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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 12 OF 2026

DATE ISSUED 10 APRIL 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

: **NATIONAL DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly note the following amendments were made in the Public Service Vacancy Circular 10 dated 20 March 2026: (1) The following posts have been Withdrawn from the advertisement: Assistant Director: Hr Utilization, Eastern Cape region: Mthatha

(Ref: EC 2026/03/29). Assistant Director: Employment Equity, Eastern Cape region: Regional Office (Ref: EC 2026/03/27) and Western Cape region: Regional Office (Ref: WC 2026/03/52). Security Manager: Agriculture (CB4), Eastern Cape region: Amathole (Ref: EC 2026/03/105). Security Manager: Nutritional Services (CB4), Gauteng region: Johannesburg (Ref: GP 2026/03/215). Social Worker Grade 1, Gauteng region: Baviaanspoort Max (Ref: GP 2026/03/96). Secretary, Gauteng region: Regional Office: Office of the Regional Head: Development and Care (Ref: GP 2026/03/192). Secretary, KwaZulu Natal region: Regional Office: Office of the Regional Head: Development and Care (Ref: KZN 2026/03/90). Senior Correctional Officer: Correctional Administration (NCB2), Western Cape region: Regional Office (Ref: WC 2026/03/239) (1 Post). Employee Assistance Practitioner (Eap): Special Programs, Western Cape region: Voorberg (Ref: WC 2026/03/88). Professional Nurse Grade 1 (General Nursing) (PN-A2), Western Cape region: Voorberg Med A (Ref: WC 2026/03/152). Senior Logistic Clerk: Logistics, Limpopo, Mpumalanga and Northwest region: Bethal (Ref: LMN 2026/03/124). Clinical Nurse Practitioner Grade 1: Pn-B1 [Primary Health Care], Limpopo, Mpumalanga and Northwest region: Witbank: Middleburg (Ref: LMN 2026/03/35). Deputy Director: Facilities And Security (NCB4), KwaZulu Natal region: Durban Corrections (Ref: KZN 2026/03/103) and Western Cape region: Pollsmoor (Ref: WC 2026/03/199). Assistant Director: Facilities And Security [NCB3], Eastern Cape region: East London (Ref: EC 2026/03/104); Free State and Northern Cape region: Upington (Ref: FSNC 2026/03/155); Gauteng region: Modderbee (Ref: GP 2026/03/214); KwaZulu Natal region: Ncome (Ref: KZN 2026/03/105), Waterval (Ref: KZN 2026/03/106); Limpopo, Mpumalanga and North West region: Polokwane (Ref: LMN 2026/03/165), Rustenburg (Ref: LMN 2026/03/166), Witbank (Ref: LMN 2026/03/167), Rooigrond (Ref: LMN 2026/03/168); Western Cape region: Brandvlei (Ref: WC 2026/03/211), Goodwood (Ref: WC 2026/03/212), West Coast (Ref: WC 2026/03/213) and Overberg (Ref: WC 2026/03/214). System Controller (Logis): Supply Chain, Free State and Northern Cape region: Regional Office (Ref: FSNC 2026/03/81) and Gauteng region: Regional Office (Ref: GP 2026/03/71). Skills Development Educationist (M+4) AET, Free State and Northern Cape region: Kuruman (Ref: FSNC 2026/03/185). Unit Manager (CB4), Free State and Northern Cape region: Goedemoed Max (Ref: FSNC 2026/03/163) (2 Posts). Divisional Head: Care Services (CB4), Free State and Northern Cape region: Vereeniging (Ref: FSNC 2026/03/174). Divisional Head: Human Resource Management (CB4), Free State and Northern Cape region: Goedemoed Med B (Ref: FSNC 2026/03/169) and Vereeniging (Ref: FSNC 2026/03/171). Centre Coordinator: Staff Support (CB4), Free State and Northern Cape region: Groenpunt Med (Ref: FSNC 2026/03/162). Assistant Director: Administrative Secretary, Free State and Northern Cape region: Regional Office: Office of the Deputy Regional Commissioner (Ref: FS/NC 2026/03/49). Centre Coordinator: Staff Support (CB5), Free State and Northern Cape region: Kimberley (Ref: FSNC 2026/03/147).

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following positions were advertised in Public Service Vacancy Circular 10 dated 20 March 2026 closing on 10 April 2026, (1) Senior Administrative Officer: Property, ref no: 2026/140E (posts), centre: Kimberly regional office. Kindly take note that the above position has been withdrawn. Public Service Vacancy Circular 08 dated 06 March 2026 closing on 20 March 2026. (1) Groundsman, Ref no: 2026/111, centre: Pretoria regional offices, the post is withdrawn.

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DEPARTMENT OF AGRICULTURE

CLOSING DATE : 24 April 2026 at 16:00

NOTE : 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.

ERRATUM: Please note that all vacancies advertised by the Department of Agriculture in the Public Service Vacancy Circular number 11 of 2026 with the closing date of 14 April 2025, the correct closing date is 14 April 2026.

OTHER POSTS

POST 12/01 : **DEPUTY DIRECTOR: EPIDEMIOLOGY REF NO: 3/3/1/01/2026**
Directorate: Animal Health

SALARY : R1 059 105 per annum (Level 12) (All-inclusive package to be structure in accordance with the Middle Management (MMS) rules)

CENTRE : Gauteng: Pretoria

REQUIREMENTS

: Applicant must be in possession of a Grade 12 Certificate and a Bachelor's degree of Veterinary Science (BVSc) (NQF 7). Registration with the South African Veterinary Council. Job Related Work Experience: Minimum of five (5) technical experience in the government Veterinary Services environment on a State Veterinary level. Some experience with laboratory services, disease research and the implementation of brucellosis and tuberculosis control scheme in provincial veterinary service is an advantage. Experience in the field of epidemiology. Job Related Knowledge: Applicants must have knowledge of Public Service Regulation. International agreements, treaties, conventions and bilateral agreements relating to animal improvement. Relevant animal production legislation, strategies and norms and standards. Export and import programmes and their requirements. Planning and organising. HR matters. Sound knowledge of Animal Health legislation especially the Animal Diseases Act, 1984 (Act 35 of 1984) and animal disease control with special emphasis on state controlled and vector borne disease. Computer courses such as courses in the use of Geographical Information systems (GIS) and ICDL courses provided by SITA, etc. Training in veterinary epidemiology. Knowledge of project management, monitoring and evaluation. Job Related Skills: Some analytical and research skills and an aptitude for epidemiology. Ability to communicate clearly, both verbally and written. Expert knowledge and experience of Animal diseases and epidemiology with emphasis on controlled animal diseases. Management and organizational skills. Ability to function effectively under various types of pressure with professionalism and integrity. Complex Problem-solving skills. Ability to think logically and adapt to change. Ability to collect and interpret information and to arrive at a rational conclusion. Ability to maintain good interpersonal relationships and work in a team. Pronounced self-motivation to initiate new projects. Teamwork. Financial management. Technical skills communication. Acceptance of responsibility. Leadership. Reliability. Extended working hours. Travelling.

