stakeholders. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.

ENQUIRIES : Mr Z Brickles, tel. no. (021) 202-0902

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/186 : **MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
(1-Year Contract)

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after-hours call cover. Competencies (knowledge/skills): Experience in labour ward management, including operative and assisted deliveries. Experience in essential gynaecological emergency care. Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms Computer literacy in MS Office.

DUTIES : (key result areas/outputs): Innovation and Research. Teaching. Leadership. Clinical Service Provision: Patient Care: in and after hours provision of care. Clinical Governance and Administration.

- ENQUIRIES** : Dr A Osman or Dr L Schoeman, Tel. No. (021) 404-6020 or email: [ayesha.osman@uct.ac.za/](mailto:ayesha.osman@uct.ac.za) leanne.schoeman@uct.ac.za or marilyn.koks@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/187** : **MEDICAL OFFICER: GRADE 1 TO 3 (EMERGENCY MEDICINE)**
Chief Directorate: Metro Health services
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality Emergency Medicine service and appropriate experience in Emergency Medicine at District level. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and medical intern level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.
- DUTIES** : (key result areas/outputs): Clinical service delivery in Emergency Medicine, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training & research including supervision of

undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Emergency Medicine within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Emergency Medicine in the Metro East ecosystem.

- ENQUIRIES** : Dr M Abramsel, tel. no. (021) 918-1911
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their 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).
- CLOSING DATE** : 14 April 2026 17:00 PM
- POST 11/188** : **DEPUTY DIRECTOR: FINANCIAL MANAGER (EXPENDITURE ADMINISTRATION)**
Directorate Management Accounting: Sub-directorate: Financial Planning and Expenditure Administration
- SALARY** : R896 436 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town (stationed at Bellville Health Park)
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Financial Management, Accounting, Public Finance or Economics. Experience: Appropriate experience in a financial environment at least 3-5 years of experience at an Assistant Director level. Appropriate experience in data analysis and administration. Appropriate experience using tools for report generation (MS Excel, PowerBI, SQL and other relevant softwares). Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to function in a team. Ability to interact with people at all levels of society. Ability to analyze numbers and read reports. Computer literacy Advanced Excel skills. Advanced computer literacy, with strong proficiency in MS Excel and MS Word, including data analysis and reporting. Knowledge of PowerBI and SQL would be an advantage. Proven proficiency in budgeting processes and the application of management accounting tools and techniques. Thorough knowledge of In-Year Monitoring (IYM) processes and Annual Financial Statements (AFS) preparation and reporting. Strong interpersonal and communication skills, with the ability to engage effectively with stakeholders at all levels of authority. Leadership and stakeholder management Demonstrated conflict resolution, problem-solving, and lateral thinking abilities. Ability to work independently, exercise sound judgement, and function effectively under pressure and tight deadlines, including working overtime and travelling when required. Proven ability to manage and supervise staff, including performance management, discipline, mentoring, and development. Public Finance Management Act (PFMA) and Treasury Regulations. Treasury Regulations and budgeting processes. Financial reporting systems (BAS / PERSAL). Accounting principles and financial management practices.
- DUTIES** : (key result areas/outputs): Manage and coordinate an effective and efficient departmental budget process. Ensure effective monitoring of expenditure through the In-Year Monitoring (IYM) process and detailed tracking in terms of the Standard Chart of Accounts (SCOA). Manage and oversee the preparation of Interim and Annual Financial Statements, ensuring accuracy, compliance, and timeliness. Compile monthly expenditure projections, provide analytical reporting to management. Compile, analyse, and verify budget data captured on accounting systems (e.g. BAS). Extract, analyse, and interpret financial information and reports from systems such as BAS and Vulindlela to support decision-making. Develop advanced Excel spreadsheets, dashboards, and pivot tables for financial analysis and reporting. Perform budget management, analysis, and reporting in line with recognised management accounting

principles and practices. Supervise and manage subordinate staff, including performance management, discipline, training, and development.

ENQUIRIES : Ms D Mogane, tel. no. (021) 815-8786

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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/189 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Supply Chain Management

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

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year tertiary qualification (National Diploma/B-Degree in Supply Chain Management/Procurement/Law/Public Management/Finance/Auditing/Project Management/Commercial field) or equivalent. Experience: Appropriate experience and a proven track record in Managing Tenders, Demand Management and Contract Administration within a Supply Chain Management environment. Appropriate experience at a supervisory or managerial level. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Extensive knowledge of the relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy, with proficiency in MS Excel, report writing, drafting of word documents and PowerPoint presentations. Strategic and leadership skills. Good communication and presentation skills. Strong analytical and problem-solving ability. Ability to function in a high-pressure environment and meet strict deadlines. Proven leadership and people-management ability. Knowledge of Contract Management and legal aspects of it. Good programme and project management skills.

DUTIES : (key result areas/outputs): Provide strategic direction for the Sub-Directorate transversal needs in terms of demand, acquisition and contract management. Responsible for providing sound and effective advice on contract administration services. Manage and monitor contracts to ensure the quality of services is maintained for the duration of the contract. Manage and monitor end to end tender processes within the Sub-Directorate. Investigate complaints from suppliers and give feedback to suppliers and institutions. Provide departmental services to the bid committee and decision-making authorities. Ensure compliance management that is in line with procurement and supply chain management prescripts. Provide support and coordinate training to institutions on all procurement related challenges. Human Resource Management of Sub-directorate's staff. Management and maintain the budget of the Sub-directorate.

ENQUIRIES : Mr A Mili, tel. no. (021) 834-9050, or email: Ayanda.Mili@westerncape.gov.za

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

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

CLOSING DATE : 14 April 2026, 17:00PM

POST 11/190 : **DEPUTY DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

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

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Bachelor's Degree in Finance, Accounting, Public Financial Management, Commerce or Supply Chain Management. Experience: Appropriate experience in Financial Management and Supply Chain Management, of which a minimum of three (3-5) years must be at a supervisory or managerial level. Appropriate financial management and expenditure control in terms of the PFMA and Treasury Instructions. Appropriate experience in Supply Chain Management, including demand, acquisition, contract management, asset management and stock management. Appropriate experience in End-to-end contract management, including drafting, monitoring, performance management and compliance. Appropriate experience in Patient administration, revenue

management and medical records. Appropriate experience in Information management and the use of health information systems for reporting and decision-making. Appropriate supervisory and managerial experience with responsibility for multi-disciplinary teams. Appropriate experience in implementation and monitoring of financial systems, internal controls and compliance frameworks. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrated knowledge and competence in: Public Finance Management Act, Treasury Regulations and financial prescripts. Supply Chain Management prescripts and governance requirements. UPFS and patient administration or billing systems. BAS and LOGIS or equivalent financial and SCM systems. Development, monitoring and analysis of institutional budgets and FBUs. Revenue generation and management of irregular, fruitless and wasteful expenditure. Information management, statutory reporting and audit requirements. Additional skills required: Strong analytical and problem-solving ability. Proven leadership and people-management ability Clear and confident written and verbal communication. Ability to function in a high-pressure environment and meet strict deadlines. Computer literacy in MS Office applications.

DUTIES : key result areas/outputs): Overall leadership and management of the Finance Component. Management of Supply Chain Management, including demand, acquisition, contract and asset management. Budget planning, allocation, monitoring and expenditure control. Implementation and support of Functional Business Units (FBUs). Oversight of patient administration, billing, revenue management and medical records governance. Institutional information management, data quality and statutory reporting. Ensuring compliance with PFMA, Treasury Instructions and all applicable prescripts. Performance management, development and discipline of staff within the Finance Component. Serving as a member of the hospital management team and advising management on all finance and SCM matters.

ENQUIRIES : Ms C Goliath, tel. no. (021) 826-5805
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/191 : **FACILITY MANAGER PHC**
 Chief Directorate: Metro Health Services

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

CENTRE : Retreat Community Health Centre
REQUIREMENTS : Minimum educational qualification: Appropriate three year Diploma/ Degree in a health related or managerial field. Experience: Appropriate experience in a managerial position in an NGO, private organisation or the state sector. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience.

DUTIES : (key result areas/outputs: General and operational management of a Community Health Centre. Operational planning and implementation of operational plans related to Package of services. Responsible for external governance including collaboration with other sectors (Whole of Society Approach). Sound financial, Supply Chain Management, People Management and Facilities Management. Quality Management. Health Strategy & Support in Information, Pharmacy and Laboratory.

ENQUIRIES : Ms L Appolis, Tel. No. (021) 2020-933
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/192 : **ASSISTANT MANAGER NURSING (SPECIALTY: ICU)**

SALARY : R755 355 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) 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 SANC, in terms of R212 in Medical and Surgical Nursing Science: Critical Care Nursing (Adult) OR A 4 year Bachelor Degree in Nursing (R174) or (R171) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC. At least 6 years of the above period must be appropriate/recognisable experience after obtaining the post-basic qualification or a post-graduate diploma in the relevant speciality. At least 3 years of the above period must be appropriate/recognisable experience at nurse management level. Competencies (knowledge/skills): Quality Assurance, Human Resource, Finance and Change Management. Decision making, problem solving and interpersonal skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word and Excel). Negotiation, facilitation and communication skills. Infection Prevention and Control policies.

- DUTIES** : (key result areas/outputs): Co-ordinate, supervise and control nursing services in the Critical Care Department. Ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilisation of human and material resources. Ensure the control and execution of quality of care and financial management. Co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical managers as well as the relevant Departmental Heads (Ancillary and Support Services).
- ENQUIRIES** : Ms R Sutcliffe, tel no. (021) 404-2092
- 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.
- CLOSING DATE** : 14 April 2026, 17:00 PM

POST 11/193 : **ASSISTANT MANAGER NURSING (SPECIALTY AREAS: PAEDIATRICS)**

- SALARY** : R755 355 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) 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: Critical Care Nursing: Child or Child Nursing Science or Medical and Surgical Nursing Science: Orthopaedic Nursing or Medical and Surgical Nursing Science: Oncology or a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Child) or Child Nursing or Orthopaedic Nursing or Oncology Nursing. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant speciality. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Inherent requirement of the job: Will be required to perform after-hour duties including weekends, and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Excellent communication skills. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing speciality. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.

- DUTIES** : (key result areas/outputs): The candidate will be responsible for management and co-ordination of clinical nursing care in the Paediatric Units. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development, and participation in research within the clinical environment. Support/ deputise for the Head of Nursing and support the Nursing department and the institution.
- ENQUIRIES** : Ms V Dubase, tel.no (021) 938-4000
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ competency assessment.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/194** : **ASSISTANT MANAGER: NURSING (SPECIALTY: PSYCHIATRY) (NIGHT SHIFT)**
Chief Directorate: Metro Health Services
- SALARY** : R693 096 per annum
- CENTRE** : Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) 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 Advanced Psychiatric Nursing Science (R212). Or A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate Diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification in Advanced Psychiatric Nursing Science OR a post graduate Diploma (R635) accredited with the SANC in Mental Health Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Must work shifts (day and night) including weekends and public holidays for planned periods. Valid (B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy skills. Basic financial and statistics management skills.
- DUTIES** : (key result areas/outputs): Effective management of the Psychiatric wards and coordination of all activities and communication with the relevant supervisors and stakeholders. Management and monitoring the effective utilisation of human, financial and physical resources. Deliver a quality nursing care throughout the hospital and provide on-going support to the nursing service. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the Ideal Hospital Standards. Supervision of the implementation of effective processes and practices with regards to all statistical information needed to render a quality mental health service. Liaising with relevant stakeholders on night shift, i.e. referring hospitals family members, security service and SAPS.
- ENQUIRIES** : Ms S Fredericks, tel. no. (021) 940-4416
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/ competency assessment.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/195** : **EMS SUB-DISTRICT MANAGER GRADE 2 TO 4 (2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : Grade 2: R562 119 per annum
Grade 3: R624 288 per annum
Grade 4: R690 465 per annum
- CENTRE** : Emergency Medical Services, Cape Winelands (1 post)
West Coast District (1 post)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 2: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). Grade 3: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 4: Successful completion of the B-Tech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT. Grade 3: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 2: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic (CCA or N.DIP). Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Registration as an ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills and report-writing skills.
<u>DUTIES</u>	:	(key result areas/outputs): Effective management of emergency medical services for the Sub-district. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Ensure effective management of Emergency Fleet and equipment. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholders. Effective support to District Manager and act in management capacity when required.
<u>ENQUIRIES</u>	:	Mr E Pedro, tel.no. (022) 433-8853 or Ms S Don tel.no. (022) 433-8853 (West Coast), Mr I Naidoo, tel.no. (023) 346-6000 or Ms A Botha, tel.no. (023) 346-6022 (Cape Winelands).
<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>	:	14 April 2026, 17:00 PM
<u>POST 11/196</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R549 192 per annum New Somerset Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends, night duty and overtime, as required. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of Provincial infection prevention and control measures and practices. Ability to analyze health systems information, and skills and experience in the preparation of reports. Project Management skills and Computer literacy. Ability to function independently as well as part of a multi-disciplinary team.
<u>DUTIES</u>	:	(key result areas/outputs): Develop and ensure implementation of clinical practice guidelines and Standard Operating Procedures (SOP's) in Infection

Prevention Control (IPC) for use by staff and participate in surveillance and auditing. Management of risks as identified in terms of infection control and participation in outbreak investigations to give relevant inputs and advice. Ensure a well-functioning, multi-disciplinary infection control advisory committee. Manage infection prevention and control in the Central Sterilisation Services Department Provide guidance and training in Infection Prevention and Control to staff. Participation in training and research programmes relevant to the principles and management of infection prevention and control. Financial Management control and ensure compliance pertaining to Medical Waste.

ENQUIRIES : Ms S Basardien, tel. no. (021) 402-6224
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/197 : **OPERATIONAL MANAGER NURSING: GENERAL (SURGICAL WARD/ORTHOPAEDIC WARD) (2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R549 192 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. or A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts (day and night duty), public holidays, after-hours, and weekends. Relief the Assistant Manager: Nursing when needed. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team in a pressured environment. Good organisational, communication (verbal and written), interpersonal, leadership, problem-solving and decision-making, conflict resolution and labour relations skills and computer literacy (MS Word, Excel, PowerPoint and Outlook. Appropriate/recognisable experience in a hospital setting and knowledge and insight of all relevant legislation and policies within the public sector.

DUTIES : (key result areas/outputs): Coordinate and supervise the provision of optimal, holistic nursing care within set standards and within a professional and legal framework. Effective and efficient management of Human, financial and physical resources. Initiate, co-ordinate, implement and participate in training, development and research within the General wards and the Nursing Component. Deliver a support service to the Nursing Service and the institution. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms E Linden-Mars, tel no. (021) 918-1224
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/198 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (FEMALE/CHILDREN'S WARD)**
 Garden Route District

SALARY : R549 192 per annum
CENTRE : Mossel Bay 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 a Professional Nurse and Midwife. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A

- minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to perform after-hour and weekend standby duties for the hospital. Willingness to relieve the Deputy Manager Nursing and Operational Managers. Competencies (knowledge/skills): Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
- DUTIES** : (key result areas/outputs): Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a hospital setting. Participative management and utilization of Human Resources, to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, consumables and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service Department and the institution. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms JA Mahlangu, tel. no. (044) 604 - 6104
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/199** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (SURGERY)**
- SALARY** : R549 192 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
- DUTIES** : (key result areas/outputs): The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and development.
- ENQUIRIES** : Ms V Dubase, tel. no. (021) 938-4000
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/ competency assessment.
- CLOSING DATE** : 14 April 2026, 17:00 PM

<u>POST 11/200</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mitchells Plain Community Health Centre Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound / Radiographer. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA- qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirement of the job: Willingness to perform after hours and weekend duties. A valid driver's licence (Code B/EB). Willingness to render service within the Klipfontein / Mitchell's Plain Sub-structure. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, ante-natal Doppler paediatric, gynaecology- and abdominal-ultrasound studies. Completion of supplementary courses on diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.
<u>DUTIES</u>	:	(key result areas/outputs): Provide a comprehensive diagnostic ultrasound service at an advanced level with the focus on Obstetrics and Gynaecology (OSG) imaging in Mitchells Plain CHC/MOU. General care of patients as part of a multi-disciplinary team. Effective administration within the ultrasound unit regarding patient service. Appropriate referral as well as equipment management. Maintain case records and statistics. Actively take part in CPD-program, as a learner as well as In-service training.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Y Samuels, tel. no. (021) 684-1400 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)". Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/201</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE) (5 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Various Institutions Minimum educational qualification: Basic R425qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 diploma in Clinical Nursing Science: Health Assessment Treatment and Care, accredited with SANC (R48) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification as mentioned above. OR A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirement of the job: Valid driver's license and willingness to travel. Willingness to work after hours. Will be required to rotate within the facility and assist with other PHC clinics within the Sub-structure when there is a need. Competencies (knowledge/skills): NIMART training or experience. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : (key result areas/outputs): Treatment of patients on Primary Health Care level with regards to Curative Services, Communicable Diseases, Mental Health and Chronic Diseases within the scope of practice. Render effective child and school health services, including the integration of nutritional services, within the scope of practice. Render effective Women's Health including Antenatal services within the scope of practice. Assist with management and execution of all relevant HAST Programmes (TB, STI and HIV/AIDS). Work as part of the multi-disciplinary team to ensure quality, promotive, preventive and curative Primary Health Care delivery. To be an advocate for patients to ensure the provision of quality Health Care necessary.

ENQUIRIES : Ms A Mullins, tel. no. (021) 810-8102, Mr M Kelejane, tel. no. (021) 931-0211, Ms N Forosi, tel. no. (021) 826-2200, Mr M Horne, tel. no. (021) 946-3790, Mr R Arendse, tel. no. (021) 534-4361

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application 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. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/202 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (TRAUMA AND OPD)**
Cape Winelands Health District

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

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR a 4 Year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary

Care Nursing. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to work in other wards in hospital. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Outlook.) Knowledge of appropriate legislation, regulations and departmental Policies. Knowledge of the Hospital Emergency Centre Triage Information Systems (HECTIS) and South African Triage System (SATS) and Practical Approach to Care Kit (PACK). Knowledge and experience in human resource management, quality assurance, financial and supply chain procurement processes. Experience in the use of clinical equipment and control of budget implementation and monitoring of standards. Effective communication, Problem-solving, decision-making and resolution skills. PACK training or experience. Maintain and participate in inter-professional and multi-disciplinary teamwork and work independently.

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

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/203 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

Chief Directorate: Metro Health Services

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

CENTRE : Inzame Zabantu Community Day Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years

appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification or post graduate Diploma in the relevant specialty. Inherent requirement of the job: A valid (code B/EB) driver's licence and willingness to travel. Willingness to render clinical support at other facilities within the sub-structure if needed. Competencies (knowledge/skills): Basic computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. NIMART training or experience. Effective communication skills.

DUTIES : (key result areas/outputs): Assist with the managing and provision of clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.

ENQUIRIES : Ms N Bizo, tel. no. (021) 830-6944
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Candidates will be subjected to a written/practical, and oral assessment.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/204 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (PSYCHIATRY WARD OPD)**

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

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) 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 Advanced Psychiatric Nursing Science (R212). -OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade1**: A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2**: A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year in Advanced Psychiatric Nursing Science (R212) or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirement of the job: Ability and willingness to assist with shifts including weekends, public holidays, night duty relief and overtime as the need arises. Willingness to rotate between departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.

DUTIES : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a

Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

- ENQUIRIES APPLICATIONS** : Ms V Dubase, tel no. (021) 938-4000
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Psychiatric Nursing Science or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/205** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY AND NEONATAL) (2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
- CENTRE** : Robertson Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 Advanced Midwifery and Neonatal Nursing Science (R212). Or - A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant speciality. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Computer literacy (MS Word, Excel, Power Point and Outlook). Implement skills to plan and organize the service by problem solving and decision making. Leadership towards the realization of strategic goals and objectives in the Obstetrics Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).
- DUTIES** : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personnel as Professional Nurse in the Obstetric department Utilize human, material and physical resources efficiently and effectively. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practicing within the legislation, regulations and protocols applicable to public service.
- ENQUIRIES APPLICATIONS** : Ms NJ Mitchell tel. no. (023) 626-8519
: 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. Candidate will be subjected to a practical. 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: A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) or A post graduate diploma (R635) accredited in Midwifery.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/206** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
- CENTRE** : Wesfleur 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 and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period 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 requirements of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.
- DUTIES** : (key result areas/outputs): Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
- ENQUIRIES** : Ms R Bruintjies, tel. no. (021) 816-8577
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period. "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: The pool of applications will be considered for vacancies within Metro Health Service, 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** : 14 April 2026, 17:00 PM

POST 11/207 : **ASSISTANT DIRECTOR: FINANCE**

SALARY : R468 459 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma / Degree. Experience: Appropriate experience in Revenue (Hospital Fees, Patient Administration, Medical Records and Case Management). Appropriate experience in supervisory capacity. Appropriate experience in the key performance areas of the job. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Extensive knowledge and understanding of the healthcare environment and relevant legislation and regulations within Revenue (Hospital Fees, Patient Administration, Medical Records and Case Management). In-depth knowledge of Revenue (Hospital Fees, Patient Administration, Medical Records and Case Management) prescripts, guidelines, policies, and National and Provincial target setting and knowledge pertaining related fiscal policies. Strong problem-solving, lateral thinking, and revenue management skills, complemented by proficiency in patient administration, report writing, and the use of technology. Demonstrates excellent communication skills, as well as strong training, presentation, interpersonal, leadership, and conflict resolution abilities. Advance computer proficiency in MS Office (PowerPoint, Excel, Word) and highly developed understanding of Health Information Systems such as but not limited to SINJANI, Clinicom, BAS, SYSPRO, JAC, DHIS, SharePoint, SPV, PHCIS, Tier.Net, HECTIS, and eCCR, etc. Good leadership and interpersonal skills, with the ability to work independently and as part of a team. Excellent communication skills (written and verbal).

DUTIES : (key result areas/outputs): Effectively and efficiently provide leadership and manage the Revenue (Hospital Fees, Patient Administration, Medical Records and Case Management) section in the Finance Directorate, to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance to all policies, regulations, prescripts and instructions. Support the implementation of Revenue (Hospital Fees, Patient Administration, Medical Records and Case Management) policies, data collection tools, definitions, standard operating procedures, and monitor and coordinate data flow processes, according to policy time frames. Support internal and external stakeholders in terms of revenue management and patient administration. Must adhere to requirements of the different levels of reporting i.e. Provincial and National levels. Manage the production of relevant, timeous and accurate operational reports. Monitor revenue collection to ensure collection targets are met. Ensure efficient and accurate billing of patients including correct classification of patients. Monitor debtors accounts and manage debt collection processors including medical aid patients. Managing of hospital patient records and related administrative processes of recordkeeping and disposal processes. Oversight of Case Management protocols and ensuring efficient auditing of patient records related to adequate billing and ICD10 coding. Performing audit readiness assessments, liaison with auditors (external and internal) and deal with audit queries. Management of staff in the component, including staff performance, R&S process, training, disciplinary process and general support of staff.

ENQUIRIES : Mr AAH Malgas, tel. no. (021) 938-4014
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. A competency test will form part of the selection process.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/208 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency And Clinical Support Service

SALARY : R468 459 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree or related field. Experience: Appropriate experience in supply chain management within a public sector environment. Appropriate supervisory experience. Inherent requirement of the job: A valid (Code B) driver's licence. Ability to work under pressure and across multiple EMS sites. Competencies (knowledge/skills): Ability to manage confidential information. In-depth

knowledge of demand, acquisition, contract, asset, warehouse and disposal management. Knowledge of bid committee processes and SCM legislative frameworks. Advanced computer literacy (Excel, Word, PowerPoint). Strong analytical, organisational, problem-solving and communication skills. Interpersonal, leadership and conflict-management skills. Extensive knowledge and experience in PFMA, NTRs, PTIs, AOS, LOGIS and Procurement Integration systems.

- DUTIES** : (key result areas/outputs): Manage demand and acquisition management, including the development and coordination of the EMS annual demand and procurement plan and execution of compliant procurement processes. Coordinate and support bid committee processes, including specification drafting, bid evaluations, compliance checks and implementation of committee resolutions. Administer and monitor contracts, maintain a comprehensive contract register and ensure supplier performance, renewals, extensions and quality control. Manage asset, warehouse and disposal functions, including maintaining the EMS asset register, conducting stock takes across 52 stations and overseeing warehouse operations. Ensure SCM governance and compliance, including reporting, audit responses, irregular expenditure monitoring, DICU assessments and implementation of corrective actions. Compile and submit all required SCM reports, including monthly, quarterly and annual compliance reports and RFI file maintenance. Manage and develop SCM staff, including performance management, training coordination, discipline, recruitment and workload planning.
- ENQUIRIES** : Mr C Wylie, tel. no. (021) 508-4517
- 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.
- CLOSING DATE** : 14 April 2026, 17:00 PM

POST 11/209 : **ASSISTANT DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R468 459 per annum

CENTRE : Khayelitsha/ Eastern Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Degree/National Diploma. Experience: Appropriate experience in Financial Accounting and Financial Management. Appropriate supervisory or management experience. Inherent requirement of the job: Valid Code B/EB driver's license. Willingness to travel and work extra hours. Competencies (knowledge/skills): Knowledge and practical experience of BAS and PERSAL system. Knowledge and practical experience of the AFS/IFS processes. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's System of the Department. Computer literacy (Ms Word, Excel and PowerPoint). Excellent verbal and written communication skill. Accuracy and attention to detail. Knowledge of the Accounting Officer's System specifically Procurement prescribes.

DUTIES : (key result areas/outputs): Ensure efficient budget, expenditure, accounts and revenue management. Management of conditional grants, transfer and sundry payments. Provide input into and coordinate the AFS/IFS on District level. Compliance management & respond to audit queries. District Office administration. Manage the Finance section and ensure the correct application of accounting classification codes. Oversee human resources within the section, general management and administrative support within the section. Completion and coordinating monthly BMI and IYM. Reconciliation and clearing of monthly assets & liabilities accounts. Develop and implement Finance SOP's for the sub-structure. Coordinate periodic finance meetings. Facilitate budget allocation, adjustment and Submission process.

ENQUIRIES : Mr M Dzanibe, tel.no (021) 360-4200 or email: malusi.dzanibe@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Assistant Director: Finance post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates may be subjected to a written/practical and oral assessment.

CLOSING DATE : 14 April 2026, 17:00 PM

- POST 11/210** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT**
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : R468 459 per annum
CENTRE : EMS Finance and Supply Chain, U2 – Tygerberg Hospital premises
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree or related field. Experience: Appropriate experience in financial administration within a public sector environment. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to work independently and as part of a team. Competencies (knowledge/skills): Sound knowledge of financial management, budgeting, expenditure and revenue processes. Advanced computer literacy (Excel, Word, PowerPoint). Strong analytical, problem solving and communication skills. Leadership, interpersonal and conflict management skills. Extensive knowledge and experience in PFMA, NTRs, PTIs, BAS and SYSPRO.
- DUTIES** : key result areas/outputs): Manage financial planning, budgeting and expenditure control within EMS, including MTEF and adjustment estimates. Monitor in year expenditure, compile IYM reports and ensure 30 day payment compliance. Implement and maintain financial governance, internal controls and audit processes, including irregular expenditure registers. Prepare monthly, quarterly and annual financial reports, including AFS/IFS inputs and monitoring accruals and commitments. Support and monitor EMS revenue management processes, reporting and compliance with billing policies. Supervise and develop finance staff through performance management, leave planning and skills development. Manage recruitment, disciplinary matters and grievance procedures within the finance component.
- ENQUIRIES** : Mr C Wylie, tel. no. (021) 508-4517
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.
CLOSING DATE : 14 April 2026, 17:00 PM
- POST 11/211** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (GOODS & SERVICES) 2 POSTS**
Directorate: Supply Chain Management (Sourcing)
- SALARY** : R468 459 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Supply Chain Management/Procurement/Law/Public Management/Finance/Auditing/Project Management/Commercial field) or equivalent. Experience: Appropriate experience in Managing Tenders, Demand Management and Contract Administration within a Supply Chain Management environment. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of negotiating with suppliers, procurement prescripts and government bid procedures. Must be able to work under pressure. Ability to perform calculations relating to foreign currency, CPIX, etc. Ability to handle matters of a confidential nature Knowledge relating to management of contracts, Tenders and the legal aspect of it. Computer literacy (Word, Excel, PowerPoint) Ability to work accurately with figures, data analysis and reporting. Sound knowledge of various legislations governing supply chain management and National Treasury Prescripts. Knowledge of Demand and Acquisition Management.
- DUTIES** : (key result areas/outputs): Handle all procurement and Tender management processes. Provide input on bid specifications in accordance with agreed strategies and objectives. Scrutinize bids received to ensure Bidder compliance. Compile Memorandum to Bid Adjudication Committee. Execute Bid Committee and Delegate's resolutions. Responsible for finalizing applications for price escalations for index and Rate of Exchange claims. Inspect contractors' premises and vigilantly monitor contractors' performance. Ensure that service level agreements exist and are effectively managed and compliance thereto is monitored. Ensure the monitoring of compliance by service providers and institutions to their contractual obligations. Supervise staff. Comply with reporting requirements.
- ENQUIRIES** : Mr A Mili, tel. no. (021) 834 9051, e-mail: Ayanda.Mili@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/212 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**
Directorate: Information Management

SALARY : R468 459 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or degree. Experience: Appropriate experience in managing and supporting hospital information systems, specifically Clinicom and related HIS applications. Appropriate experience in support and maintenance. Appropriate experience in system support and maintenance, including monitoring system performance, resolving incidents, managing helpdesk calls, analysing root causes of system issues and ensuring timely resolution to maintain operational continuity. Appropriate experience of hospital administrative and clinical processes. Appropriate experience working on Electronic Health Record systems/modules. Appropriate experience in training, user support, and system administration. Appropriate experience with clinical and administrative processes in hospital or PHC settings. Appropriate experience with master data management, quality control, and systems integration (e.g., NHLS, JAC, PHCIS, PREHMIS). Inherent requirement of the job: Valid driver's license. Willingness to travel to WCDHW health institutions. Willingness to work overtime when required Proven ability to lead and work effectively within a team environment. Competencies (knowledge/skills): Good communication and interpersonal skills. Strong problem-solving abilities and abilities to escalate issues appropriately. Ability to provide user training and support across multiple systems. Accurate data capturing and strong attention to detail. Computer literacy, including MS Office and MS Teams. Knowledge of Clinicom, Clinicom Evergreen, eCCR, FBE, EMCI, PMI Hygiene, NetTerm, BMC Remedy, HPRS, Terminology Services, and integration platforms. Understanding of business process re-engineering and patient flow. Understanding of system maintenance, enhancement processes, and quality control procedures.

DUTIES : (key result areas/outputs): Managing and supporting Hospital Information Systems (HIS), specifically Clinicom and related applications, ensuring the effective operation, coordination, user support and system oversight across facilities. Provide operational oversight and support for Clinicom, NetTerm, eCCR and related systems, including incident management, system monitoring, release communication and ensuring the effective functioning of hospital information systems across supported facilities. Liaise and communicate with HIS Management, Hospital Management, Information Officers and IT (Cel) regarding system updates, operational issues, outages, risks and system-related information, ensuring that relevant stakeholders are informed and supported. Attend and participate in Application Centre meetings, MANCO sessions, workshops and hospital HIS or IMU meetings, and facilitate System Manager and System Controller meetings where required. Manage and implement system change control processes, including the maintenance and updating of Master Files such as Inpatient, Outpatient, Service Groups, Medical Records, Theatre, Waiting Lists and Global Master Files through NetTerm in accordance with approved processes and Head Office requirements. Coordinate and support system enhancements, new requirements and system development initiatives, including participation in Joint Application Development (JAD) sessions, sprint reviews and design discussions, and assist with the rollout and implementation of new system modules across facilities. Provide onsite and remote support to facilities, including scheduled visits and virtual assistance, while assisting with system-related hardware and software issues such as workstation configuration, printing, client software and related technical challenges. Manage user access administration and audit compliance, including processing access requests, maintaining appropriate documentation and ensuring compliance with system governance, audit and reporting requirements. Support operational system workflows, including assisting users with AR (Billing) processes, Cost Centre Requisitioning (CCR), clinic cancellations, duplicate death corrections, diary template creation and other operational system functions. Maintain data integrity and quality control, including Patient Master Index (PMI) data management between PHCIS and PREHMIS, conducting quality control on system interfaces with third-party systems such as Centricity Cardiology, RIS,

ECM, PHCIS and PREHMIS, and developing or maintaining quality control scripts and packages. Identify and coordinate training requirements for system users and Information Management staff, develop training schedules for Information Officers and Core Trainers, and deliver formal or informal training on system functionality, enhancements and processes. Manage staff and HR-related responsibilities, including performance management, staff development, leave management and task allocation. Provide data reporting and analytical support, including generating patient and user reports through data mining applications such as Impromptu and supporting information management and operational reporting requirements. Provide after-hours system support when required to ensure continuity of operations and support additional facilities where operationally necessary.