DUTIES

: Disease reporting. Develop, analyse and verify policy, standards and guidelines for animal disease reporting. Manage specific disease reporting to international standards to OIE, SADC, AU-IBAR, trade partners and other role-players. Manage the collecting, collating and verifying animal disease outbreak information. Analyse and monitor epidemiological information regarding animal diseases. Continuously develop and maintain the National Animal Diseases Database. Disease surveillance. Develop, analyse and verify policy standards and guidelines for disease surveillance. Design National Surveillance programs from an epidemiological point of view. Coordinate and oversee the conducting of disease surveillance programs. Analyse the outcome of disease surveys from an epidemiological point of view. Report on the outcome of surveillance programs nationally and internationally. General epidemiological functions. Map animal disease occurrences. Monitor internal animal disease information and analyse potential impact for South Africa. Conduct epidemiological outbreak investigations in coordination with the provincial Veterinary Services. Conduct a review and analysis of laboratory test results of samples for controlled and notifiable animal diseases. Representation and liaison on behalf of the Department on various for a and with stakeholders (i.e. Department of Health, SADC Epidemiological and informatics workgroup (EIS), Rabies Advisory Group (RAG), etc). Veterinary laboratory quality systems. Develop, analyse and verify policy, standards and guidelines for veterinary laboratory quality systems. Coordinate the provision of animal disease diagnostic services to the country and payment of applicable services by DoA. Ensure DoA approval of laboratories and diagnostic tests, including BSL evaluation. Manage the resources of the Sub-directorate (Physical, Human and Financial). Ensure proper utilization of the budget by monitoring & reporting expenditure. Monitor and ensure proper utilization of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity, development and discipline of staff.

ENQUIRIES

: Dr B. Modisane Tel: (012) 319 6521

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DDerecruit01@nda.gov.za

NOTE

: EE Target: African Males and Females, and Persons with disability.

CLOSING DATE

: 24 April 2026 at 16:00

<u>POST 12/02</u>	:	<u>STATE VETERINARIAN REF NO: 3/3/1/02/2026</u> Directorate: Animal Health (Import and export control)
<u>SALARY</u>	:	R896 436 per annum (Level 11) (All-inclusive package to be structure in accordance with the Middle Management (MMS) rules)
<u>CENTRE</u>	:	Gauteng: (Pretoria)
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 Certificate and BVSc/BVMCH Degree or equivalent Qualification recognized by South African Qualification Authority and the South African Veterinary Council, Registration with the South African Veterinary Council. Job Related Work Experience: Minimum of one (1) year appropriate experience (post-qualification experience) in regulatory veterinary services. Job Related Knowledge: Applicants must have knowledge of Trade Organization, Including the SPS agreement. Animal Health legislation especially the Animal Diseases Act, 1984 (Act 35 of 1984) and Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international requirements and guidelines of, e.g. World Organization for Animal Health (WOAH) and the World Trade Organization, including the SPS agreement. Training in risk assessment will be an advantage. Public Service Regulations. International agreements, conventions and bilateral agreements relating phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. The Constitution. 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. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning, Management and Organising. Creativity. Interpersonal skills. Problem solving, Interpretation skills, Analytical skills, Listening skills, Computer literacy and Report writing. Extended working hours, Extensive travelling and driver's license.
<u>DUTIES</u>	:	Conduct risk assessment, including dispensations and detained consignments. Evaluation and risk management with regard to detained consignments (that does not fully comply with all import requirements). Considering granting or refusing dispensations (risk management). Evaluating information supplied by exporting countries (to formal questionnaires and other information requested). Risk assessment & management in the case of illegal imports. Risk assessment, including risk management, on new commodities or applications to import a commodity for the 1ST time from a country. Monitor international animal disease information and analyse potential impact for South Africa. To liaise with clients, stakeholders, including foreign veterinary authorities, embassies, importers, exporters, agents, industry groups provincial veterinary services, other directorates and sub directorates and other Departments. Handle Telephonic enquiries. Respond to email enquiries. Liaise with officials with the Department of Agriculture. Obtain Technical assistance from other sub directorates where appropriate. Liaise with Provincial Veterinary Services, other Department and Directorates and port of entry. Liaise and meet with foreign veterinary services and embassies to discuss trade issues, including foreign visits. Meetings with industry representatives, colleagues and clients to discuss trade issues. Meetings attended and participation during meetings. Inputs on monthly reports and briefing notes. Coordination of bilateral meetings as required according to commodity. Develop and maintain import standards, policy and procedures. Develop, analyse, review and verify policy, standards and guidelines. Consult prior risk assessments done, SA legislation and/or international standards and other information. Drafting and reviewing of veterinary import permits (issued by SA), procedural and policy documents. Amendment to current permits to ensure that permits are up to date and in line with national and international developments. Develop, maintain and negotiate veterinary health certificates (to be signed by certifying vet in exporting country for imports. Approval and compliance of facilities for import. Place trade restrictions on countries in the event of disease outbreaks. Draft submissions to provide information on import procedures. Participate in providing inputs to international standard setting bodies (e.g. WOH). Assist in evaluating responses to questionnaires from trade partners, where technical knowledge regarding sanitary requirements for international trade applies. Evaluate applications and assist with issuing veterinary import permits. Negotiate and maintain export protocols, certificates and procedures. Request market access and import requirements from foreign countries. Evaluate requirements to

determine if we can comply. Negotiate alternative certification with foreign country if necessary. Draft export health certificates and sending these to foreign country for approval. Complete or assist in completing questionnaires from foreign countries where requested. Draft and finalise procedural documents, protocols and/or policies for export. Draft submissions regarding export matters. Approval and compliance of facilities for export.

- ENQUIRIES** : Dr B. Modisane Tel: (012) 319 6521
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SVIECreruit02@nda.gov.za.
- NOTE** : EE Target: African, Coloured Males and African Females, and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/03** : **STATE VETERINARIAN REF NO: 3/3/1/03/2026**
Directorate: Animal Health (Epidemiology)
- SALARY** : R896 436 per annum (Level 11) (All-inclusive package to be structure in accordance with the Middle Management (MMS) rules)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 Certificate and BVSc/BVMCH Degree or relevant Qualification recognized by South African Qualification Authority and the South African Veterinary Council, Registration with the South African Veterinary Council. Job Related Work Experience: A minimum of one (1) year appropriate experience (post-qualification experience) in regulatory veterinary services. Job Related Knowledge: Applicants must have knowledge of Animal Health legislation especially the Animal Diseases Act, 1984 (Act 35 of 1984) and Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international requirements and guidelines of, e.g. World Organization for Animal Health (WOAH) and the World Trade Organization, including the SPS agreement. Training in risk assessment will be an advantage, knowledge of legislation applicable to finance & personnel management. Public Service Regulations. International agreements, conventions and bilateral agreements relating phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, Export and import programmes and their requirements. Planning and organising. The Constitution. 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. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning, Management and Organising. Creativity. Interpersonal skills. Problem solving, Interpretation skills, Analytical skills, Listening skills, Computer literacy and Report writing. Extended working hours, Extensive travelling and driver's license.
- DUTIES** : Analyse disease data and provide epidemiological information: Collection, capture and collation of disease outbreak data. Analysis of disease data. Identification of prevalent animal diseases and changes in the epidemiology of these diseases. Compile and distribute disease outbreak reports and risk reports. Compile and provide inputs for policy development, norms and standards for epidemiology and disease reporting. Generation of disease reports and distribution to government and other stakeholders. Facilitate the development of a practical Early Warning System for all relevant diseases including disease modelling, simulation and scenario mappings. Contribute to the development of emergency diseases control preparedness systems. Conduct veterinary risk assessment. Establishment of norms and standards for disease reporting and the national disease database: Plan, implement, maintain and coordinate disease reporting. Update the list of controlled and non-controlled diseases. Implement new procedures, techniques and/ or equipment to ensure that an efficient and effective disease reporting service is rendered. Design and implementation of national disease surveillance plans: Design and implement national disease surveillance and other epidemiologic studies. Collect, capture and collate surveillance data. Analyse surveillance data. Generate reports on surveillance outcomes. Implement new procedures, techniques and/ or equipment to ensure that an efficient and effective national disease surveillance service is rendered. Liaison with and assistance given to other Sub-Directorates, Province and industry bodies on epidemiology and