ENQUIRIES : Mr J Maharaj, tel.no. (021) 938-6513
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/213 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**
 Chief Directorate: Metro Health Services

SALARY : R468 459 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in the field of Human Resource Management. Experience: Appropriate experience in human resource management (salary administration, employee relations & people development). Appropriate supervisory and PERSAL experience. Inherent requirement of the job: Valid driver's licence, Code B/EB. Competencies (knowledge/skills): Proven knowledge of Public Service Regulations, Prescripts and Public Service Act and Audit compliance prescripts. Strong managerial and supervisory skills and computer skills (MS Word and PowerPoint) and good interpersonal, organizational skills and ability to function under pressure and meet deadlines. Problem solving, decision making and time management skills. Knowledge and skills regarding operational planning in a human resource management environment.

DUTIES : (key result areas/outputs): Effective management of human resource administration in line with audit requirements. Effective Compliance Management in line with Departmental Policies & prescripts, Auditor-General requirements, Ideal Hospital Framework and Office of Health Standards and Compliance. Management of employee development and training initiatives to enhance organisational performance. Effective management of employee relations processes. Supervision & Optimal Support to Supervisor.

ENQUIRIES : Ms CN Cornelius, tel. no. (021) 834-5897
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/214 : **ASSISTANT DIRECTOR: FINANCE (BUDGET AND EXPENDITURE)**

SALARY : R468 459 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Financial Accounting, Management Accounting, Auditing or a related field. Experience: Appropriate experience with a proven track record across key areas of financial accounting. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Ability to work under pressure and handle matters of a confidential nature. Experience in data analytics and Excel template development. Strong people management and the ability to work effectively within a multidisciplinary team. Sound problem-solving abilities, strong written and verbal communication, presentation capability, and project management skills. Strong technical financial abilities, with experience in audit and accounting environments. Competence in preparing financial reports and analysing financial prescripts. Experience in contributing to Annual and Interim Financial Statements (AFS/IFS), accrual accounting, the Modified Cash Standard (MCS), and/or GRAP. Advanced

- computer literacy, including Excel, Word, and PowerPoint. Knowledge of BAS, LOGIS, Syspro and Supply Chain Management processes.
- DUTIES** : (key result areas/outputs): Provide leadership and oversee the Finance Department, including the Merchant Account and Ledger Account sections. Manage and control debt ledger accounts, debt administration, and reconciliation processes. Oversee control of ledger accounts, including payroll, asset and liability accounts, and miscellaneous recoveries. Oversee disbursement processes and ensure compliance with financial prescripts for all supplier payments. Manage the Syspro 6 (Material Management System) Accounts Payable module and associated data capturing. Control and maintain the institutional budget and provide management with accurate and timely reports. Oversee statistical reporting and provide financial information to support decision-making on expenditure trends, projections, cost drivers, and variances. Manage staff performance, training and development, and attend to relevant HR matters. Liaise with internal stakeholders to support effective financial governance, including oversight of irregular, fruitless and wasteful expenditure. Promote a positive organisational culture through change management, innovation, conflict resolution, and risk mitigation within the Finance Section. Provide input and responses to audit queries and support audit processes.
- ENQUIRIES** : Mr C Frank, tel no. (021) 404-3248
- 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.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/215** : **ASSISTANT DIRECTOR: HR AND FACILITY MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R468 459 per annum
- CENTRE** : False Bay Hospital, Southern Western Sub-structure
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource and facility management. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirements of the job: Willing to do Standby Duties. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post list (APL), establishment control, Human Resource Development and Labour Relations. Leadership, management, planning and coordination skills. Good communication and interpersonal skills. The ability to function independently and in a multi-disciplinary team. Computer literacy (MS Word/Excel/Powerpoint/Outlook). Ability to think creatively and apply ideas. Good written skills ie. able to draft complex letters, memos, reports etc.
- DUTIES** : (key result areas/outputs): Optimized management of talent acquisition, selection and appointment processes. Efficient oversight of performance management and assessments. Ensure sound and competent management of Training & Development, Labour Relations/Employee Relations and foster and promote employee wellness. Effective and efficient governance of HR Administration, Conditions of Service & Remuneration and Quality and Risk Management processes. Effective Facility Management which comprises of the following areas: Technical Services, Transport, Telecom services and Grounds. Management of subordinates and support to Manager Medical Services and department heads.
- ENQUIRIES** : Dr MS Rambiyana, tel. no. (021) 832-5202
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No Payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/216** : **ASSISTANT DIRECTOR: HR AND FACILITY MANAGEMENT**
Cape Winelands Health District
- SALARY** : R468 459 per annum
- CENTRE** : Robertson Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in managing of staff in a health facility. Appropriate experience in all aspects of personnel management, labour relations and staff development. PERSAL experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound and relevant knowledge regarding the Governmental or departmental policies and legislation. Good communication (written and verbal). Supervisory and leadership skills. Computer skills (MS Office, Excel and PowerPoint). Sound and relative knowledge of Human Resource policies and practices. Contract management knowledge and skills. Proven track record as an effective line manager. Computer literacy.
- DUTIES** : (key result areas/outputs): Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Human Resource Development, Human Resource Administration and sound Labour Relations within the Sub-district. Implement and maintain policy documents/circulars as well as the provision of training on aspects of conditions of service within the Sub-district. Manage and co-ordinate the implementation of Occupational Specific Dispensations within the Sub-district. Administer and ensure that audit investigations and follow-up investigations as well as feedback on Auditor- General and ensure that enquiries and action plans are done timeously. Manage the Support Services of the hospital which comprise of the following areas: cleaning, pest control, waste management, morgue, porter services, transport, telecom services, security, workshop, laundry and linen services. Manage and co-ordinate the SPMS system and PILIR processes.
- ENQUIRIES** : Dr N Beyers, tel. no. (023) 626-8543
- 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.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/217** : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Diagnostic). Registration with a professional council: Registration with the HPCSA as a Radiographer (Diagnostic). Experience: **Grade 1:** None after registration with the HPCSA in Radiography (Diagnostic) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Diagnostic) 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 in Radiography (Diagnostic) in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to provide a 24-hour service. Ability to lift patients. Ability to work long hours. Willingness to perform standby duties, work weekends, public holidays and overtime if requested. Competencies (knowledge/skills): Knowledge of protocols and radiation protection. Quality assurance and equipment safety. Good interpersonal skills and effective performance as part of a multidisciplinary team. Knowledge of PACS and Radiology information systems. Good communication skills.
- DUTIES** : (key result areas/outputs): Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping and management of radiology unit at George Regional Hospital. Assist with training of junior radiographers. Participate in continuing professional development activities.
- ENQUIRIES** : Ms SM Loff, tel. no. (044) 802-4567
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 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>	:	14 April 2026, 17:00PM
<u>POST 11/218</u>	:	<u>PHYSIOTHERAPIST GRADE 1 TO 2</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum
<u>CENTRE</u>	:	Mitchell's Plain Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to perform after hours and weekend duties. A valid driver's licence (Code B/EB). Willingness to render clinical support at other facilities within the Sub-structure. Competencies (knowledge/skills): Thorough knowledge of all aspects relating to physiotherapy interventions in general. Assertiveness, creativity & dedication to optimal but realistic level of care. Ability to work under pressure. Ability to take into consideration the necessary precautions for the specific medical condition of each patient. Ability to maintain and update knowledge and technique in all aspects of physiotherapy.
<u>DUTIES</u>	:	(key result areas/outputs): Providing and rendering physiotherapy service within the level of service delivery. Perform administrative processes relating to smooth running of a physiotherapy department. Effective management of human and physical resources. Contributing to clinical education and training.
<u>ENQUIRIES</u>	:	Ms Y Samuels, tel. no. (021) 684-1400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00PM
<u>POST 11/219</u>	:	<u>COMMUNICATION OFFICER: EMS</u> Directorate: Communications
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (stationed at Bellville Health Park, Bellville)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, or Public Relations. Experience: Appropriate experience in a communication, public relations or

media environment, which include building and managing client and stakeholder relationships; developing visual communication products; media, reputation and response management; internal communication, brand management, and developing and executing communication campaigns. Appropriate experience in a communication or media environment. Appropriate experience in Adobe InDesign, video editing software, and photography. Inherent requirements of the job: Valid Code (B/EB) driver's license. Willing to be on standby for media queries and to occasionally travel for work. Ability to communicate fluently in English and Afrikaans or isiXhosa. Competencies (knowledge/skills): Developing and executing communication campaigns. Reactive and proactive reputation management. Visual and written storytelling and content development. Creating and packaging content aimed at specific platforms and audiences. Photography and videography. Excellent verbal and written communication skills. Strong interpersonal skills. Excellent time management. Understanding and interpreting complex figures and narratives.

DUTIES : (key result areas/outputs): Conceptualisation and implementation of communication plans and campaigns. Reputation and response management. Internal communication and brand management. Project and event management. Building and maintaining a positive narrative across all platforms. Monitoring and evaluation of communication campaigns, risks, and sentiment. Feedback and reporting on area of responsibility.

ENQUIRIES : Ms M Lesch, tel. no. (021) 483- 3245

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

CLOSING DATE : 14 April 2026, 17:00PM

POST 11/220 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PERSONNEL ADMINISTRATION)**

SALARY : R397 116 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree. Experience: Appropriate Supervisory experience. Appropriate experience in all aspects of personnel, salary and the PERSAL system. Competencies (knowledge/skills): Excellent communication skills. Computer literacy (MS Word, Excel, PowerPoint. Knowledge and experience of PERSAL and their relevant functions.

DUTIES : (key result areas/outputs): The management and supervision of staff within the Personnel Office, the incumbent will also be expected to do relief duties in areas where a need is identified. Handling of HR Transversal matters within the Department such as Special Leave, salary recalls and management of overtime authorisations for the Institution. Manage, plan and co-ordinate the Personnel Office with regards to implementation and adhering to relevant policies, procedures, prescripts. -Provide assistance to clients, personnel, management and supervisors. To also perform Ad hoc tasks. Ensure policy implementation, co-ordination and provide necessary training. Responsible for compensation management, including OSD matters and grade progression. Assist, Complete and follow up compliance investigations. Development and training of staff. Assist with implementation of performance management which include pay progression, performance awards, performance agreement and staff performance management (SPMS) process. Investigate grievances about service benefits and SPMS. Monitor and ensure compliance/quality.

ENQUIRIES : Mr M Leokame, tel. no. (021) 938-4535

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

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

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/221 : **SYSTEM CONTROLLER**
Directorate: Information Technology

SALARY : R397 116 per annum

CENTRE : Head Office, Cape Town (HIS: Regional Support)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year Diploma or Degree (or equivalent). Experience: Appropriate working experience in Health

Information Technology and Health-IT Systems and suitable skills in IT service management, system administration, data quality assurance, and end-user support. Appropriate experience in training end-users and core trainers on system functionality. Appropriate experience in report writing and the use of tools such as Microsoft Excel, Power BI, and helpdesk systems (e.g., BMC). Appropriate experience in a Health environment will be to your advantage. Appropriate experience in managing and supporting hospital information systems, specifically CLINICOM and related HIS applications. Appropriate experience in providing support and maintenance to health institutions. Appropriate experience in system support for the Integrated Health Solution (IHS), including modules such as AR Billing, PHCIS, Clinical Documentation, HECTIS, CARES. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel to Department of Health and Wellness facilities and services across the Western Cape. Willingness to work overtime, with flexibility and adaptability in a changing Health-IT environment. Proven ability to lead and work effectively within a team environment. Competencies (knowledge/skills): Broad knowledge of health service business processes. Strong communication skills to manage change processes and engage constructively with colleagues, managers, and stakeholders. Knowledge of system administration, user access management, and master file maintenance. Training and facilitation skills for both end-users and core trainers. Problem-solving skills and business process re-engineering capabilities. High computer literacy (MS Word, Excel, PowerPoint, Teams, OneDrive, SharePoint). Ability to produce accurate system reports and conduct quality control testing of new releases. Competency in health facility systems and processes, supported by relevant knowledge, skills, or work experience within a healthcare facility.

- DUTIES** : (key result areas/outputs): Provide end-user support across all health facilities and services in the Western Cape for various health application, especially CLINICOM. Respond to and resolve helpdesk calls, investigate problems, and escalate where required. Maintain and update master files, manage change control processes, control system access and print management, and ensure effective system operation. Identify training needs, coordinate and deliver training to users and core trainers, and ensure knowledge transfer of new system changes. Contribute to business process re-engineering across IHS modules, ensuring the solution is optimised for efficiency and effectiveness. Conduct quality control testing on new releases, generate reports, encourage correct system usage, and ensure dissemination of accurate information. Assist with development, testing, and implementation of new or enhanced IHS modules and functionality. Update and maintain system user manuals, guidelines, and procedures. Provide additional support to the supervisor and system managers as required.
- ENQUIRIES** : Mr J Maharaj, tel. no. (021) 938-6513
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when you are applying for this post. Shortlisted candidates will be required to undergo competency assessments/proficiency tests.
- CLOSING DATE** : 14 April 2026, 17:00pm
- POST 11/222** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (FEES)**
- SALARY** : R397 116 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Hospital Fees environment including Hospital Information Systems. Experience that focuses on the KRA's of the post. Appropriate supervisory experience. Inherent requirements of the job: Willing to relief colleagues in areas. Competencies (knowledge/skills): Knowledge of Budget. Computer literacy (MS Word, Excel, PowerPoint). Good Interpersonal and Labour Relations abilities. Good Managing Skills. Sound knowledge of Hospital Fees Memorandum Chapter 18, HIS (Clinicom/AR), UPFS, PFMA and Treasury Instructions.
- DUTIES** : (key result areas/outputs): Manage and provide support to areas with regards to Revenue Generation. Ensure all Revenue monthly Targets are received monthly from Medical Aids, other 3rd parties and self-funded patients to reach year-end target. Manage and provide support to areas with regards to Revenue

Collection. Ensure crediting of all payments are done on the BAS System as well as Billing system. Monitor balancing between the BAS. Staff are managed appropriately in terms of HR policies. Ensuring all Reporting functions are timeously met.

ENQUIRIES : Mr MA Khan, tel. no. (021) 404-3264
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.
CLOSING DATE : 14 April 2026, 17:00 PM.

POST 11/223 : **SENIOR STATE ACCOUNTANT**
Directorate: Management Accounting

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in a hospital fees environment. Inherent requirements of the job: Willingness to travel and spend short periods away from the office. A valid Code B/EB driver's licence. Competencies (knowledge/skills): Good knowledge of the PFMA; relevant NTR & PTI. Ability to build relationships, negotiating, mediating conflict with multiple stakeholders, Good written and verbal communication skills; presentation skills Knowledge and the ability to perform and train staff in the COID claims process and systems. Good leadership ability, supervision; managerial and planning skills. Advanced Ability to work with MS Office – Excel, PowerPoint and Word. Working experience of BAS functions. Ability to work independently and within a team environment.

DUTIES : (key result areas/outputs): Liaise with State Departments re outstanding debt matters. (SANDF; DCS; WCA & SAPS). Follow-up on outstanding accounts owed to the WC health facilities. Arrange and coordinate meetings with State Departments to foster good relations and manage debt. Negotiate and arrange payment for long outstanding accounts. Prepare monthly management reports on the status of debt for all State Departments. Revise sundry tariffs on an annual basis. Draft finance instructions; treasury submissions and official written correspondence. Co-ordinate capacity building initiatives in the form of workshops and training etc. Performing BAS transactions. Clearing of Ledger Accounts - General and Special Journals. Supervision of support staff.

ENQUIRIES : Mr A van Driel, tel. no. (021) 483-3297 or Mr M Schultz, tel. no. (021) 483-4678 or on MS Teams

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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/224 : **CASE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year health-related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in the Managed Health Care sector i.e. Case Management or Medical Aid environment and Revenue Generation. Competencies (knowledge/skills): Knowledge of the Medical Schemes Act 131 of 1998, regulations and annexures as amended and basic knowledge of the uniform patient fees schedule and patient billing. Knowledge of prescribed minimum benefits i.e. the chronic disease list and diagnostic treatment pairs and knowledge of and experience in ICD 10 Codes assignment, the ability to link patient diagnosis with procedure codes and knowledge of Clinicom and EDI (Electronic Data Interchange). Ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids). Excellent communication, conflict management, interpersonal and leadership skills.

DUTIES : (key result areas/outputs): Perform Case Management functions, i.e. obtaining pre-authorization and verification of benefits as needed, concurrent, retrospective review, discharge planning and provide quotations to H2, H3 and foreign patients. Assist with Medikredit EDI rejection reports and ensure

corrections are completed timeously and resubmitted to Medikredit. Liaise with the various role-players e.g. clinicians, managed care organizations and medical scheme case managers to monitor utilisation and update patient's clinical information while in hospital. Manage and implement case management policies, protocols and procedures in the hospital. Conduct clinical audits of patient accounts inclusive of medical aids, state departments e.g. RAF and COIDA to ensure accuracy of invoices with regard to ICD 10 codes, UPFS procedure codes and resource utilization. Manage and supervise Case Management and Revenue departments.

ENQUIRIES : Mr D Abrahams, tel. no. (021) 834-5894
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.
CLOSING DATE : 14 April 2026, 17:00PM

POST 11/225 : **SENIOR PERSONNEL PRACTITIONER (EMPLOYMENT POLICY AND PRACTICES)**
 Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Northern/Tygerberg Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year HR related National Diploma or Degree. Experience: Appropriate experience in Human Resource Administration, with specific exposure to compensation management, performance management and HR compliance/audits. Inherent requirements of the job: Valid Code (B/EB) driver's license and willingness to travel. Willingness to work after hours. Competencies (knowledge/skills): Sound knowledge of Public Service HR policies, prescripts and legislation and Audit and compliance monitoring skills. Understanding of Compensation Management and PERSAL processes Knowledge of Performance Management and Development System (PMDS/PERMIS) Presentation and Computer Skills (MS Office, Word, Excel, Power Point and Outlook).

DUTIES : (key result areas/outputs): Render a comprehensive Human Resource policy advisory service to institutions by providing guidance and training on the interpretation and implementation of Public Service legislation, departmental prescripts and circulars, maintaining an updated policy registry, and ensuring correct application of HR practices across the sub-structure. Administer Compensation Management processes which include quality checking of salary determinations, monitoring professional council deductions, and providing support and training to facilities on remuneration related matters. Support audit and compliance functions by conducting audits, following up on Auditor-General and Internal Audit findings, assisting institutions with completion of CMI and HRAAP requirements, conducting sample testing, and facilitating corrective measures to address identified gaps. Administer the Performance Management and Development System by coordinating PMDS and PERMIS processes, checking performance grids, capturing pay progression transactions on PERSAL, monitoring poor performance cases, and ensuring compliance with departmental timelines. Provide institutional support and capacity building through PERMIS helpdesk assistance, training interventions based on audit outcomes, investigation of grievances in line with prescripts, and ongoing guidance to managers and staff on HR administrative processes. Support efficient component management by supervising and guiding staff where applicable, acting in the supervisor's capacity when required, representing the component at meetings, maintaining reporting systems, and ensuring effective communication with stakeholders.

ENQUIRIES : Ms S Van Eyssen, tel. no. (021) 815-8862
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/226 : **SENIOR ADMINISTRATIVE OFFICER: HRM (COMPLIANCE)**
 Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Southern / Western Sub-structure Office

- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma and/or Degree. Experience: Appropriate experience in all the KRA's of this post. Inherent requirements of the job: Valid Code B / EB driver's license and willingness to travel. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint), Outlook and PERSAL. The ability to effectively communicate in at least two of the three official languages of the Western Cape. Knowledge of HR policies, procedures & practices. Ability to execute duties accurately and thoroughly. Good interpersonal and problem-solving skills.
- DUTIES** : (key result areas/outputs): Ensure policy implementation, co-ordination and provide training where necessary. Assist with compensation management, including OSD and Pay/Grade Progression matters. Conduct audit investigations / sample testing and report on compliance. Assist with compilation of compliance monitoring tools. Create and maintain compliance toolkit updates for Line Managers. Coordinate Departmental E Disclosure & ORW processes for the District. Provide support and advisory service to CHC's and Hospitals within the Southern/Western Sub-Structure & training and development of staff. Assist with the implementation of the Staff Performance Management system for all employees. Support and investigate grievances related to service benefits. Assist staff, supervisor, management with enquiries related to Policy & Practices.
- ENQUIRIES** : Ms M Ganief, tel. no. (021) 202-0962.
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/227** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (BUDGETING AND EXPENDITURE)**
- SALARY** : R397 116 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Degree/Diploma in Accounting/Financial Management. Experience: Appropriate experience in a finance department. Competencies (knowledge/skills): Knowledge of Assets and Liabilities accounts. Knowledge of Public Finance Management Act. Knowledge of BAS and PERSAL. Good communication skills (written and verbal). Computer literacy (MS Word, Excel).
- DUTIES** : (key result areas/outputs): Manage Filing of documentation. Manage BAS payments, Journal entries and Debt take-on's. Manage the allocation of Cash Receipts. Manage the clearance of various Assets and Liabilities accounts. Render clerical assistance to the Assistant Director in the Finance section.
- ENQUIRIES** : Mr C Frank, tel. no. (021) 404-3248
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/228** : **CHIEF FORENSIC OFFICER**
Chief Directorate: Emergency Clinical and Services Support
- SALARY** : R397 116 per annum
- CENTRE** : Observatory Forensic Pathology Institute
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive experience in Forensic (Medico-legal) practice especially in the Evisceration environment. Appropriate Human Resource Management experience. Appropriate Supervisory experience in Forensic Pathology. Relevant Occupational Health and Safety experience with regards to Dissection. Appropriate Contract Management experience. Inherent requirements of the job: A Valid driver's license (Code EB/B). Will be required to work Standby and Overtime duties. Will be required to wear uniform. Above average ability to communicate clearly and discreetly in person and in writing. Competencies (knowledge/skills): Knowledge and application of regulations, policies and standards pertaining to the Forensic Pathology process. Ability to work under pressure, meet deadlines and solve complex problems in a multi-

disciplinary team. Sound knowledge and understanding of legislation pertaining to Forensic Pathology Service and ethical issues in Forensic Pathology Service. Appropriate people and planning skills. Ability to interpret service level agreements. Ability to interpret and apply policies. Good working knowledge of relevant legislation, Regulations and policies governing Forensic Mortuary procedures. Above-average Computer and Software literacy in MS Excel and Word, FPS, BIM Systems and ECM. Ability to teach and train Evisceration techniques. Ability to work with corpses (mutilated, decomposed, infectious viruses, etc). Will be required to assist in the planning/ training of Major incident exercises as well as involvement in Major incident roles. Will be required to investigate and gather evidence for Pathologists. (Statements, reports, Hospital notes and folders).

DUTIES : (key result areas/outputs): An efficient support service to the Manager with regard to management of the Forensic Pathology Laboratory by supervising staff in the effective and efficient recovery, storage and processing of deceased. An effective Forensic Autopsy process rendered in accordance with set standards and guidelines. An effective and efficient Management of corpses. An effective specimen, exhibit and property management process rendered in accordance with set standards and guidelines.

ENQUIRIES APPLICATIONS : Mr A White, email: Andrew.White@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a psychometric evaluation. "The pool of applicants will be considered for vacancies within Forensic Pathology Service, Observatory Forensic Pathology Institute for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/229 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (FEES)**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Hospital Fees environment including Hospital Information Systems. Experience that focuses on the KRA's of the post. Appropriate supervisory experience. Inherent requirements of the job: Willing to relief colleagues in areas. Competencies (knowledge/skills): Knowledge of Budget. Computer literacy (MS Word, Excel, Power Point). Good Interpersonal and Labour Relations abilities. Good Managing Skills. Sound knowledge of Hospital Fees Memorandum Chapter 18, HIS (Clinicom/AR), UPFS, PFMA and Treasury Instructions.

DUTIES : (key result areas/outputs): Manage and provide support to areas with regards to Revenue Generation. Ensure all Revenue monthly Targets are received monthly from Medical Aids, other 3rd parties and self-funded patients to reach year-end target. Manage and provide support to areas with regards to Revenue Collection. Ensure crediting of all payments are done on the BAS System as well as Billing system. Monitor balancing between the BAS. Staff are managed appropriately in terms of HR policies. Ensuring all Reporting functions are timeously met.

ENQUIRIES APPLICATIONS : Mr MA Khan, tel no. (021) 404-3264
: 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

CLOSING DATE : 14 April 2026, 17:00 PM.

POST 11/230 : **CHIEF FOOD SERVICES MANAGER**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Karl Bremer Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification). Experience: Appropriate managerial and supervisory experience in a large-

scale Hospital Food Service environment. Inherent requirement of the job: Willingness to work shifts, weekends, and public holidays if it is required. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. Problem solving, decision making and time management skills. Computer literacy and 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.

DUTIES : (key result areas/outputs): Overall management and control of the Food Service Unit. Plan and develop the strategic management of the Food Services Unit. Manage risks and quality assurance within the Food Service Unit. Manage all related Human Resource Management matters of the Foodservices Unit. Financial Management and stock control of the Foodservices Unit.

ENQUIRIES : Ms CN Cornelius, tel. no. (021) 834-5897

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are short-listed for interviews will be expected to complete a practical test. The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/231 : **PERSONAL ASSISTANT**
Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualification on a higher level may also be accepted on condition that the subjects of the qualification align to the functions as per the attached job description. Experience: Appropriate experience in rendering a support service to middle and senior management. Appropriate experience in office administration and/or management, which includes financial management, asset management, logistical support. Inherent requirement of the job: Experience in minute taking in high – level meetings. Competencies (knowledge/skills): Computer skills – intermediate to advance (MS Office). Excellent verbal and written communication skills. Excellent interpersonal, time management, office management and organizational skills.

DUTIES : (key result areas/outputs): Render a secretarial service to the Chief Executive Officer (CEO). Provide a receptionist support service to the office of the CEO including answering and directing telephone calls as well as visitors and proper scheduling of meetings. Ensure adequate, timeous preparation for meetings. Render administrative support to the office of the CEO including typing minutes in meetings and certain documents when required and ensure accuracy of documents and ensuring good recording keeping including effective and efficient filing system. Effectively and efficiently manage the diary of the CEO's meetings i.e. logistics arrangements, venues, etc. Support the CEO with the administration of the budget and supply chain, including maintenance of equipment and ensuring office equipment is operational. Render secretarial functions to the Facility Board.

ENQUIRIES : Ms F Johnson, tel.no. (021) 377-4307

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

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payments of any kind is required when applying for this 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.

CLOSING DATE : 14 April 2026, 17:00 PM

- POST 11/232** : **PRINCIPAL PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT AND COID MATTERS)**
 Directorate: People Management Planning and Practices
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum
 : Head Office, Cape Town
 : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in people management administration. Appropriate experience in COIDA and Basic Conditions of Employment Act. Inherent requirement of the job: A valid (Code B) driver's license. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the BAS systems. Good verbal and written communication skills. Ability to deal with high volumes of work and to work under pressure. Computer literacy (PERSAL, MS Excel, MS Word, Outlook).
- DUTIES** : (key result areas/outputs): Administer Subsistence and Travel (S&T) Claims for all Head Office personnel and provide training. Administer Advance Claims for all head office personnel and coordinate the process in consultation with finance. Administration of Sabbatical Leave and Overseas Applications in the Department. Administer COID cases for the Department, including the payment of accounts. Implement and maintain databases for all functions and provide statistics monthly. Render a supervisor and support function to staff and liaise with various role players.
- ENQUIRIES APPLICATIONS** : Mr T Kwatala tel. no. (021) 483-5711
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/233** : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE)**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum
 : Tygerberg Hospital, Parow Valley
 : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with appropriate experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate supervisory experience in Revenue Department. Competencies (knowledge/skills): Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet. Good interpersonal and communication skills. Ability to work independently and function well within a team. Knowledge of patient fee tariff structure. Knowledge of revenue, debtor, banking and cash management. Understanding hospital fees, policies and procedures, medical scheme Act 131 of 1998, PFMA of 1999, Hospital Information systems (e.g. Clinicom, AR etc). Practical working experience in computer literacy (Microsoft office and internet). Ability to work under pressure, handle a high work volume and meet strict deadlines.
- DUTIES** : (key result areas/outputs): Ensure accurate allocation of revenue received on the account receivables. Active follow-up of all debt. Supervise hospital fees staff in accordance with all relevant Personnel and labour relations policies. Ensure optimal revenue collection with due consideration to the revenue target. Effective human resource management of the revenue and cashier components. Oversight of debtors and outstanding accounts across categories such as state departments, RAF, medical aids, and Elate estates. Reconciliation of BAS ad HIS systems Comprehensive management of hospital billing and revenue processes. Monitoring and correcting EDI rejections and billing errors. Compilation of detailed compliance and financial reports in adherence to PFMA, UPFS, and other regulatory prescripts.
- ENQUIRIES APPLICATIONS** : Mr LI Kitshini, tel. no. (021) 938-4387
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
- CLOSING DATE** : 14 April 2026, 17:00 PM

- POST 11/234** : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE)**
Garden Route District
- SALARY** : R325 101 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Revenue budgets, assets & liabilities accounts, Income generation and hospital fees systems (UPFS, Chapter 18). Appropriate practical experience in Clinicom, AR, JAC, HIS and BAS. Inherent requirement of the job: Valid Driver's license (Code B/EB) and willingness to drive a GG Vehicle. Willingness to work overtime when needed. Competencies (knowledge/skills): Appropriate knowledge and understanding of Hospital Fees, Hospital Information Systems (Clinicom, Account Receivable, UPFS, Cashiers Functions, Medical Records, BAS and Asset and Liability accounts as well as Chapter 18). Computer literacy (Microsoft Excel, Word, Outlook, Internet). Demonstrate strong problem-solving, analytical, and people management skills. Ability to execute duties accurately, working under pressure and meet strict deadlines.
- DUTIES** : (key result areas/outputs): Capturing of payments and journals on BAS to clear Asset & liability accounts. Releasing transactions on AR on behalf of institutions in the Garden Route District. Responsible for all the cashier functions by replenishing petty cash and handle state money responsibly. Monthly/yearly reporting to Head Office – like In-year monitoring, Revenue Action Plan and Annexure F's. Manage, report and monitor the districts' revenue budgets. Attending Revenue meetings and inform all the institutions of outcome of these meetings.
- ENQUIRIES** : Ms R Loots, tel. no. (044) 803-2710
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/235** : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate Metro Health Services
- SALARY** : R325 101 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management in a hospital environment. Inherent requirement of the job: Valid Code B/EB driver's Licence. Willingness to be on standby and cover both facilities. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). A strong sense of confidentiality and trustworthiness. Maintain positive inter-personal relations with all categories of staff in the execution of his/her supervisory functions. Knowledge and experience in Departmental Health Information Systems: Clinicom, Sinjani etc. Excellent monitoring, recordkeeping and training skills. Ability to work independently, yet as part of a team.
- DUTIES** : (key result areas/outputs): Co-ordinate, collect, collate, capture and verify all relevant health data according to the provincial policies and SOP's. Conduct and assist with audits at facility level. Ability to interpret data, analyse data trends and compile and distribute reports to Hospital Management and Head Office on a regular basis. Provide training on Health Information Systems in effective Health Information formulation as well as preparation of PowerPoint presentations and draw Pivot reports. Assist with data management quality monitoring. Rendering a support service to the supervisor and staff. Monitor and evaluate performance management.
- ENQUIRIES** : Mr A Moses, tel. no. (021) 377-4497
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary

level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/236** : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R325 101 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate. Experience: Appropriate experience in information management within a Hospital/Healthcare environment. Inherent requirement of the job: A valid Code B drivers licence. Computer literacy and proficiency. Willingness to perform over-time duties. Willingness to perform standby duties. Competencies (knowledge/skills): Knowledge of hospital operations, business process analysis, mapping, modeling and re-engineering. Knowledge of health information policies and software i.e. CLINICOM, TIER.Net, SINJANI, JAC Pharmacy, SPV, HECTIS, Business intelligence, Ideal Clinic & Hospital, PHCIS and DHIS. Microsoft 365 E-mail communication, Excel, Word, PowerPoint and SharePoint.
- DUTIES** : (key result areas/outputs): Provide quality training and end -user ICT support to surrounding primary health care facilities. Ensure that the Hospital operational IM needs are met. Provide good quality data to the hospital management and other hospital components. Co-ordinate and supervise Clerks.
- ENQUIRIES** : Ms S Levy tel. no. (021) 832-5205
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessments.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/237** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services
- SALARY** : R325 101 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience. Appropriate experience in healthcare support services. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime if needed. Competencies (knowledge/skills): Computer literacy in MS Package. In-depth knowledge of departmental policies related to GG transport, death administration and mortuary management. Understanding of the key control policies. The ability to interpret and analyse management reports as well as excellent report writing skills.
- DUTIES** : (key result areas/outputs): Supervise and maintain acceptable standards of quality of services delivered by the Support Services components (GG Transport, Porters, Switchboard, Telecommunications, Mortuary, Parking, Maintenance). Efficient and cost-effective monitoring, evaluation and reporting of monthly expenditures against allocated budget. Administration of hospital key control section. Facilitate staff parking process. Administration of hospital lifts and fire equipment maintenance. Supervise support staff, manage leave and performance, and ensure compliance with HR policies and disciplinary procedures, effective and efficient support within Support Services, and ensure relevant policy implementation and compliance.
- ENQUIRIES** : Ms T Petshwa, tel. no. (021) 918-1227
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are short-listed for interviews will be expected to complete a practical test. The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 14 April 2026, 17:00 PM

POST 11/238 : **ADMINISTRATIVE OFFICER: FINANCE**
 Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Southern Western Sub-Structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or Equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate recognizable experience. Inherent requirements of the job: Valid code B/EB driver's licence. Willingness to work overtime. Competencies (knowledge/skills): The ability to interpret and apply financial policies, procedures and prescripts. Extensive knowledge of financial management in the public service, including the legislative framework. Computer skills and in-depth knowledge of transaction codes and reports on the following systems: BAS, LOGIS processes.