surveillance matters. Attend pre-authorization meetings of sample submissions for payment (of certain test by DoA) and section 20 matters. Assist the province with epidemiology matters and enquiries relating thereto. Liaise with industry (NAHF and others) on epidemiological matters, including attending meetings and providing relevant information. Assist colleagues from other sub-directorates with their enquiries regarding epidemiology and surveillance. Perform administrative and related functions which would include, inter, alia, the following: Assist with compiling reports. Handle relevant telephonic enquiries. Handle relevant written enquiries.

- ENQUIRIES** : Dr B. Modisane Tel: (012) 319 6521
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SVRecruit03@nda.gov.za.
- NOTE** : EE Target: African, Coloured Males and African Females, and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/04** : **STATE VETERINARIAN REF NO: 3/3/1/042026 (2 POSTS)**
Directorate: Animal Health (Disease Control)
- SALARY** : R896 436 per annum (Level 11) (All-inclusive package to be structure in accordance with the Middle Management (MMS) rules)
- CENTRE** : Gauteng: (Pretoria)
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 Certificate and BVSc/BVMCH Degree or equivalent Qualification recognized by South African Qualification Authority and the South African Veterinary Council, Registration with the South African Veterinary Council. Valid driver's license. Job Related Work Experience: A minimum of one (1) year appropriate experience (post-qualification experience) in regulatory veterinary services. Job Related Knowledge: Applicants must have knowledge of Public Service Regulations. International agreements, conventions and bilateral agreements relating phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. The Constitution. 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. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning, Management and Organising. Creativity. Interpersonal skills. Problem solving, Interpretation skills, Analytical skills, Listening skills, Computer literacy and Report writing. Extended working hours, Occasional travelling and driver's license.
- DUTIES** : Ensure compliance with the animal Disease Act, 1984 (Act No 35 of 1984) and Animal Disease Regulations (R. 2026 of 1986). Monitor and audit compliance to Act and Regulations. Follow up cases of non-compliance. Advise on the implementation of Act and Regulations. Provide inputs on strategies to align with legislation. Form part of section 20 evaluation team - section 20 applications and amendments are evaluated and discussed within the directorate. Establish norms and standards for the prevention and control of animal diseases. Draft diseases control policies, protocols and contingency plans. Revise, update and amend current policies, protocols and contingency plans. Facilitate circulation/publishing of new or amended documents for comment. Collate inputs provided on drafted documents. Provide inputs on disease control policies, protocols and contingency plan as requested. Prepare final policies, protocols and contingency plans for signature. Ensure circulation of final documents for relevant role players. Liaison with and assistance given to other Sub-Directorates, Provinces and industry bodies on disease control matters. Attend daily pre-authorization of sample submissions for payments (of certain tests by DoA). Assist the provinces with disease control matters and enquiries relating thereto. Liaise with industry on disease control matters: including attending meetings and providing guidelines for enquiries. Assist colleagues from other sub-directorates with the enquiries regarding disease control matters. Liaise with D: FIES to develop information pamphlets, posters and articles related to Animal Diseases. Assist with Office Management and administration. Assist with compiling reports. Handle relevant telephonic enquiries. Handle relevant written enquiries.

- ENQUIRIES** : Dr B. Modisane Tel: (012) 319 6521
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SVDCrecruit04@nda.gov.za
- NOTE** : EE Target: African, Coloured Males and African Females, and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/05** : **STATE VETERINARIAN: REF NO. 3/3/1/05/2026**
Directorate: Veterinary Public Health
- SALARY** : R896 436 per annum (Level 11) (All-inclusive package to be structure in accordance with the Middle Management (MMS) rules)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Successful applicants must be in possession of a Grade 12 certificate and a Bachelor of Veterinary Science (BVSc / BVMCh). Registration with the South African Veterinary Council as a veterinarian. Job Related Work Experience: Minimum of one (1) year of experience as a state veterinarian or compulsory community service veterinarian in a regulatory state veterinary area in South Africa. Experience in monitoring abattoirs, processing plants and/or cold stores registered under the Meat Safety Act. Job Related Knowledge: Practical working knowledge and experience in application of Meat Safety Act, 2000 (Act No. 40 of 2000). Applications of the Animal Diseases Act, 1984 (Act No.35 of 1984). Knowledge and practical experience of import and export facilitation. Knowledge of relevant Codex, WOH, FAO and other international standards and guidelines related to food of animal origin. Knowledge of principles of chemical residues monitoring. Job Related Skills: Analytical skills. Research skills. Ability to communicate clearly, both verbally and written. Administration and organizational skills. Ability to function effectively under various types of pressure, with professionalism and integrity. Complex-problem solving skills. Ability to think logically and adapt to change. Ability to maintain good interpersonal relationships and work in a team. Other: Extended working hours. Valid drivers' license.
- DUTIES** : Develop, implement or monitor policies, standards, guidelines and programmes for the safe production of meat and other animal products. Develop and formulate policies, norms, standards and legislation for the production of animals and animal products. Implement and enforce the relevant Acts and accompanying regulations. Audit the implementation of applicable legislation and standards. Monitor implementation of the Meat Safety Act at abattoirs, cutting and processing plants, hides and skins and sterilization plants. Execute law enforcement in accordance with the Act. Draft and implement national microbiological monitoring and control policies. Develop and coordinate awareness programmes related to relevant policies standards. Contribute to an efficient and comprehensive risk analysis service in relation to the local production of meat from animals and other animal products for human and animal consumption. Identify and investigate risk factors that pose a threat to the health of humans or animals in South Africa in relation to local production of meat and animal products. Identify possible measures to mitigate identified risk factors. Develop and facilitate specific surveillance programmes and contingency plans. Assist with conducting relevant line function risk assessments relating to animals and animal products. Facilitation of imports and exports of animals and animal products. Manage and coordinate the importation of animals and animal products according to the provisions of the Meat Safety Act and related legislations. Draft, evaluate and complete import and export questionnaires. Auditing and registration of veterinary approved import/export facilities. Process queries and appeals from stakeholders. Coordinate the National Food Safety Programmes (National Residues Monitoring and Control Programmes, National Microbiological Monitoring Programme, National Parasitology Monitoring Programme) Draft and implement programmes for all commodities of interest. Conduct risk analysis on substances and compounds of interest. Collation and analysis of results based on risk analysis conducted. Manage the transportation, reception, sorting and storage of all samples. Ensure that establishments that take part in the programme have a sufficient supply of sampling equipment and packaging materials. Analysis and responding to reports. Coordinate the One Health portfolio. Draft policies related to one health. Draft necessary policies on combating antimicrobial usage and antimicrobial resistance surveillance plans

for animals and animal products. Draft and implement awareness plans for one health, antimicrobial resistance and judicious use of antimicrobials. Participate in activities related to one health and AMR, both internally and externally. Conduct risk analysis in relation to the production of meat and other animal products for human and animal consumption. Identify and investigate risk factors that pose a threat to the health of humans and/or animals in South Africa in relation to production of meat and animal products. Identify all possible means to mitigate identified risk factors. Develop and facilitate specific surveillance programmes and contingency plans. Assist with conducting certain relevant line function risk assessments relating to animals and animal products. Draft, evaluate and submit import and export facilitation questionnaires. Perform administrative and related functions. Provide inputs for the Operational Plan of the veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Supervise and manage performance of relevant staff.

- ENQUIRIES** : Dr Mphane Molefe Tel: 012 319 7688
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SVVPHrecruit05@nda.gov.za.
- NOTE** : EE Target: African Males and Females, and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/06** : **SENIOR AGRICULTURAL ECONOMIST REF NO: 3/3/1/06/2026**
Directorate: Marketing
- SALARY** : R582 444 per annum (Level 10)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 Certificate and a Bachelor's degree in Agricultural Economics (NQF 7) or A 3-year bachelor's degree plus Honors degree in Agricultural Economics. Job Related Work Experience: Minimum of three (3) years 'supervisor experience in agricultural economist environment. Job Related Knowledge: Practical knowledge and understanding of the Agricultural Marketing Strategy for the Republic of South Africa. Knowledge of agricultural marketing related legislation. Knowledge of agricultural marketing, agricultural marketing capacity building and marketing information systems. Job Related Skills: Ability to work independently, with minimal supervision, and under pressure. Planning and organizing skills. Communication/presentation skills. Writing skills and Innovative. Valid driver's license.
- DUTIES** : Manage projects related to development, implementation, and evaluation of Agricultural Marketing Capacity programme. Conduct research on the agricultural marketing capacity building needs for smallholder producers. Contribute to implement of relevant pillars of the Agricultural Marketing Strategy for the Republic of South Africa. Conduct surveys for collection of data from producers, collaboration with various stakeholder such as commodity associations and farmer support officials at the provincial and local level. Develop agricultural marketing needs assessment reports and provide advice to the department regarding the status of agricultural marketing capacity development in the country. Conduct agricultural marketing needs assessments and develop agricultural marketing capacity building manuals. Undertake capacity needs assessment among smallholder producers in collaboration with Commodity Associations, Provincial Departments of Agriculture and other stakeholders. Identify suitably capacity development programmes in the sector to address the needs and/or facilitate development of demand-driven agricultural marketing capacity development programme. Development of marketing capacity building manuals in line with the agreed standard. Facilitate editing, design, layout and production of the manuals. Implement agricultural marketing capacity building programme among smallholder producers and other interested stakeholders. Organise and facilitate Agricultural Marketing Capacity Building workshops based on the identified needs. Identify beneficiaries of the Marketing Capacity Building Programme in collaboration with provincial departments, commodity associations and other role players. Develop training schedule in collaboration with provincial departments, commodity associations and other role players. Create and update database of producers who completed the agricultural marketing capacity building programme. Make contributions to agricultural

marketing webinars, information sessions, and other relevant events. Management of stakeholders to ensure successful and collaborative implementation of the capacity building programme. Evaluate agricultural marketing building programme and develop progress reports on the implementation of Capacity Building Program. Conduct post-workshop evaluations. Conduct qualitative and quantitative analysis of the workshops undertaken. Develop regular reports on agricultural marketing building and resent the findings to management and other forums. Management of records related to the capacity building programme.

ENQUIRIES : Mr Sitembele Kelembe Tel: (012) 319 8455
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SAErecruit06@nda.gov.za.

NOTE : EE Target: African Males and Coloured Females, and Persons with disability.
CLOSING DATE : 24 April 2026 at 16:00

POST 12/07 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO. 3/3/1/07/2026 (3 POSTS)**
 Chief Directorate: Inspection and Quarantine Services

SALARY : R468 459 per annum (Level 09)
CENTRE : Western Cape: Stellenbosch
REQUIREMENTS : Successful Applicants must be in possession of a Grade 12 Certificate and a Minimum of National Diploma in Agriculture (NQF 6). Job Related Work Experience: Minimum of three (3) years relevant experience. Job Related Knowledge: Applicants must have knowledge of Public Service Regulations. International Agreements, Conventions and Bilateral Agreements relating to phytosanitary, sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning and Organising skills. Technical skills. Law enforcement. Interpersonal skills. Problem solving and decision-making skills. Analytical skills. Negotiation skills. Listening skills. Computer literacy. Report writing. Customer focus and responsiveness. Communication and Information Management. Project Management. Networking and building bonds. Applied Strategic thinking. Budgeting and Financial Management. Developing others. Impact and Influence. Diversity Management. Valid driver's license and the ability to drive. Work extended working hours. Travelling. Relief duties.

DUTIES : Application and enforcement of legislation and international agreements. Conduct inspections and make recommendations in terms of the relevant prescripts and take appropriate actions. Conduct searches of passengers, motor vehicles, etc with regards to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-ray machines. Prohibition of the sale of imported and locally produced agricultural products that do not comply with the relevant legislative prescripts. Seize and confiscate non-compliant agricultural products. Handle consignments destined for export that do not comply with the requirements of international agreements or rejected by the Assignees. Provide advisory services to stakeholders. Liaise with and provide advice to stakeholders (e.g. trade organizations, industries, private sector institutions, importers/exporters, legal representatives, assignees, etc) regarding the operational application of relevant Acts, prescripts, certification schemes, norms and standards. Supervision of staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.

ENQUIRIES : A G Tsako Tel: 021 809 1641
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email CAFQTrecruit07@nda.gov.za.