DUTIES : (key result areas/outputs): Identify and correct erroneous expenditure and address a need for training if/when required. Timeous clearance of Asset and Liabilities accounts. Effective monitoring of Transfer payments and support to NPO finance and Programme staff. Ensure effective and efficient compliance with sundry payment regulations. Provide documented information pertaining to budget related matters on request from the ASD & SAO.

ENQUIRIES : Mr B Mentor, tel. no. (021) 2020 - 978
APPLICATIONS : pplications 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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/239 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

SALARY : R325 101 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in the duties and key responsibility areas of this post. Competencies (knowledge/skills): Extensive knowledge of medical records and archiving procedures as well as medical records management within a state institution Knowledge of National Archiving Act, Treasury Regulations and Finance Instructions High level of computer literacy, including advanced application of MS Access, Excel and GroupWise Extensive knowledge of the case note tracking module in Clinicom High ethical standards as incumbent will have access to confidential files. The ability to train people in medical records procedures and case note tracking module in Clinicom

DUTIES : (key result areas/outputs): Supervise and develop medical records registry staff Manage the timeous retrieval and filing of case notes within medical records registry Manage the timeous collection and delivery of case notes Manage all medical registry operational activities Manage the maintenance of an effective filing system Analyze the quality and accuracy of case note tracking system Manage the correction of case note tracking Provide relief cover for Support Service Managers Ensure compliance with Records Management policies, procedures and standards Ensure compliance with all HR policies and timeous submissions Ensure compliance with national core standards

ENQUIRIES : Mr NR Weeder, tel. no. (021) 404-4056
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/240 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Office of the DDG, Department of Health and Wellness

SALARY : R325 101 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Grade 12 (or equivalent). Experience: Appropriate administrative and meeting management experience. Appropriate administrative experience at executive management level will be an advantage. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and work irregular hours. Ability to function

independently and in a team. Competencies (knowledge/skills): Appropriate computer literacy (Word, Outlook, Powerpoint, Excel, Logis, Permis). Excellent meeting management and writing skills. Knowledge of SCM and asset control processes.

DUTIES : (key result areas/outputs): Office and administrative support including but not limited to letter and report-writing, training co-ordination, and database management. Meeting management, including logistics and minute-writing. Financial support service including compilation of monthly expenditure, processing of submissions. Procurement and asset control support service including ordering of goods and services, processing of requisitions on Logis, liaison with service providers, and maintaining of asset register and loss control processes.

ENQUIRIES : Ms N Petersen, tel. no. (021) 483-5619

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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/241 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (WELLNESS PROGRAM)**
West Coast District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Cederberg Support & Outreach (Stationed at Clanwilliam CDC)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration 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 a Professional Nurse in General Nursing. Inherent requirements of the job: Valid driver's license (Code B/EB Manual) and willingness to travel. Competencies (knowledge/skills): Knowledge of district health services, primary health care and district hospital package of services. Good interpersonal relations, leadership and communication skills (verbal and written). The ability to interpret, analyse, and implement clinical policies and guidelines. Knowledge of development of protocols and guidelines, standard operating procedures. Good typing, report writing and facilitation skills inclusive of spelling and grammatical errors. Ability to function independently without the direct supervision of supervisor. Experience and ability to transfer knowledge and skill in a group as well as individual setting. Must be computer literate (MS Word, Excel, Power Point).

DUTIES : (key result areas/outputs): External interface management planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sector, departments, NGO's and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents and youth with the focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with the focus on Western Cape Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. Diabetes, Hypertension, TB, HIV and Mental Health. Coordinate and support collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

ENQUIRIES : Ms M Sandt, tel.no. (027) 482-1484

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate will be subjective to a practical test. Candidates who are not in

possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/242** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)**
Cape Winelands Health District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE REQUIREMENTS** : Drakenstein PHC Support and Outreach
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as 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 requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, when needed within the community (COPC concept). Valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
- DUTIES** : (key result areas/outputs): Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms EJ Williams tel. no. (021) 862-4520
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of 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). Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/243** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Overberg District

- SALARY** : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum
- CENTRE REQUIREMENTS** : Hawston Clinic, Overstrand Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post-basic) Institutional or Pharmacist's Assistant (Post-basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: A valid driver's license. Willingness to work overtime when necessary. Relief duties within Sub-district when the need arises. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : (key result areas/outputs): Support with the execution of statutory related laws and regulations in terms of Medicine and related Substance control act applicable to provincial health facilities. Accurate medicine supply management according to the PFMA. Financial management and budget adherence. Provide pharmaceutical service for managing the burden of disease. Logistic support to service with CDU operations in Overstrand.
- ENQUIRIES APPLICATIONS** : Ms J Nel, tel. no. (028) 313 -5746
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a 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 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)". Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/244** : **ARTISAN PRODUCTION GRADE A TO C (AIRCONDITIONING AND REFRIGERATION)**
Directorate: Engineering and Technical Support Services
- SALARY** : Grade A: R243 597 per annum
Grade B: R285 816 per annum
Grade C: R332 061 per annum
- CENTRE REQUIREMENTS** : Head Office, Cape Town
Minimum educational qualification: Appropriate Trade Test Certificate in Airconditioning/Refrigeration. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) (Manual). Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85) and SANS 10147 and SANS 347. Ability to fault-find and repairs down to component level.
- DUTIES** : (key result areas/outputs): Service, repair and fault finding of domestic, commercial and industrial refrigeration units. Service, repair and fault finding

of various domestic, commercial and industrial Airconditioning units. Service, repair, fault finding of Air handling units, chiller plants heat exchangers, heat pumps. Compile and submit inspection reports as required on all Airconditioning and refrigeration equipment stipulate on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in service training to Handyman, Tradesmen Aid and Interns. Assist with the executing of all Refrigeration and Airconditioning system projects.

ENQUIRIES : Mr R Cleophas, tel. no. (021) 370-1118
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.
CLOSING DATE : 14 April 2026, 17:00 PM
POST 11/245 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
 Chief Directorate Metro Health Services

SALARY : R228 321 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management in a hospital environment. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Access). Maintain positive inter-personal relations with all categories of staff in the execution of his/her supervisory functions. Excellent filing, monitoring recordkeeping and training skills.

DUTIES : Key result areas/outputs): Collect, collate and analyse information. Daily capturing of data from all units at facilities. Compilation of daily, weekly and monthly statistics and abide to due dates. Weekly reporting on facility stats performance. Completing and reporting of routine monthly report. Effective recordkeeping of data and ensuring the security and confidentiality of files and data. Assist staff with basic training when needed. Assist with data management quality monitoring. Rendering a support service to the supervisor and staff at both facilities.

ENQUIRIES : Mr A Moses, Tel. No. (021) 377-4497
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/246 : **ADMINISTRATION CLERK: SUPPORT**
 Garden Route District

SALARY : R228 321 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in the hospital environment. Appropriate experience in Logis and Clinicom. Inherent requirement of the job: Willingness to do relief duties in the hospital when needed. Competencies (knowledge/skills): Computer proficiency in Word, Excel, Access and PowerPoint. Good communication skills (verbal and written).

DUTIES : (key result areas/outputs): Provide secretarial and administrative support to the departments of Nursing. Maintenance of the attendance registers, leave and allowances. Handling of all correspondence for the Nursing Manager. Responsible for handling all administrative tasks related to the Nursing Department, including tasks related to supply chain management, HR processes and asset management. Serves as liaison officer between Finance and HR for these departments. Relieves and provides administrative support for ward clerks in other units during periods of leave or absence to ensure continuity of services.

ENQUIRIES : Ms JA Mahlangu, tel. no. (044) 604 - 6104

<u>APPLICATIONS</u>	:	pplications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the 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>	:	14 April 2026, 17:00 PM
<u>POST 11/247</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital, Oudtshoorn Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration, financial and procurement administration. Inherent requirement of the job: Willingness to relieve other ward/administration clerks of the Nursing Manager. Willingness to work overtime, flexitime, shifts and weekends when needed. Competencies (knowledge/skills): Computer skills in MS Word, Excel, PowerPoint and Outlook. Ability to work under pressure and in a team environment. Committed to maintaining high standards of professional conduct and competency. Good communication, interpersonal, organising, report-writing, and problem-solving skills. Ability to handle and secure confidential or sensitive information.
<u>DUTIES</u>	:	(key result areas/outputs): Effectively managed the office of the Operational Manager. Order and control stock and equipment to provide a safe environment and prevent safety hazards. Ensure effective record keeping and folder management. Operate and ensure the office equipment is in good working order, e.g., fax machine, copiers and projectors. Admission, discharge and transfer of patients on Clinicom.
<u>ENQUIRIES</u>	:	Mr CB Olivier, tel.no. (044) 203 - 7203
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/248</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (IN AND OUTPATIENTS) (2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	False Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Fees/Reception in a hospital environment. Inherent requirement of the job: Must be prepared to assist in other areas within the hospital. Willingness to work shifts, public holidays and do relief work. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Finance instructions. Good communication and interpersonal skills. Strong sense of confidentiality.
<u>DUTIES</u>	:	(key result areas/outputs): In-and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing and other PGWC system computer duties. Patient registration on Clinicom system. Responsible for handling and receiving of public money and Cash Collection and Banking of State Money. Admission, transfer and discharge of in-and out-patients as per PGWC Hospital Fees policies and procedures including attending to patient queries (verbal and written). Debit charge entries to invoices as per UPFS and PGWC billing procedures. Folder Management.
<u>ENQUIRIES</u>	:	Ms S Levy, tel. no. (021) 832-5205
<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>	:	14 April 2026, 17:00 PM

POST 11/249 : **ADMINISTRATION CLERK: ADMISSIONS**
Cape Winelands District

SALARY : R228 321 per annum
CENTRE : Worcester CDC
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Healthcare Client Services, Office Administration, Information Management in a health environment. Inherent requirements of the job: Must be prepared to work 8-hours (i.e. Monday-Friday) and overtime when required. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook and Power Point). The ability to accept accountability and responsibility with good interpersonal skills. Knowledge and experience in departmental systems (PHCIS, Sinjani, Ideal Facility, IPWIS) Excellent communication skills (verbal and written).

DUTIES : key result areas/outputs): Provide comprehensive administrative support to ensure the efficient operation of the facility. Manage patient administration processes, including registration, accurate data capture, records management, and appointment scheduling. Ensure the effective collation, verification, validation, and reporting of data in line with organisational standards and reporting requirements. Maintain strict confidentiality of patient information in compliance with applicable policies and regulations. Demonstrate flexibility and willingness to work across different health facilities or environments in response to operational requirements.

ENQUIRIES : Ms A Saayman, tel. no. (023) 348-1391
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test.

CLOSING DATE : 14 April 2026, 17:00PM

POST 11/250 : **ADMINISTRATION CLERK: REGISTRY (2 POSTS)**

SALARY : R228 321 per annum
CENTRE : Groote Schuur Hospital Observatory
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in the duties and key responsibility areas of this post. Inherent requirement of the job: Compelled to work irregular hours (i.e. 12 hour shifts/nights/weekends/public holidays) independently with no supervision when required. Be physically fit with an ability to lift loads, be on your feet and climb ladders all day. Competencies (knowledge/skills): Compelled to work irregular hours (i.e. 12 hour shifts/nights/weekends/public holidays) independently with no supervision when required. Be physically fit with an ability to lift loads, be on your feet and climb ladders all day. An in-depth knowledge of the HIS Clinicom Tracking system, proven knowledge of medical records processes and procedures. An ability to work independently with minimum supervision and effectively within a team. An ability to work under pressure with a high degree of accuracy and care for long periods. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy High ethical standards as incumbent will have access to confidential files. High degree of accuracy and concentration for long periods.

DUTIES : (key result areas/outputs): Render an effective and efficient after hour medical records service and folder management. Complete relevant Clinicom Case Note Tracking system transactions and enquiries. Provide folder management support to ECM GSH health records digitalization. Create and maintain an effective filing system. Accurately and timeously file and retrieve all requested patient folders or case notes. Maintenance of filing system banks and patient folder covers.

ENQUIRIES : Mr NR Weeder, tel. no. (021) 404-4056
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
CLOSING DATE : 14 April 2026 17:00 PM

- POST 11/251** : **ADMINISTRATION CLERK: FINANCE (FEES: FOLLOW-UP)**
- SALARY** : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees-related environment. Competencies (knowledge/skills): Good interpersonal abilities. Strong sense of Confidentiality and communication skills. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS (Clinicom, AR Systems), Finance Instructions, PFMA and Treasury Instructions. Computer literacy.
- DUTIES** : (key result areas/outputs): Fees revenue and follow-up administration functions according to PGWC policies and procedures. Collect revenue on outstanding hospital accounts. Provide Debt Relief. Perform Main Cashier, general fees administration and account related duties. Liaise with patients, all categories of staff and other external bodies such as the RAF, WCA, SANDF, SA Police and the Correctional Services. Assist Foreign, Deceased, MVA Attorney and Research Trial related queries. File, compile stats and perform relief duties.
- ENQUIRIES** : Mr S Albridge, tel. no. (021) 404-2226
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. 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.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/252** : **ADMINISTRATION CLERK: FINANCE (BUDGET AND EXPENDITURE)**
- SALARY** : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Finance Department. Competencies (knowledge/skills): Knowledge of Public Finance Management Act. Knowledge of Assets and Liabilities accounts. Good communication skills (written and verbal). Computer literacy (MS Word, Excel). Knowledge of BAS and knowledge of Persal.
- DUTIES** : (key result areas/outputs): Allocate Cash Receipts. Control, manage and clear various Assets and Liabilities accounts. Render clerical assistance to the Senior Admin Officer in the Finance Control section. Capture BAS payments, Journal entries and Debt take-on's. Filing of documentation.
- ENQUIRIES** : Ms R Cloete, tel. no. (021) 404-2253
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/253** : **ADMINISTRATION CLERK: FINANCE (FEES/REVENUE) (2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in

a Fees/Revenue health related environment. Inherent requirement of the job: Willing to work overtime as operationally required. Competencies (knowledge/skills): Strong sense of confidentiality. Computer literacy in MS Word and MS Excel. Good interpersonal and communication skills, ability to work independently, and as part of a team, and problem-solving with good organisational skills. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS (CLINiCOM, AR Systems), BAS, Finance Instructions, PFMA and Treasury Instructions. Official must have a good understanding of the daily running of a hospital fees and revenue department. Appropriate CLINiCOM experience. Appropriate Accounts Receivable (AR) experience. Appropriate Cashier and Petty Cash experience, within a hospital setting. Appropriate BAS experience.

DUTIES : (key result areas/outputs): Follow-up medical aid and non-medical aid outstanding invoices in line with departmental Finance Instructions. Payment allocations on medical aid and debtor payments. General fees administration and account related duties/enquiries including filing and compiling of stats. Provide debt relief. Complete BAS transactions including deposits, day ends, journals and special journals and reconcile with the AR system. Compile weekly write-off annexures. Provide relief for colleagues as operationally required.

ENQUIRIES : Mr W Theron, tel. no. (021) 402-6575
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/254 : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)**

SALARY : R228 321 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Medical Records or Registry services. Inherent requirements 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.

DUTIES : Key result areas/outputs): 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.

ENQUIRIES : Ms M Xontana, tel. no. (021) 938-4512
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 14 April 2026, 17:00PM

POST 11/255 : **ADMINISTRATION CLERK: REGISTRY**

SALARY : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: National Senior Certificate/Grade 12 (or equivalent). Experience: Appropriate experience in Admin Registry Department and operation a franking machine. Appropriate office administration experience Appropriate experience in client care. Competencies (knowledge/skills): Knowledge of the Departmental Records Procedural Manual (RPM) Good planning; organisational; interpersonal and communication skills. Ability to meet deadlines. Ability to compile stats and draft reports. Computer literacy in (MS Word, Excel and Outlook). Must be willing to undergo development courses.

DUTIES : (key result areas/outputs): Deliver an effective and efficient Admin Registry Service to the hospital. Opening, closing of lockable mail and files according to applicable records classification system. Franking mail items, recording monetary items in remittance book and control registry book on a daily basis Effective office organisation: collection of post at the Post Office and liaise with external and internal clients. Ensure timeous submission of statistical data

monthly and provide assistance to Supervisor. Hand delivery of opened mail to the various departments in a hospital environment and returning unclaimed mail.

ENQUIRIES : Mr K Stevens, tel. no. (021) 404-3238
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/256 : **ADMINISTRATION CLERK: SUPPORT (METROPOLE OPERATIONS MANAGER)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R228 321 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: A Matric (Grade 12) or equivalent qualification. Experience: Appropriate administrative experience in line with the duties. Inherent requirements of the job: Valid Code 8 or Code 10 Driver's License. Excellent computer literacy in the MS Office package. Ability to travel between EMS districts and external stakeholders. Willingness to assist with departmental logistics and event planning. Competencies (knowledge/skills): Good interpersonal and organizational skills. Ability to function independently and within a team environment.

DUTIES : (key result areas/outputs): Render administrative support to Departmental head and other Management. Efficient Office Management, filing and record keeping and sound administrative skills. Diary management of Manager. Arranging of meetings and minute taking. Compiling of documents needed for the meeting. Effective administrative support to other departments. Ensure effective and efficient control of equipment in component. Handling of all telephonic and email enquiries from internal and external stakeholders. Compiling and typing of submissions and letters. Assist with projects within the department. Receiving of confidential documents and the distribution thereof. Screen necessary documents to determine actions or information required. Procurement of goods and services for the component.

ENQUIRIES : Ms SC Hartley, tel. no. (021) 932-1966
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 April 2026, 17:00PM

POST 11/257 : **ADMINISTRATION CLERK: ADMISSIONS (3 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R228 321 per annum
CENTRE : Various Institutions
REQUIREMENTS : Minimum educational qualification: Senior Certificate/Grade 12 (or equivalent). Experience: Appropriate experience in inpatient admissions and Help Desk environment. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge of Primary Health Care Information System/Clinicom, Hospital Emergency Centre Tracking Information System, Tier.net, HECTIS, PHCIS Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.

DUTIES : (key result areas/outputs): Admissions of clients in different departments, opening new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronics systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling. Ensure good client relation strategies to minimize complaints. Ensure effective and efficient implementation of all applicable policies, procedures and instructions.

ENQUIRIES : Kraaifontein CHC - Ms S Mgoqi, tel. no. (021) 987-0080 / Bothasig CDC - Ms. C Lloyd, tel. no. (021) 818-0940 / Parow CDC - Ms. N Mtshengu, tel. no. (021) 810-8130

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Admin Clerk: Admissions 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 of the advertised post. Candidates will be subjected to a practical/oral assessment.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/258** : **ADMINISTRATION CLERK: FINANCE (PAYMENTS)**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Creditor and Asset Management and Liability Accounting. Competencies (knowledge/skills): Knowledge of the Basic Accounting System (BAS), LOGIS, Assets and Liabilities Suspense Accounts, Public Finance Management Act and Treasury Regulations and Instructions. Computer literacy.
- DUTIES** : (key result areas/outputs): Approval of System requisitions. Processing LOGIS Creditor Payments within 30 days and in compliance with Financial Prescripts. Performing Supplier Reconciliations and answer enquiries from users/suppliers. Assistance with other tasks performed in the office as part of a team in the section. Ensure safe keeping of documents.
- ENQUIRIES** : Ms N Mzukwa, tel. no. (021) 659-5559
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/259** : **ADMINISTRATION CLERK: SUPPORT SERVICES GENERAL CLINICAL AND MEDICAL ANCILLARY (BED MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a patient administration environment. Competencies (knowledge/skills): Computer literacy (MS Word, MS Excel, Outlook Express). Knowledge of CLINICOM. Effective and correct use of telecommunications and office equipment. Knowledge and awareness of stipulated acts, policies and procedures. People management skills. Effective interpersonal and communication skills (telephonic and in-person). Computer literacy- (MS Excel, Outlook & Internet). The ability to function independently. Knowledge of statistics and data capturing.
- DUTIES** : (key result areas/outputs): Render Administrative support to the Bed Manager. Capturing of application forms. Statistics monitoring. Liaising with ward staff regarding admissions/pending admissions and allocations. Liaising with external stakeholders regarding client's readiness for transfer to WCRC. Assist with monitoring in-patient statistics – transfers out, beds on hold, incoming patients, bed occupancy rates. Maintaining and updating admission waiting lists, handling general enquiries, ensuring patient confidentiality, assisting with audits, and supporting supply chain functions.
- ENQUIRIES** : Ms A Osman-Richards, tel. no. (021) 370-2429

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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/260 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R228 321 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate (or equivalent).
Experience: Appropriate experience in an administrative environment. Inherent requirement of the job: Required to work over weekends and public holidays.
Competencies (knowledge/skills): Ability to maintain good interpersonal skills
Ability to function within a team and work under pressure. Must be competent in mathematical calculation Computer literate (MS Word & MS Excel)
Conversant with computer procurement programs Syspro or equivalent and CLINCOM. Ability to work in team.

DUTIES : (key result areas/outputs): Typing and computer work Personnel assistance and relief duties in the admin office and other required area of need. Effectively managing the personnel office within Food Services. Assisting with coordinating of all training of staff members within the department. Capturing all stock received onto Syspro. Weekly, monthly and quarterly stock taking. Relieving of reception area and its duties. Responsible for diary of Head of Department Minute taking of meetings. Creating confidential documents Responsible for monthly stats to Head Office Assist in personnel office with regards to HR. Liaise with various area/department with regards to item out of stock and other matters.

ENQUIRIES : Ms C Mashele, tel. no. (021) 404-4068

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

NOTE : No payment of any kind is required. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 14 April 2026, 17:00PM

POST 11/261 : **ADMINISTRATION CLERK: ADMISSIONS (3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum

CENTRE : Kraaifontein CHC (1 Post)
Bothasig CDC (1 Post)
Parow CDC (1 Post)
Northern/Tygerberg Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Senior Certificate/Grade 12 (or equivalent).
Experience: Appropriate experience in inpatient admissions and Help Desk environment. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge of Primary Health Care Information System/CLINICOM, Hospital Emergency Centre Tracking Information System, Tier.net, HECTIS, PHCIS Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.

DUTIES : (key result areas/outputs): Admissions of clients in different departments, opening new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronics systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling. Ensure good client relation strategies to minimize complaints. Ensure effective and efficient implementation of all applicable policies, procedures and instructions.

ENQUIRIES : Kraaifontein CHC - Ms S Mgoqi, tel. no. (021) 987-0080 / Bothasig CDC - Ms. C Lloyed, tel. no. (021) 818-0940 / Parow CDC - Ms. N Mtshengu, tel. no. (021) 810-8130

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Admin Clerk: Admissions 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 of the advertised post. Candidates will be subjected to a practical/oral assessment.

- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/262** : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT) (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT)**
- SALARY** : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment. Competencies (knowledge/skills): Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS (CLINICOM) Finance Instructions, PFMA and Treasury Instructions. Computer literacy (MS Word, Excel, Outlook). Strong sense of confidentiality. Good communication skills (written and verbal). Good interpersonal abilities.
- DUTIES** : (key result areas/outputs): Patient administration. Collect revenue on outstanding hospital fees accounts in line with Hospital Policy, Fees Memorandum Chapter 18 and Finance instruction. Request Medical notes of patients where it's necessary. Submission of Medical aid accounts to the Case Managers. Capturing of all ICD 10 coding and all procedure codes for account. Filling of all clinical notes. Request folders, prep folders and follow-up on missing folders. Relieve for reception. Auditing of outpatient's accounts.
- ENQUIRIES** : Ms M Blankenberg, tel. no. (021) 404-4263.
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/263** : **ADMINISTRATION CLERK: ADMISSIONS FEES DEPARTMENT (PATIENT ADMINISTRATION) (2 POSTS)**
- SALARY** : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment dealing with CLINICOM Patient Administration. Inherent requirements of the job: Rotate between departments as per operational requirements if required. Competencies (knowledge/skills): Computer literacy. (Ms Outlook, Ms Excel). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, CLINICOM, Billing and Finance instructions. Good communication skills (verbal and written). Strong sense of confidentiality.
- DUTIES** : (key result areas/outputs): CLINICOM patient registration functions attendances, disposals as per PGWC Hospital Fees policies and procedures including booking of appointments & patients transport on Healthnet. Attending to patient queries (both verbal and written). Responsible for handling and receiving of public money, Cash Collection and Banking of State Money. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing. Provide administrative and secretarial support services to the department. Various Reception tasks or duties assigned to you by immediate supervisor as required.
- ENQUIRIES** : Mr R Swail, tel. no. (021) 404-2333
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.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/264** : **ADMINISTRATION CLERK: WARDS (QUALITY ASSURANCE MANAGER AND HELP DESK SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a health care environment and working in a patient administration service environment. Appropriate experience in typing and minute taking. Inherent requirement of the job: Valid driver's license code B/EB. Willingness to work overtime and on public holidays when required. Competencies (knowledge/skills): Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access) and appropriate knowledge of MS Teams and OneDrive. Ability to work under pressure and in a team environment and must be able to manage difficult clients and conflict professionally. Ability to communicate effectively with patients, visitors, the general public and line managers and good general communication, interpersonal, organizational, report-writing and problem-solving skills. Exercise good judgment in safeguarding confidential or sensitive information.

DUTIES : (key result areas/outputs): Effective administration support to the quality assurance management unit and Effective public service delivery: relief administration in quality assurance management unit, including support to the Occupational health and IPC units. Effective management of patient redress request and Effective process management for receipt, completion and return of all patient complaints, compliments and suggestions in support of the quality assurance manager. Provide an effective hospital help desk service including resource management support and effective management of office stocks supplies and assets. Facilitate allied processes and compliance with relevant legislation, patients' rights charter, complaints management policies. Effective patient folder and personal information management in line with the Provincial Access to Information policies as well as the Protection of Personal Information Act.

ENQUIRIES : Ms S Richardson, tel. no. (021) 918-1903/8
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are short-listed for interviews will be expected to complete a practical test. The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/265 : **ADMINISTRATIONN CLERK: REGISTRY**
 Directorate: People Development

SALARY : R228 321 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in registry. Competencies (knowledge/skills): Good communication skills. Computer literacy.

DUTIES : (key result areas/outputs): Render an effective filing and records management services. Handling incoming and outgoing correspondence. Process documents for archiving and /or disposal. Operate office machine in relation to the registry functions. Provide registry counter services.

ENQUIRIES : Ms L Zothani, tel. no (021) 483-4478
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.
CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/266 : **TAFF NURSE GRADE 1 TO 3**
 Garden Route District

SALARY : Grade 1: R220 614 per annum
 Grade 2: R262 287 per annum
 Grade 3: R306 798 per annum

CENTRE : Alan Blyth Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a 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 requirement of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to rotate to other wards in the hospital and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self-discipline and motivation. Ability to interpret basic clinical signs and symptoms. Knowledge of relevant legislation, policies and protocols of the Department of Health and Wellness, Western Cape. Computer literate in Microsoft office programs (Excel and Word). Ability to work in a team across the service platforms.
<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. Effective recordkeeping. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Ms A Laubscher, tel. no. (028) 551-1010
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/267</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (THEATRE AND CSSD)</u> Garden Route 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>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a 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 requirement of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to rotate to other wards in the hospital and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self-discipline and motivation. Ability to work in a team across the service platforms.
<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>	:	Ms WR Abrahams, tel. no. (044) 203 - 7203
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only

applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/268 : **STAFF NURSE GRADE 1 TO 2 (WARD 97)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum

CENTRE REQUIREMENTS :
Lentegeur Hospital
Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in nursing, health related & public service legislation, regulation & policies. Function within the team and facilitate on the level of the post.

DUTIES : (key result areas/outputs): Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES APPLICATIONS : Ms KP Tukutezi, tel. no. (021) 370-1274
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
14 April 2026, 17:00 PM

POST 11/269 : **STAFF NURSE GRADE 1 TO 2 (ORTHOPAEDICS)**

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a 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 with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Willingness to rotate to other departments. Competencies (knowledge/skills): Ability to work independently and under pressure.

DUTIES : (key result areas/outputs): Provide quality basic nursing care according to procedures and policy. Provide basic nursing care under the direct and indirect supervision of the Registered Professional Nurse. Create a safe and therapeutic environment for patients and the public. Development and Implementation of basic patient care plans. Maintain professional growth, ethical standards and self-development. Accurate recordkeeping and effective utilization of resources.

ENQUIRIES APPLICATIONS : Ms V Dubase, tel. no. (021) 938-4000
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/270** : **STAFF NURSE GRADE 1 TO 2 (SURGERY WARD)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): 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.
- DUTIES** : (key result areas/outputs): Develop and implement basic patient care by providing individual direct and indirect health care under supervision of the Professional Nurse. Responsible to provide basic clinical nursing care within SANC Scope of Practice and competency training as required. Effective health promotion and information to patient/client and community. Participate in the effective utilization of physical and financial resources to maintain standards and ensure quality care. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr S Bruiners, tel. no. (023) 348-1104
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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). Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/271** : **STAFF NURSE GRADE 1 TO 2 (SURGICAL WARD)**
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Registration with a professional council: Registration with SANC as an Enrolled Nurse. Experience: **Grade1:** None **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, night duty and public holidays. Annual receipt and licence to practice. Willingness to rotate within the hospital as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both verbal and written. Ability to function effectively as part of a team. Good human relationships. The ability to render nursing care of an acceptable and safe standard.
- DUTIES** : (key result areas/outputs): Provide basic clinical nursing care under the supervision of a Professional Nurse. Development and implementation of basic patient care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development. Commitment to,

and engagement with, the Western Cape DoH & Wellness values, and a people centred approach to care. Leadership and good governance.

ENQUIRIES : Ms M Franken, tel. no. (021) 658-5187

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

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

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/272 : **STAFF NURSE GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Robertson Mobile

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results and capture data. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES : (key result areas/outputs): Development and implementation of basic patient care plans to all patients. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

ENQUIRIES : Ms. K Fourie tel. no. (023)626-8500

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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). "Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable."

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/273 : **STAFF NURSE: GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R 306 798 per annum

CENTRE : Simondium Mobile

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with

the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to support when necessary and to work at other clinics in the Sub-district as well as on mobile clinic. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES : (key result areas/outputs): Development and implementation of basic patient care plans to all patients. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

ENQUIRIES : Ms J Bosch, tel. no. (021) 862-4520

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical 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). "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). "Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable."

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/274 : **STAFF NURSE GRADE 1 TO 2 (SURGICAL WARD) (2 POSTS)**

SALARY : Grade 1: R220 614 per annum

Grade 2: R262 287 per annum

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, night duty and public holidays. Annual receipt and licence to practice. Willingness to rotate within the hospital as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both verbal and written. Ability to function effectively as part of a team. Good human relationships. The ability to render nursing care of an acceptable and safe standard.

DUTIES : (key result areas/outputs): 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.

ENQUIRIES : Ms M Franken, tel. no. (021) 658-5187

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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/275 : **STAFF NURSE GRADE 1 TO 2**
Cape Winelands Health District

SALARY : Grade 1: R220 614 per annum

Grade 2: R262 287 per annum

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration

with SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, night and day shifts, weekends, public holidays and overtime when necessary. Willingness to work in all wards of the hospital. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel. Enhance patient care through the implementation of SOP's, policies, and guidelines. Ability to work under pressure.