NOTE : EE Target: African Males and Females, and Persons with disability.
CLOSING DATE : April 2026 at 16H00

POST 12/08 : **ENTERPRISE DEVELOPMENT FACILITATOR REF NO. 3/3/1/08/2026**
 Directorate: Cooperatives

SALARY : R397 116 per annum (Level 08)
CENTRE : National Office

<u>REQUIREMENTS</u>	:	Successful Applicants must be in possession of a Degree in Agricultural Economics/ Economics/ Business Management/ Development studies. Job Related Work Experience: Minimum of two (2) years' experience in Business Development/ Enterprise Development. Job Related Knowledge: Knowledge of BBBEE Act and related legislation, National Small Business Amendment Act, Companies Act, Cooperatives Act, PFMA, Bathopele Principles. Job Related Skills: High level of integrity. Strong leadership and Analytical skills. Strong work ethics. Good interpersonal skills. Negotiation skills. Ability to work independently. Ability to work under pressure. Leadership, planning and execution. Acceptance of responsibility. Extensive travel. Work extended hours. Drivers' license.
<u>DUTIES</u>	:	Link SMMEs and entrepreneurs in the sector for funding and / or other development opportunities. Receive and assess enquiries received from departmental clients and/ or stakeholder. Identify interventions available in the market for use by entrepreneurs and SMMEs in the sector. Liaise with institutions of interest for possible interventions and/ or opportunities necessary. Link entrepreneurs and SMMEs to institutions of interest for possible interventions. Conduct follow-up with clients on interventions received. Provide inputs on the monthly, quarterly, and annual reports on support provided to sector SMMEs. Update the register of interventions identified on possible funding mechanisms and other development opportunities for SMMEs on an ongoing basis. Assess AgriBEE Fund proposals. Receive allocated applications for assessment against funding criteria. Create hard and soft copy files on applications received. Analyse applications/ proposals received and compile assessment reports. Present the assessment reports to internal structures. Conduct site visit to potential applicants. Draft back to office reports. Present the assessment report at AgriBEE Fund Committee meetings. Provide inputs on the minutes of the committee meetings. Package and create files for recommended applications / proposals to be submitted to the Land Bank for due diligence assessments. Draft outcome letters to the relevant stakeholders and applicants. Liaise / attend meetings with PDAs, Commodity Associations and relevant stakeholders for information sharing purposes (i.e. Workshops, a Fora's etc.) and for publishing AgriBEE Fund Information on their websites. Keep constant contact with applicants and relevant stakeholders regarding funding processes. Support the processes towards review of AgriBEE Fund MoA and Ops Manual as and when necessary. Update AgriBEE Fund documents as and when necessary. Compile monthly quarterly reports. Provide support in the Implementation sector SMMEs strategy and support interventions. Undertake research processes on the relevant subject matters related to the strategy. Facilitate workshops with provinces and relevant stakeholders for consultation processes and information sharing. Provide advice and support on the intervention processes and access thereof. Monitor and evaluate SMMEs performance and intervention impact. Liaise with provincial counter parts and follow up on SMMEs progress. Monitor partnership interventions and report on outcomes. Evaluate training outcomes as well as the implementation of action plans. Follow up with funded projects performance and report on status.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sibusisiwe Matanda Tel: 012 319 8143
<u>NOTE</u>	:	EE Target: African Females and Persons with disability.
<u>CLOSING DATE</u>	:	24 April 2026 at 16:00
<u>POST 12/09</u>	:	<u>BBBEE OFFICER REF NO: 3/3/1/09/2026</u> Directorate: BBBEE Charters Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Gauteng: Pretoria Applicants must be in a possession of a Grade 12 Certificate and a Degree in Economics and Management Science/Agricultural Economics. Minimum of two (2) years' experience at business advisory level position in BBBEE environment. Job Related Knowledge: Knowledge of B-BBEE Act. B-BBEE Code of good practice. AgriBEE Sector Code. B-BBEE Verification Framework and Methodologies. Job Related Skills: Policy development and analysis. Monitoring and research skills. Negotiation skills. Excellent communication skills (verbal, presenting and report writing). Knowledge of project planning,

coordinating and management. Problem solving and analysis. Facilitation and coordination skills. Computer skills. Time management skills. Data analysis and presentation skills. Extended working hours. Travelling. A valid driver's license.

DUTIES

: Develop draft legislation, policies, guidelines norms and sustainable with regard to BEE in the sector. Provide inputs into the development of draft legislation and policies with regard to BEE for the sector. Conduct public consultation workshops with provincial stakeholder during the drafting phase of legislation. Consolidate comments and inputs for public consultation phase into the management report. Facilitate the implementation of strategies, framework and guidelines. Distribute finalised legislation to stakeholder of the sector. Assist the management in the review of legislation and policies with regard to BEE for the sector. Monitor the implementation of BEE in the sector and develop AgriBEE Sector Code Undertaking Report annually. Organise information sharing sessions with external stakeholder with regard to BEE verification frameworks. Conduct site visits to the Provincial departments of Agriculture. Conduct analysis and compile progress reports on the implementation of the government undertakings for Agriculture Sector. Develop monitoring instrument/ template for the implementation of BBBEE in Agriculture Sectors. Provide secretarial support services to AgriBEE Charter Council and working Groups, and the AgriBEE Provincial Representatives Forum (compile agendas and minutes of meetings; responses for queries, technical work documents). Plan and organise council and working groups meeting. Compile set of minutes. Keep registry of all council documentations. Provide support to management of the appointment of council members for the new term of office. Render subject-related technical and general administration support and conduct research as identified by management and maintain information management database for reporting (contribute inputs to the industry transformation plans, the alignment of industries' strategies to AgriBEE Sector Codes, undertake visits and engage BBBEE stakeholders and prepare back-to -office reports, etc.). Arrange meetings, venues, accommodation and travel arrangements. Draft submissions and memos. Coordinate and follow up reports. Record keeping and documents management. Collect, administer and analyse information relating to BBBEE. Administer the AgriBEE IT portal. Maintain the database.

ENQUIRIES

: Mr Rudolph Abercrombie, Tel: (012) 319 8145.

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email BBBEEOrecruit09@nda.gov.za.

NOTE

: EE Target: African Females and Persons with disability.

CLOSING DATE

: 24 April 2026 at 16:00

POST 12/10

: **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/3/1/10/2026**

Chief Directorate: Inspection and Quarantine Services

SALARY

: R325 101 per annum (Level 07)

CENTRE

: Western Cape: Stellenbosch

REQUIREMENTS

: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Agriculture (NQF6). Minimum of one (1) year relevant experience. Job Related Knowledge: Knowledge of the Public Service Regulations. International agreements, conventions and bilateral agreements relating to Phytosanitary, Sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning and organising skills. Problem solving. Law enforcement skills. Interpersonal skills. influencing skills. Listening skills. Problem solving and decision -making skills. Change Orientation. Personal Commitment. Report writing skills. Team leadership. Customer service Orientation. Computer literacy. Problem Analysis and Decision Making. Extended working hours. Extensive Travelling. Valid driver's license and the ability to drive.

DUTIES

: Application and enforcement of legislation and international agreements. Conduct inspections and make recommendations in terms of the relevant prescripts and take appropriate actions. Conduct searches of passengers, motor vehicles etc. with regards to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-

ray machines. Prohibition of the sale of imported and locally produced agricultural products that do not comply with the relevant legislative prescripts. Prohibition and detention of regulated agricultural products. Seize and confiscate non-compliant agricultural products. Handle consignments destined for export that do not comply with the legislative requirements or international agreements or rejected by the assignees. Initiate investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities. Institute legal action for non-compliance. Attend and give evidence during court cases where necessary. Handle complaints, queries and enquiries from customers. Issue phytosanitary, quality and export certificates as required for international trade purposes. Provide advisory services to stakeholders Liaise with and provide advice to stakeholders (e.g., trade organisations, industries, private sector institutions, importers/exporters, legal representatives, and the assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Perform Administrative duties. Develop and maintain databases. Compile and submit the relevant reports and submissions as required.

- ENQUIRIES APPLICATIONS** : Mr A.G Tsako Tel: (021) 809 1641
 Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email AFQTrecruit10@nda.gov.za.
- NOTE** : EE Target: African and Coloured Males and Females, and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16H00
- POST 12/11** : **STATE ACCOUNTANT: TRANSPORT, FLEET AND TRAVEL MANAGEMENT REF NO 3/3/1/14/2026**
 Directorate: Demand and Acquisition Management
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07)
 : Gauteng: Pretoria
 : Applicants must be in possession of a National Diploma in Financial Management/ Financial Accounting / Commerce / Public Administration (Management) (NQF level 6). Minimum of 1 year experience in financial administration environment. Job related knowledge: Treasury Regulations. Division of Revenue Act. Financial regulations and Public Finance Management Act. Job-related skills: Computer skills. Good verbal and written communication skills. Good interpersonal skills.
- DUTIES** : Render payments services: Receive, verify, reconcile and compile suppliers' invoices on a daily basis. Distribute invoices to compilers. Check payments parcel for compliance and accuracy before they are paid. Capture payments on BAS. Compile financial reports (monthly and quarterly reports): Request system generated reports and compile information reports as per item and amount. Reconcile system reports with distribution list. Record 30 days payment register. Assist in coordinating effective financial management: Utilise correct SCOA allocations. Develop and implement policies and procedures in area of responsibility: Assist with developing the sectional policies Travel accounts. Participate in management and development of staff: Supervisory. Determine the applicable or relevant courses.
- ENQUIRIES APPLICATIONS** : Ms Amanda Le Roux Tel: (012) 312 8438
 Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SATFTMrecruit14@nda.gov.za.
- NOTE** : EE Target: African Males, African Females and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/12** : **AUXILIARY SERVICES OFFICER: RESEARCH REF NO: 3/3/1/15/2026**
 Directorate: Grootfontein Agricultural Development Institute (GADI)
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
 : Middelburg (Eastern Cape)
 : Applicants must be in possession of a Grade 10 or equivalent. No previous experience required. Job-related skills: Computer skills and research skills. The ability to work proactively and under pressure. Ability to work efficiently and effectively at all times. Be willing to work extended working hours. Willingness to travel. A valid driver's license.

- DUTIES** : Perform research specific (according to project plan) activities in respect of research subjects (animals/plants): Taking, processing, packaging of samples. Drying of samples. Determine moisture loss in samples. Safekeeping of research equipment. Preparation of research equipment /facilities. Record data (quality, weight, size, quality etc. Perform general maintenance activities in respect of research subjects (animals/plants): Planting, Soil cultivation and preparation e.g. cleaning, houghing, etc. Irrigation of crops. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm produce. Daily tending of crops/orchards/vineyards e.g. Pruning, weeding etc. Watering of livestock. Care for sick livestock. Dipping, vaccination & closing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of live stock. Slaughtering, culling. Weighing, milling, mixing of feeds. Feeding. Milking. Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings. Care for equipment e.g. cleaning, oiling, sharpening etc. Firefighting and prevention. Opening of springs, troughs and unblocking of drains. Loading /off-loading. Assist lecturers and students with practical work and work integrated learning: Prepare practical material. Provide hands-on demonstrations to students. Transporting of students to practical sites. Care for student plants/crop/animals during students' holidays. Perform administrative tasks: Updating of registers. Daily record keeping. Keep time sheets on work performed by casuals.
- ENQUIRIES** : Dr Willem Olivier Tel: (049) 802 6620
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email ASORrecruit15@nda.gov.za.
- NOTE** : EE Target: African Males, African Females, White Males and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/13** : **ADMINISTRATION CLERK REF NO: 3/3/1/11/2026**
Directorate: Animal Production
- SALARY** : R228 321 per annum (Level 05)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 Certificate. No previous experience required Job Related Knowledge: Applicants must have knowledge of clerical duties, practices as well as ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislation framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Related Skills: Language, Good verbal and written communication skills. Planning and organization skills. Computer literacy. Interpersonal relations, Flexibility and Teamwork.
- DUTIES** : Support administration of regulatory functions of the Animal Improvement Act, 1998 (Act 62 of 1998). Maintain efficient filing system and handle incoming and outgoing document registers. Handle enquiries from both internal and external clients. Maintain and update the Sub-Directorate's central database to ensure access to operational statistics and accuracy. Maintain an electronic filing system to allow for retrieval of documents. Draft report (monthly, quarterly and annual report) for animal improvement regulatory functions. Assist with evaluation and processing of application forms for reproduction operators. Receive and evaluate application form for registration or re-registration. Open files for each application received. Register reproduction operator file on the database. Issue out certificate and confirmation letter of registration. Open, maintain, and manage files, records and database according to the Act's prescripts and departmental procedures. Maintain database of assisted reproduction training centres. Draft reports (monthly, quarterly and annual report) of reproduction operators. Support compliance processes. Assist in conducting first-party compliance assessments by ensuring all necessary documentation and evidence is available and correctly captured. Maintain a portfolio of evidence for various compliance requirements such as sterilization certificates, pedigree information of imported and exported animal and genetic material, proof of payment of administration fee, certificates or marks of reproduction operators. Support monitoring of training on assisted reproduction and import and export matters. Update assisted reproduction training centres. Liaison with clients on animal improvement services. Acting as the first line of communication for external clients (e.g. breeders, farmers, the public, and

other government agencies) via telephone, email and in-person visits. Provide advisory services to clients on animal improvement regulations. Assist clients on relevant aspects relating to the administration of the Animal Improvement Act. Managing both incoming and outgoing correspondence on animal improvement matters.

ENQUIRIES : Ms Mmaphuti Setati Tel: (012) 319 7093
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email ACrecruit11@nda.gov.za
NOTE : EE Target: African Males and Persons with disability.
CLOSING DATE : 24 April 2026 at 16:00

POST 12/14 : **LABORATORY ASSISTANT REF NO: 3/3/1/12/2026**
Chief Directorate: Inspection and Quarantine Services

SALARY : R193 359 per annum (Level 04)
CENTRE : Western Cape: Stellenbosch
REQUIREMENTS : Possession of Grade 12 certificate. No experience is needed. Job Related Knowledge: Public Service and Departmental prescripts/policies. Occupational Health and Safety Act. Computer literate in MS Office software. Public Regulations. Cultural diversity. Job Related Skills: Good interpersonal skills, Ability to communicate well with people at different levels, Planning and organizing skills, A valid driver's license.