DUTIES : (key result areas/outputs): Development and implementation of basic patient care. Provide basic clinical care in a resource constrained PHC setting. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. J Skippers, tel. no. (021) 808-6190
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 Stellenbosch Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/276 : **DENTAL ASSISTANT GRADE 1 TO 2**
 Chief Directorate: Metro Health Services

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

CENTRE : Delft PHC

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Registration with HPCSA as Dental Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant **Grade 2:** A minimum of 10 years appropriate/recognisable experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirements of the job: Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Willingness to work after hours as well as working overtime and shifts. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Outlook) Good interpersonal skills Ability to use own initiative and work independently or as a team. Good problem solving and conflict resolution.

DUTIES : (key result areas/outputs): To assist the dentist in rendering an optimal, effective and efficient oral health service to the public. Assisting with Dental Procedures in Theatre. Participate in health promotion programs. Effective management and utilization of stock and medication Ensure infection control and occupational health and safety standards are maintained. Perform the necessary administrative duties

ENQUIRIES : Dr A Smith tel. no. (021) 954- 2237
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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).”

- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/277** : **OPERATOR (PNEUMATIC TUBE STATION) (CENTRAL DISTRIBUTION OFFICER)**
- SALARY** : R193 359 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate operator experience. Inherent requirement of the job: The ability to do physical tasks such as lifting of carriers. Render a shift duty. Competencies (knowledge/skills): Extensive knowledge of the Tube distribution service Ability to effectively communicate Basic knowledge of Infection Prevention Control procedures willingness to work under pressure.
- DUTIES** : (key result areas/outputs): Responsible for the operational function of the Pneumatic Tube System, the dispatch and collection of tubes and telephonic queries/requests. Responsible for reporting defective specimens and transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents. Ensure a safe and hygienic work environment and apply basic Infection prevention control measures as well as collecting and cleaning of equipment Assist with the collection of DHA1663 from wards and perform other miscellaneous duties, e.g. messenger duties and assist undertaker with queries.
- ENQUIRIES** : Ms F Zaba tel. no. (021) 404-5037
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/278** : **TELKOM OPERATOR**
Chief Directorate: Metro Health Services
- SALARY** : R193 359 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette.
- DUTIES** : (key result areas/outputs): Manage switchboard (incoming and outgoing calls), handle queries and deliver messages. Handling of all telecommunication equipment and related tasks. Handling of all alarm systems allocated to switchboard. Report all faults alarms and telephone lines to the supervisor/ relevant technicians. Support to Supervisor.
- ENQUIRIES** : Ms T. Petshwa, tel. no. (021) 918-1277
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.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/279** : **TELKOM OPERATOR**
Chief Directorate: Metro Health Services
- SALARY** : R193 359 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience, in the operating of a switchboard. Inherent requirement of the job: The ability to work, day and night shifts, on weekends and public holidays when required. Physically able

to hear and speak clearly. Competencies (knowledge/skills): The ability to operate switchboard equipment effectively and efficiently. Excellent telephone etiquette. Able to communicate effectively.

DUTIES : (key result areas/outputs): Handling of all incoming and outgoing calls as well as telephonic enquiries. Ensure effective and efficient communication, both internally and externally between staff, clientele and the general public. Processing and distribution of monthly telephone accounts. Keep monthly statistics. Provide clerical and administrative support to the supervisor. Monthly update of the telephone extension list. Receive and ensure accurate distribution of faxes and other messages.

ENQUIRIES : Mr. J Roberts, tel. no. (021) 402-6461

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

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

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/280 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Rural Health Services

SALARY : R193 359 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std. 7) Experience: Appropriate cleaning and household experience in a hospital environment and in the use of cleaning equipment and stock. Supervisory experience required. Inherent requirements of the job: Willingness to work shifts, including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Office).

DUTIES : (key result areas/outputs): Responsible for overall control, organising, performing and coordinating of all tasks related to ensure effective cleaning and ward food and linen services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Ensure adherence to safety, Infection Control and Occupational Health policy and precautions in cleaning, handling of equipment, waste disposal, linen control and food handling and related training of subordinates. Coordinate and provide effective training appropriate to service delivery. Provide an effective relief, coordination and support service to management. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e., staff performance and discipline). Support, guide and direct personnel under his/her supervision. Maintain a high standard of cleanliness and hygiene within the hospital ward.

ENQUIRIES : email: sifundwesihle.msali@westerncape.gov.za

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

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

CLOSING DATE : 14 April 2026, 17:00PM

POST 11/281 : **HOUSEKEEPING SUPERVISOR**
Cape Winelands District

SALARY : R193 359 per annum

CENTRE : Montagu Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in a supervisory position. Appropriate administrative experience with regard to Duty Roosters, Linnen Counting and General Administration. Appropriate cleaning and household experience in a hospital environment and in the use of cleaning equipment and stock. Inherent requirements of the job: Valid Driver's License. The ability to work overtime as required by the operations of the workplace. The ability to do physical tasks and operate heavy duty cleaning and household

equipment. Willingness to work in a high occupational health risk environment with blood, infectious diseases, human and medical waste, contaminated linen and sharps. Competencies (knowledge/skills): Knowledge of Infection Control and Provincial Food Service Policy and disciplinary code of conduct. Good interpersonal relations with supervisor, colleagues. Knowledge of safety and hygiene standards and inventory/stock control. Computer Literacy in Microsoft Word and Excel.

DUTIES : (key result areas/outputs): Co-ordinate operational household functions. Co-ordinate operational porters and mortuary functions. Effective co-ordination and controlling of all linen in hospital. Effective and efficient supervision over the Hospital Residence. Effective and efficient management of assets and equipment. Correct utilization of resources. Support human resource functions.

ENQUIRIES : Ms. M Cronje tel. no. (023) 626-1294
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. Shortlisting candidates may be subjected to a practical and competency test as part of the interview process. The pool of applications will be considered for vacancies within the Langeberg Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 14 April 2026, 17:00PM

POST 11/282 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R193 359 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9.Experience: Appropriate cleaning/housekeeping service experience in a Health related facility. Appropriate supervisory experience. Inherent requirement of the job: Be able to work shifts, including weekends and Public holidays. Willingness to work overtime. Competencies (knowledge/skills): Maintain positive inter-personal relations with all categories of staff in execution of his/her supervisory functions. Ability to supervise, manage, train and discipline Sub-ordinates. Sound supervisory, interpersonal and organising skills. Decision-making and problem solving skills. Good counselling skills. Ability to apply Batho Pele Principles.

DUTIES : (key result areas/outputs): Ensure cleaning is done in accordance with prescribed hygienic processes and procedures to ensure a safe environment. Proper Linen Management by stock-controlling, checking, sorting, ordering and issuing of linen. Ensure the effective use and maintenance of equipment and supplies. Perform supervisory functions.

ENQUIRIES : Ms B. Tyutu, tel. no. (021) 832 5206
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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/283 : **HOUSEKEEPING SUPERVISOR**
West Coast District

SALARY : R193 359 per annum
CENTRE : Swartland Hospital, Swartland Sub-district
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) / grade 9 (Std 7).Experience: Appropriate cleaning experience in a health care service environment. Appropriate experience in management and ordering stock. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty) as the operational needs arise. Competencies (knowledge/skills): Sound interpersonal, organizing, numeracy, planning, decision making, problem-solving and supervisory skills. Knowledge of all cleaning and housekeeping policies, protocols, and procedures. Good work ethics. Ability to work in a team and independently.

DUTIES : (key result areas/outputs): Perform supervisory functions to ensure the maintenance of a clean, hygienic, and safe environment. Supervise and ensure the effective use and maintenance of supplies, equipment and linen. Supervise adherence to food service policies in the ward. Supervise hygiene practices,

waste management and occupational health and safety. Effective support to supervisor. Adheres to the Code of Conduct of public service.

ENQUIRIES : Ms L Julius, tel. no. (022) 487-9304

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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/284 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R193 359 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience as cleaner/housekeeping in Health Care Environment essential. Inherent requirements of the job: Compulsory to work shifts, weekends, public holidays and in rotate to other departments with the facility. Competencies (knowledge/skills): Ability to perform routine structured tasks, to adhere to safety standards. Supervisory skills and optimal utilisation of sub-ordinates.

DUTIES : (key result areas/outputs): Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of housekeeping team. Responsible for the provision and serving of meals and beverages to patients and parents. Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Effective utilization of resources (physical and financial). Control and issue linen stock on ward level as required. Application of the disciplinary procedures and conflict resolutions. Assist in performing ad-hoc duties within the hospital.

ENQUIRIES : Ms J van der Riel, tel. no. (021) 799-1270

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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/285 : **NURSING ASSISTANT GRADE 1 TO 2**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant Experience: **Grade 1:** None
Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. To rotate in all the wards in the hospital when needed. Competencies (knowledge/skills): Knowledge of recordkeeping procedures. Good communication and interpersonal skills. Good organisational skills and the ability to function under pressure and as part of a team. Ability to accept accountability and responsibility and to work independently.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.

ENQUIRIES : Mr. E Nywagi, tel. no. (021) 7991125 / e-mail: Eric.nywagi@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and Oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration

fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/286</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 2</u>
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum
<u>CENTRE</u>	:	Valkenberg Hospital Female High Care (1 Post) Medium Secure Ward (1 Post) Neuro Ward Clinic (1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Willingness to work overtime when needed. Willingness to rotate to other wards and between departments in the facility when needed. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Knowledge and experience of Community Mental Health at Specialised Hospital level.
<u>DUTIES</u>	:	(key result areas/outputs): Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. S P Mgandela-Dlova, tel. no. (021) 440-3229.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council, are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/287</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (RELIEF GENERAL WARDS)</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
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the 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 requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): 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.
- DUTIES** : (key result areas/outputs): 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.
- ENQUIRIES APPLICATIONS** : Mr S Bruiners, tel. no. (023) 348-1104
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/288** : **NURSING ASSISTANT GRADE 1 TO 2 (MEDICINE FEMALE WARD)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
- CENTRE REQUIREMENTS** : Mitchells Plain District Hospital
: inimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. 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.
- DUTIES** : (key result areas/outputs): 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.
- ENQUIRIES APPLICATIONS** : Mr R Geswindt, tel. no. (021) 377-4410
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/289** : **NURSING ASSISTANT GRADE 1 TO 3 (NURSE TRAINING RELIEF)**
(Contract Till 31 January 2027)
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R174 261 per annum

		Grade 2: R203 271 per annum
		Grade 3: R239 559 per annum
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital
	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CK Korthom, tel. no. (044) 802-4644
	:	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. 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>	:	14 April 2026, 17:00 PM
<u>POST 11/290</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (POST NATAL AND KMC WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital
	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willing to rotate in other wards when required. Willingness to work shifts (day and night), weekends, public holidays and overtime. Competencies (knowledge/skills): Good Interpersonal and communication skills. Ability to work independently, but also as a part of a team.
<u>DUTIES</u>	:	(key result areas/outputs): Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintaining professional growth/ethical standards and self-development and record keeping.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Linden-Mars, tel. no. (021) 918-1276
	:	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>	:	14 April 2026, 17:00 PM
<u>POST 11/291</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (VARIOUS COMPONENTS) (7 POSTS)</u> Chief Directorate: Metro Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE REQUIREMENTS : Mitchells Plain District Hospital
Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/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 requirement 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.

DUTIES : (key result areas/outputs): 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.

ENQUIRIES APPLICATIONS : Mr R Geswindt, tel. no. (021) 377-4410
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/292 : **NURSING ASSISTANT GRADE 1 TO 3 (GENERAL INPATIENTS)**
Overberg District

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE REQUIREMENTS : Caledon Hospital, Theewaterskloof Sub-district
Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Enrolled Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20' years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime when needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living. Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES APPLICATIONS : Mr S Roman, tel. no. (028) 212-3702
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/293** : **NURSING ASSISTANT GRADE 1 TO 2 (PAEDIATRIC AND ONCOLOGY, ICU) (2 POSTS)**
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Willingness to rotate to other departments. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills. key result areas/outputs): Provide quality basic nursing care according to procedures and policy. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Escort patient to and from x-rays, sonar, etc. Assist professional nurses with clinical procedures and preparation of patients for diagnostic and surgical procedures. Accurate recordkeeping and effective utilization of resources.
- DUTIES** :
- ENQUIRIES APPLICATIONS** : Ms V Dubase, Tel no: (021) 938-4000
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the South African Nursing Council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/294** : **NURSING ASSISTANT GRADE 1 TO 2 (WARD 12)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
- CENTRE REQUIREMENTS** : Lentegour Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post.
- DUTIES** : (key result areas/outputs): Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination

processes. Provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES APPLICATIONS : Sr J King, tel. no. (021) 370 -1230
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
14 April 2026, 17:00 PM

POST 11/295 : **NURSING ASSISTANT: GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE REQUIREMENTS : Karl Bremer Hospital
Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willing to rotate in other wards when required. Willingness to work shifts (day and night), weekends, public holidays and overtime. Competencies (knowledge/skills): Good Interpersonal and communication skills. Ability to work independently, but also as a part of a team.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintaining professional growth/ethical standards and self-development and record keeping.

ENQUIRIES APPLICATIONS : Ms E Linden-Mars, tel. no. (021) 918-1276
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
14 April 2026, 17:00 PM

POST 11/296 : **NURSING ASSISTANT GRADE 1 TO 2 (4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum

CENTRE REQUIREMENTS : Mowbray Maternity Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime if needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.

DUTIES : (key result areas/outputs): Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES APPLICATIONS : Ms J Fynn-Theys, tel. no. (021) 659-5594
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also

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

- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/297** : **SECURITY OFFICER**
Chief Directorate: Metro Health Services
- SALARY** : R163 680 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience as a Security Officer in a health facility. Registration with a professional council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA as a Grade C. Inherent requirement of the job: A Valid (Code B/EB) driver's licence. Willingness to work night shifts, public holidays, weekends, and overtime. Must be computer literate. Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Competencies (knowledge/skills): Good communication, listening, report-writing, conflict and group handling skills. Knowledge of security related prescripts, regulations and procedures.
- DUTIES** : ey result areas/outputs): Ensure quality prevention measures to make the workplace a safe and secure environment. Access and egress control of all areas on the establishment. Ensure effective keys and parking control at the hospital. Conduct incident investigations and reporting. Provide support to supervisor by ensuring compliance monitoring of outsourced security officers.
- ENQUIRIES** : Mr A J Basson, tel. no. (021) 918-1976
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.
CLOSING DATE : 14 April 2026, 17:00PM
- POST 11/298** : **SECURITY OFFICER**
- SALARY** : R163 680 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA as a Grade C. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts and to be available on a 24 hour basis. The successful incumbent must be willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Good communication skills. Computer literacy (Ms Office). Knowledge of prescripts, regulations and procedures. Good interpersonal skills. Be responsible and diligent.
- DUTIES** : (key result areas/outputs): Protect/guard buildings/key-points/patients/visitors/personnel as well as the patrolling of fence –off areas/buildings and the premises. Ensure access/egress control to prevent the unlawful entry/removal of persons/vehicles/dangerous objects and illegal substances and the monitoring of surveillance cameras/fire alarm systems. Control/monitor surveillance cameras to identify/prevent any unlawful entry of persons/suspicious objects/persons as well as vehicle thefts and forcible entry of departments/entrances of the hospital. Effective application of service delivery/efficient support to the supervisor. Effective and efficient use of equipment to render an efficient security service. Perform regular inspections and ensure overall compliance with regards contract management.
- ENQUIRIES** : Mr VP September, tel. no. (021) 938-6077
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may also be required to undergo a competency assessment/practical test.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/299 : **STERILISATION OPERATOR PRODUCTION (CSSD)**
Garden Route District

SALARY : R163 680 per annum

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the Central Processing Department (CPD) Sterilization and Decontamination services in a hospital environment Inherent requirement of the job: Willingness to work shifts, day duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Effective communication skills. Ability to work in a co-operative way within a team context. Good interpersonal relations skills. Basic understanding of disinfection, decontamination and sterilization.

DUTIES : (key result areas/outputs): Effective application of the sterilization process and techniques, promote/adhere to infection control practices, as well as health and safety regulations. Decontaminate, pack, and sterilize instruments and linen supplies. Assist with maintaining, cleaning, and testing sterilization equipment, washing machines, autoclaves to ensure all equipment is in an optimum working condition. Using all resources/consumables cost-effectively. Monitor, control and maintain adequate stock levels, report and assist with investigations of broken equipment / lost items. Lifting and pushing heavy equipment.