DUTIES : Prepare samples and resources for the detection of plant pathogens (bacteria, fungi, nematodes, viruses, etc.) including processing and labelling samples; collecting / taking samples for preparation (i.e. plant parts, water, soil, tissue); preparation of sample material by e.g. weighing, cutting, grinding, etc.; preparation of media, stains, buffers and reagents; storage of samples; packing and/or transporting of samples; assist in decontamination and disposal of used samples; removal of waste as prescribed. Perform routine analysis on diagnostic samples under supervision of senior personnel. Propagation of seeds and plants. Maintenance of plants. Perform basic maintenance on selected equipment, instrumentation and facilities. Report all faulty equipment. Maintain tidiness of laboratories, clean/sterilize glassware, wash lab coats and clean equipment. Monitor temperature of allocated facilities/equipment. Perform administrative and related functions including record-keeping and updating of identified registers and databases, inventory control.

ENQUIRIES : Ms Melanie Arendse Tel: (021) 809 1605
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email LAreruit12@nda.gov.za
NOTE : EE Target: African Males and Females and Persons with disability.
CLOSING DATE : 24 April 2026 at 16:00

POST 12/15 : **ASSISTANT ARTISAN REF NO 3/3/1/13/2025**
Chief Directorate: Natural Resources and Disaster Management

SALARY : R163 680 per annum (Level 03)
CENTRE : Northern Cape: Upington
REQUIREMENTS : Applicants must be in a possession of an ABET/ Basic Education. No Experience required. Job Related Knowledge: Knowledge of the Public Service Regulations. Procurement procedures. Public Finance Management Act (PFMA). Cultural diversity. Health and Safety. Job Related Skills: Planning and organising skills. Good communication skills. Interpersonal skills. Problem solving. Interpretation skills. Analytical skills. Listening skills. Extended working hours.

DUTIES : Collect Samples (blackfly larvae samples). Collect samples from the river as identified. Count samples and take them back to the river. Maintaining monitoring sites. Provide support in the control of migratory pests (blackfly, locust and quelea). Load and offloading chemicals and equipment. Shake chemical and fill tanks with chemical. Clean the tanks. Maintain and repair migratory pests control equipment. Conduct minor repairs and service of motorized spraying equipment. Assemble and disassemble the engine of pumps for repair. Clean stores, workshop, departmental vehicles and terrain. Clean offices, kitchen and toilets. Clean stores, workshops and departmental vehicles. Clean the terrain by maintaining the lawn, cut grass, prune trees and water the plant.

ENQUIRIES : Ms Gladys Jaers Tel: (060) 886 1508
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email AArecruit13@nda.gov.za.
CLOSING DATE : 24 April 2026 at 16:00

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: Recruitment30@cogta.gov.za
<u>CLOSING DATE</u>	:	24 April 2026
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za , click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. 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 exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

OTHER POST

<u>POST 12/16</u>	:	<u>ACCOUNTING CLERK: FINANCIAL MANAGEMENT (REF NO: DCOG – AC)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Senior Certificate or equivalent qualification. Proficiency in MS Excel, Ms Word and MS Teams. Senior certificate with accounting will be an

added advantage Other: Knowledge of and experience in working with BAS. Generic Competencies: Quality of work, Initiative, Interpersonal Relations, Planning and execution. Reliability. Communication (Verbal and written), Teamwork. Technical Competencies: Public Finance Management Act, 1999 (Act No. 1 of 1999). Treasury Regulations, general ledger reconciliation and analysis. Public sector accounting practices and procedures. Transversal systems of Government (Basic Accounting Services).

DUTIES

: The successful candidate will perform the following duties: Administer document control and safeguarding of documents. Responsible for finance invoice tracking register. Capturing payments and journals on BAS. Perform monthly reconciliation of payments processed on BAS. Perform daily payments disbursed on BAS.

ENQUIRIES

: Mr Ndivhuho Mathekgane Tel No: (012) 334 0594

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 24 April 2026 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates including SMS will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 12/17** : **ASSISTANT DIRECTOR: FINANCE RISK MANAGEMENT REF NO: FMD/01/12/26/01**
Finance Management Division, Chief Directorate Financial Services Directorate Financial Control Services (Finance Risk Management)
- SALARY CENTRE REQUIREMENTS** : R468 459 – R551 823 per annum (Level 09)
: Pretoria
: Grade 12 (NQF Level 4) or equivalent, with a Bachelor's Degree (NQF Level 7) in Finance, Auditing and Management Accounting. A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Computer literate and working knowledge of MS Word, Excel, and Database application, with audit and Risk Management skills. Well-developed reasoning, mathematical, as well as problem solving ability. Good communication and negotiating skills. Knowledge of relevant legislation and prescripts. Proven ability to function independently. South African citizenship, willing and able to travel extensively at short notice and to work after hours at short notice.
- DUTIES** : Effectively identify financial risks within Finance business processes and facilitate annual risk assessments and implementation of action plans. Maintain

the risk database of the FMD. Serve on the Consultative Risk Management Forum of the DOD. Issue Risk Management guidelines that must be adhered to when FMD Business Plans are compiled. Monitor and ensure that risks are managed in accordance with Risk Management Plans submitted by the various Finance Managers. Draft monthly reports wrt the status of risks being managed by the Finance Managers. Assess Audit Management Reports (internal and external) to determine whether finance risks were found and what treatment is required. Liaise with Finance Managers regarding the management, reporting and treatment of risk. Provide training wrt Risk Management when and where required. Monitor and maintain the integrity of the FMD Risk Management System. As and when required, conduct investigations to determine whether the internal control measures within the FMD are effective in preventing risks from occurring. Perform the annual risk assessment of the FMD. Provide guidance to FMD management regarding the treatment of risk. Ensure that management responses to all external (whole DOD) and internal (FMD only) audit findings are submitted to the auditors within the timeframes provided. Facilitate quarterly and monthly meetings between the external auditor (AGSA) and the DOD top management. Assist with the secretariat functions on meetings Director Financial Control Service is part of. Facilitate the preparation of responses to Portfolio Committee on Defence during and after annual hearings. Execute personnel management tasks wrt the personnel resorting under the control of this post.

ENQUIRIES : Ms A. Nkomo, Tel no: 012 355 5830
APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/18 : **ASSISTANT DIRECTOR: FINANCIAL MISCONDUCT REF: FMD/01/12/26/02**
 Finance Management Division, Chief Directorate Financial Services, Directorate Financial Control Services (Financial Misconduct)

SALARY : R468 459 – R551 823 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a Bachelor's degree (NQF Level 7) in Finance, Auditing and Management Accounting. A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Extensive knowledge of the application of the Public Finance Management Act, Treasury Regulations and all SCM prescripts. Well-developed verbal and written communication skills, with a strong command of the English language. Computer literate and advanced working knowledge of Word Processing, spreadsheets and database applications. Ability to effectively and correctly interpret and apply legislation and ability to communicate with senior stakeholders both internally and externally. Analytical and innovative thinking and well-developed reasoning and problem-solving ability. Proven managerial capabilities at middle management level with good communication, negotiating and presentation skills. Be able to function independently and strongly orientated towards teamwork. Must be willing and able to travel extensively at short notice.