ENQUIRIES : Ms JA Mahlangu, tel. no. (044) 604 - 6104

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Garden Route District, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/300 : **STERILISATION OPERATOR PRODUCTION (CSSD)**
Chief Directorate: Metro Health Services

SALARY : R163 680 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate sterilizing & disinfection (CSSD) experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays, night duty, overtime as needed. Willingness to rotate and perform relief duties, according to operational needs. Competencies (knowledge/skills): Knowledge and skills regarding disinfection, decontamination, and sterilisation. Knowledge of CSSD procedures and the use of equipment (Gas/ autoclave etc). Ability to work in a team cooperatively – good interpersonal skills. Good communicate (verbal and written).

DUTIES : (key result areas/outputs): Effective application of the sterilization process and techniques, promote/adhere to infection control practices, as well as health and safety regulations. Decontaminate, pack, and sterilize instruments and linen supplies. Assist with maintaining, cleaning, and testing of sterilization equipment, washing machines, Autoclaves to ensure all equipment in an optimum working condition. Using all resources/consumables cost-effectively. Monitor, control and maintain adequate stock levels, report and assist with investigations of broken equipment / lost items. Lifting and pushing heavy equipment.

ENQUIRIES : Mr E Nywagi, tel. no. (021) 799-1125

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

- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written / practical and oral assessment.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/301** : **TRADESMAN AID**
Cape Winelands Health District
- SALARY** : R163 680 per annum
CENTRE : Cape Winelands TB Centre, Breede Valley Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in tasks performed in an engineering environment. Inherent requirement of the job: Ability to work standby duties, overtime, weekends and public holidays when operationally required. The incumbent must be able to handle heavy objects, heights, narrow spaces and be on their feet the entire day. Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Able to work independently and as part of a team Good interpersonal, communication and organisational skills.
- DUTIES** : (key result areas/outputs): Perform various basic maintenance duties in the workshop, on the grounds and clear areas where work has been carried out. Assist with repairs and emergency breakdowns (including after- hour repairs). Control, manage and safekeeping of tools, stock and equipment in the workshop and carrying, loading and off-loading of tools as well as material. Identify maintenance and repair needs and ensure that tools and material are available when needed and cleaned after use. Provide a support service to the technical staff. Collection, movement and delivery of equipment and furniture. Clean workshop and drains. Provide Support Service to technical Staff. Provide a clean hygiene and safe working environment. Perform relief driver duties when necessary.
- ENQUIRIES** : Dr D Theron, tel. no. (023) 348-1304
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.
CLOSING DATE : 14 April 2026, 17:00 PM
- POST 11/302** : **OPERATOR (REPROGRAPHICS)**
- SALARY** : R163 680 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in Printing and operation of printing equipment. Appropriate office administration experience Appropriate experience in client care. Competencies (knowledge/skills): Good planning, organisational, interpersonal and communication skills. Ability to meet deadlines. Ability to compile stats write reports. Computer literacy in (MS Word, Excel and Outlook).
- DUTIES** : (key result areas/outputs): Deliver an effective and efficient Printing service for the entire Hospital. Effectively finish off all printing requests. Effective office organisation and liaise with external and internal clients. Ensure timeous submission of statistical data, as well as collate and compile a monthly report. Provide assistance to Supervisor and HOD. Must relieve the Photocopy Centre and deliver urgent printing requests to remote Departments. Must assist Medico-Legal with urgent PAIA copies and undergo development courses.
- ENQUIRIES** : Mr K Stevens, tel. no. (021) 404-3238
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
CLOSING DATE : 14 April 2026, 17:00PM
- POST 11/303** : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : Klipfontein / Mitchells Plain Sub-structure Office
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience. Inherent requirement of the job: Valid Code B/EB driver's license. Valid PDP. Sober habits. Responsible for vehicles and

		<p>maintenance. Prepared to work irregular hours. Competencies (knowledge/skills): Good written and verbal communications skills. Knowledge of transport regulations.</p>
<u>DUTIES</u>	:	<p>(key result areas/outputs): Schedule transport and plan transport routes. Loading and transporting of goods and staff compliment. Inspection of vehicles. Timely reporting of minor and major defects. Responsible for the prescribed records and logs regarding the vehicles and goods handled. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor if and when needed. Compliance with the Occupational Health and Safety Act.</p>
<u>ENQUIRIES</u>	:	Ms N Lewela, tel. no. (021) 370-5074
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical, and oral assessment.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/304</u>	:	<u>HOUSEHOLD AID (2 POSTS)</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 in waste management, elementary stock control and cleaning within a hospital environment. Inherent requirement of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, terminal cleaning, and handling cleaning equipment. The ability to do physical tasks and operate heavy duty cleaning and household equipment.
<u>DUTIES</u>	:	<p>(key result areas/outputs): Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control.</p>
<u>ENQUIRIES</u>	:	Ms M Afrika, tel. no. (021) 404-6262
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	14 April 2026, 17:00 PM
<u>POST 11/305</u>	:	<u>HOUSEHOLD AID</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Alan Blyth Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate household/cleaning experience in a health facility. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays and shift duty. Willingness to relief in other departments according to operational requirements. Competencies (knowledge/skills): Appropriate knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Good communication and interpersonal skills. Appropriate knowledge of stock, assets, linen and equipment control. The ability to do work under pressure, perform physical tasks and operate heavy duty cleaning and household equipment.
<u>DUTIES</u>	:	<p>(key result areas/outputs): Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the</p>

supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals and drinks to patients. Support to housekeeping supervisor and adhere to policies and cleaning practices.

ENQUIRIES : Mr E Adcock, tel. no. (028) 551 - 1010
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 14 April 2026 17:00 PM

POST 11/306 : **HOUSEHOLD AID**
Chief Directorate: Rural Health Services

SALARY : R138 486 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health facility. Inherent requirement of the job: Required to work in health environment where infectious diseases are treated. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Knowledge of hygiene and occupational health and safety. Able to work under pressure.

DUTIES : (key result areas/outputs): Responsible for general cleaning by safe and effective use of consumables/ resources which complies with hygienic, occupational health and safety and infection control risk prevention standards. Renders support services to Household Supervisor/ Manager to contribute to domestic outcomes. Contributes to effective utilisation and functioning of equipment. Apply correct methods of handling and disposal of refuse/ waste products which complies with legal, hygienic, Occupational Health and Safety and Infection Control standards. Assist with routine stock control and safekeeping of non-surgical equipment and cleaning consumables Serving of meals and beverages.

ENQUIRIES : Ms V Arendse, email: Valencia.Arendse@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/307 : **GROUNDSMAN (GROUNDS)**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate groundsman experience in managing large grounds. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Physically fit and must be able to perform manual labour. Willingness to work overtime, when required. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of Occupational Health and Safety. Capacity to work amongst people with disabilities or special mental healthcare needs. Ability to use and handle gardening equipment.

DUTIES : (key result areas/outputs): Effective maintenance of hospital grounds. To render general and groundsman services. Perform all activities related to gardening and grounds, pruning of trees, cleaning of gutters etc. Effective removal of domestic and medical waste. Effective support to Supervisor.

ENQUIRIES : Mr A Julie, tel. no (021) 940-4545
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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/308 : **CLEANER (2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Elsie's River CHC and Delft CHC
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate cleaning experience in a Health Facility. Inherent requirements of the job: Willingness to work 12-hour shifts and after hours (night duty, weekends and public holidays). Willingness to work overtime on short notice when required. Ability to perform physical tasks e.g. utilization of cleaning equipment etc. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Competencies (knowledge/skills): Good interpersonal skills. Appropriate knowledge with the use of cleaning equipment and cleaning materials.

DUTIES : (key result areas/outputs): Provide a clean and hygienic environment to prevent the spread of infection. General cleaning and maintenance (dusting, sweeping, vacuuming, polishing, scrubbing and mopping) Effective utilization of cleaning materials and equipment Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygiene and safe environment in terms of standard and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Ms B Stuurman, tel. no. (021) 954-2237 / Ms J Isaacs, tel. no. (021) 931-0211
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 14 April 2026, 17:00PM

POST 11/309 : **FOOD SERVICE AID**
West Coast District

SALARY : R138 486 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in line with the Appropriate experience in food services in a hospital environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends and overtime. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in a foodservice unit. Knowledge of HACCP and safety principles. Ability to do work of a physical nature which includes lifting heavy objects and be on their feet the entire day.

DUTIES : (key result areas/outputs): Pre-preparation, cooking, plating, distributing and serving of meals and beverages for the patients in accordance with the PGWC Food Service Policy. Follow standardized PGWC Recipes and Menus. Assist in receipt and storage of all provisions in the foodservice unit. Clean and maintain the kitchen area and maintain equipment and adhere to health and safety regulations. Communicate with role-players and food service staff and give feedback regarding problems and recommendations to the Foodservice supervisor/manager. Render support to supervisor. Dress according to Departmental specifications and adhere to Hospital PGWC policy.

ENQUIRIES : Ms A van Breda, tel. no. (022) 487-9223
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates could be required /subjected to a practical exercise.

CLOSING DATE : 14 April 2026, 17:00PM

POST 11/310 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Nolungile CDC, Khayelitsha/ Eastern Sub-structure
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts, including nightshift. Willingness to handle dead bodies/corpses. Must be of sober habits to ensure safety and reliability on the job. Competencies

- (knowledge/skills): Ability to work under pressure and work in a team. Good interpersonal and communication skills. Ability to handle heavy objects. Ability to handle conflict.
- DUTIES** : (key result areas/outputs): Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa. Transferring deceased patients to the mortuary and complete registers. Delivery of medical documentation (patient files, reports, etc.) to the reception area, including pharmacy. Delivery of medical equipment, suppliers and other items like blood samples and medical records. Responsible for the cleanliness, maintenance and reporting of defects of trolleys and wheelchairs. Effective support to colleagues and supervisor.
- ENQUIRIES** : Ms T Cele, tel no. (021) 829-0005
- 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 undertake a pre-entry assessment test/practical assessment and formal interview.
- CLOSING DATE** : 14 April 2026, 17:00 PM
- POST 11/311** : **PORTER (2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience within a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift. Willing to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to work in a team. Good interpersonal and communication skills.
- DUTIES** : (Key result areas/outputs): Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Collect and deliver blood, specimen, samples and deliver to and from wards and blood bank. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa and carry medical and other documentation (patient files, reports, etc.) to the reception area. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs.
- ENQUIRIES** : Mr C Rhodes, tel. no. (021) 918-1406
- 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.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/312** : **PEST CONTROL ASSISTANT**
- SALARY** : R138 486 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in Pest Control. Inherent requirement of the job: Willingness to work shift (e.g. starting time 15h00 until 23h30). Competencies (knowledge/skills): Communication Skills The ability to do physical work and handle machines/apparatus.
- DUTIES** : (key result areas/outputs): To render a support service to all departments, wards, clinics and theatres with regard to pest control to ultimately ensure a pest free environment Effective Pest Control service within allotted time frames with/out direct supervision Effective safeguarding of chemical materials To ensure effective maintenance of equipment and PPE To provide effective support to the Pest control Supervisor with regards to Pest control and minor administrative tasks
- ENQUIRIES** : Mr E Cassiem, tel. no. (021) 404-3237

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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/313 : **GENERAL WORKER STORES**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a store/warehouse environment. Appropriate experience in packaging and delivery of stock and stocktaking. Inherent requirement of the job: Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work independently and in a team.

DUTIES : (key result areas/outputs): Deliver stock to wards and departments in the facility. Ensure issue vouchers are returned to relevant clerk to capture, file and issue on the Logis system. Assist clerk with receiving, packing, unpacking, storage and issuing of stock according to standards. Safe keeping of equipment and stock (consumables and inventory) in the stores as well as receive goods delivered by the suppliers and check the condition. Assist to ensure effective Stock Control procedures are maintained and enforced. Assist clerk with stock take and general duties e.g. keep the store neat, tidy and clean in order to comply with safety regulations. Perform other duties as assigned by the supervisor.

ENQUIRIES : Ms H Baker, tel. no. (021) 370-2309

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.

CLOSING DATE : 14 April 2026, 17:00 PM

POST 11/314 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (INTERNAL MEDICINE) (5 SESSIONS)**
(Contract Until 30 April 2029)
Chief Directorate: Metro Health Services

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

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a 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. **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 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 Driver's licence. Competencies (knowledge/skills): Appropriate and relevant experience in Internal Medicine as a Medical Specialist. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Ability to work as a specialist physician at a large Regional Hospital attached to a teaching institution. Ability to work and make clinical decisions independently. Ability to manage a broad spectrum of medical cases competently. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. 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.
- DUTIES** : (key result areas/outputs): Provide specialist clinical services and comprehensive medical care to in-patients and out-patients. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff and students, both under and postgraduate. Provide outreach and support services at district level. Coordination of relevant clinical governance and administrative requirements. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA.
- ENQUIRIES** : Dr Y Vallie, tel. no. (021) 402-6317
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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)".
- CLOSING DATE** : 13 April 2026, 17:00PM
- POST 11/315** : **MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (MEDICINE: NEUROLOGY) (12 HOURS PER WEEK)**
(3 Month Contract)
- SALARY** : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 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 Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Neurology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist in Neurology after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Neurology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist in Neurology after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Neurology. Competencies (knowledge/skills): Excellent interpersonal, communication, teaching and mentoring skills. Excellent knowledge and skills in clinical neurophysiology (NCS, EMG, EEG, long-term video EEG). Excellent knowledge and skills in clinical neurology. Practice of clinical neurophysiology (i.e., nerve conduction studies (NCS), electromyography (EMG) electroencephalography (EEG), long-term video-EEG monitoring, nerve conduction studies (NCS), and electromyography (EMG), etc.
- DUTIES** : (Key result areas/outputs): Patient clinical assessment and management, supervision of neurology registrars and neurotechnologist in neurophysiology clinics, as well as oversight of these clinics. Participation in epilepsy surgery evaluation clinics. Clinical assessment and management of patients, and supervision of neurology registrars and neurotechnologists at neurophysiology clinics, as well as oversight and management of these clinics. Interpretation and reporting NCS and EMG, and teaching neurology registrars these skills. Reading and reporting electroencephalograms and teaching neurology registrars these skills. Teaching and supervision of registrars in neurophysiology.
- ENQUIRIES** : Dr K Bateman, tel. no. (021) 404-3268 or email: kathleen.bateman@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. 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 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.
- CLOSING DATE** : 14 April 2026, 17:00PM
- POST 11/316** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (INTERNAL MEDICINE) (4 SESSIONS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour
- CENTRE REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a 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. **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 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: A Valid Driver's licence. Competencies (knowledge/skills): Appropriate and relevant experience in Internal Medicine as a Medical Specialist. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Ability to work as a specialist physician at a large Regional Hospital attached to a teaching institution. Ability to work and make clinical decisions independently. Ability to manage a broad spectrum of medical cases competently. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. 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.
- DUTIES** : (key result areas/outputs): Provide specialist clinical services and comprehensive medical care to in-patients and out-patients. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff and students, both under and postgraduate. Provide outreach and support services at district level. Coordination of relevant clinical governance and administrative requirements. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA.
- ENQUIRIES APPLICATIONS** : Dr Y Vallie, tel. no. (021) 402-6317
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in

		a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	14 April 2026, 17:00PM
<u>POST 11/317</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (GENERAL SURGERY) (20 SESSIONS)</u> (12-Month Contract) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in General Surgery. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in General 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 a Medical Specialist in General Surgery. Grade 3: A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience with General Surgery, including endoscopy and laparoscopic surgery. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes, referral writing skills and sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.
<u>DUTIES</u>	:	(key result areas/outputs): Provision of clinical service delivery at specialist level across the full spectrum of General Surgery services but with a focus on the endoscopy service. Duties in theatre may also be needed, performing surgical procedures. Consultant ward rounds with senior decision making in respect of patient care, including disposition decisions and oversight and input into OPD services. Clinical Governance in respect of accurate medical record keeping, data / trend analysis, contribution to Morbidity & Mortality meetings and management of complaints and use of existing digital platforms for referrals and patient related documentation. Teaching, training, research activities, including supervision & teaching of junior doctors and participation in the academic program in the hospital. Contribution to improvement of internal systems within the General Surgery service – both within the hospital and the Metro East ecosystem and participation in the wider management of the medical services within the hospital, both clinical and administrative, where reasonable and feasible.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Le Roux, tel. no. (021) 918-1990 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 their 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).
<u>CLOSING DATE</u>	:	14 April 2026, 17:00PM