DUTIES : Maintain the DOD unauthorized, irregular, fruitless and wasteful expenditure registers with accurate information. Consolidate the DOD financial misconduct report. Compile the unauthorized, irregular, fruitless and wasteful expenditure disclosure notes for the annual and interim financial statements. Provide secretarial services to financial misconduct related meetings. Provide accurate information to be presented at senior management meetings. Provide support to the Department in resolving unauthorized, irregular, fruitless and wasteful expenditure. Provide financial misconduct management training to the Department. Compile submissions and presentations to SMS and outside stakeholders. Prepare AGSA responses and audit files for the Annual audit, and as well submissions to National Treasury.

ENQUIRIES : Ms A. Nkomo, Tel no: 012 355 5830
APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton

building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/19 : **ASSISTANT DIRECTOR: REF NO: FMD/01/12/26/03**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payments)

SALARY : R468 459 – R551 823 per annum (Level 09)
CENTRE : Pretoria.
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a Bachelor's Degree (NQF Level 7) in Finance, Auditing and Management Accounting. A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Knowledge sound reasoning, mathematical, accounting and problem-solving ability with strong supervisory skills. Knowledge of relevant legislation and prescripts. Knowledge of computer systems in the Public Service/Private Sector, including Persol/Persal, MS Word and Excel, Bankserv and Telegraphic Transfers (TT). Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero-defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES : Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits of employees who are terminating service. Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Deputy Director regarding all functions and tasks coupled to the post. Manage and coordinate related administrative tasks. Supervision, guiding and training of Senior State Accountant, Finance Clerk Supervisor and Finance Clerks, resorting under the control of this post. Authorising and approving all final payments related transactions on Persol and on the Financial Management System (FMS). Submitting Bi-annual and Annual tax reconciliation (EMP 501) to SARS for department of Defence. Preparing monthly (EMP201) and annual tax reconciliation. Distributing of IRP 5- Tax certificates and responding to tax queries Issuing of Duplicate and handwritten IRP 5- Tax certificates Calculating tax on handwritten salary payments/disallowance. Working through tax reports to ensure that IRP 5-Tax certificates print correctly and Requesting tax directives with SARS. Administration of Pension deduction payments to GEPP for employees within the DOD. Monitor all relevant account balances and transactions on FMS. Distribution of all DOD members' salary to Bank Serv. Administration of DPP Accounts Control: Manage and administer all Accounts in use by DPP. Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Ensure that all day-to-day Bankserv and other miscellaneous transaction are authorised. Looking up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervising all personnel, assets, information and material under his/her control.

ENQUIRIES : Mr J.G. Lottering, Tel: 012 392 2413
APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/20 : **ACCOUNTING CLERK: SUPERVISOR: REF NO: FMD/01/12/26/04**
Financial Management Division, Chief Directorate Financial Services, Directorate Financial Control Services, Loss Administration Section

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a Minimum of three (3) years relevant working experience in Finance/Accounting. Special requirements/Skills needed: Knowledge and insight of the Public Service

financial legislations and procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, and Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Computer operating skills (Microsoft office). Planning and organising skills. Good verbal and written communication skills. Language proficiency in English. Ability to perform routine task. Interpersonal relations. Teamwork and Good work ethics. Supervisory skills and ability to train, develop and mentor junior and senior clerks in the section.

DUTIES

: Ensure that internal controls with regard to loss administration are monitored and implemented. Ensure that all administrative tasks are executed and finalized by the target dates. Maintain control over the internal Registry office and ensure that all incoming and outgoing correspondence, documents and files are effectively sorted, registered, filed and routed. Supervise the checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Manage and supervise the correct allocation of file reference numbers and the opening and up keeping of separate files for each loss report case as well as the updating of the database on Excel. Ensure that the Excel database is regularly updated as soon as the Senior Accountant has dealt with the loss reports. Maintain and supervise and effective pending system to ensure that all non-finalised loss report files are held over and routed to the Senior State Accountant or the Assistant Director on the specific target dates. Regularly compile and submit the prescribed weekly and monthly management reports. Manage and supervise all personnel under control of this post as far as leave, performance assessment, training, development and disciplinary matters are concerned. Effectively manage all assets and material

ENQUIRIES APPLICATIONS

: Ms M.L. Mabasa, Tel no: 012 392 2564
 : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/21

: **ACCOUNTING CLERK: SUPERVISOR: REF NO: FMD/01/12/26/05**
 Financial Management Division, Directorate Stores, and Services and Related Payments, Financial Accounting Service Centre, FASC Lohathla

SALARY CENTRE REQUIREMENTS

: R325 101 – R382 959 per annum (Level 07)
 : Northern Cape
 : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years relevant working experience in Finance/Accounting. Special requirements/Skills needed: Language proficiency in English. Knowledge and insight of the Public Service financial legislations and procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Basic knowledge of financial and accounting processes. Computer operating skills (Microsoft office). Planning and organising skills. Good verbal and written communication skills. Supervisory skills. Ability to train, develop and mentor junior and senior clerks in the section. Ability to perform routine task. Good interpersonal relations. Teamwork and Good work ethics.

DUTIES

: Timely payment of all invoices. Timely confirmation of all Telkom and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report, investigate and follows up of all finance related irregularities. Manage the preparation of supplier accounts by verifying payment documents for anomalies and verify payments on FMS and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Manage/supervise all personnel who resort under the post.

ENQUIRIES APPLICATIONS

: Ms D.D. Nchabeleng, Tel no: 012 392 2892
 : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit4FMD@dod.mil.za. In case where applicants are

stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/22 : **ACCOUNTING CLERK: SUPERVISOR REF NO: FMD/01/12/26/06 (3X POSTS)**

Finance Management Division, Chief Directorate Budget Management: SAMHS Budget Management: Command, MH Training Formation Budget and Base Support Budget Management

SALARY CENTRE REQUIREMENTS

: R325 101 – R382 959 per annum (Level 07)
: Pretoria

: A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years relevant working experience in Finance/Accounting Special requirements/Skills needed: Language proficiency in English. Knowledge and insight of the Public Service financial legislations and procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Basic knowledge of financial and accounting processes. Computer operating skills (Microsoft office). Planning and organising skills. Good verbal and written communication skills. Supervisory skills. Ability to train, develop and mentor junior and senior clerks in the section. Ability to perform routine task. Good interpersonal relations. Teamwork and Good work ethics.

DUTIES

: Provisioning of financial management services in area of responsibility. Support the execution of the financial plan. Application of Budget Management policies and instructions. Provide the FMS (mainframe) service to area of responsibility. Ensure compliance to the delegation regime. Provide assistance related to financial matters (processes and procedures). Provisioning of a budget management service for the Medium term expenditure framework (MTEF). Support the financial aspects of the business plan (MTEF). Customise the financial aspects of the commander's brief for the area of responsibility. Assist with the preparation of the Estimate of Expenditure (EOE). Capture the EOE on FMS. Participate in the process to finalise the Annual Performance Plan (APP). Provide an expenditure and revenue budget control service to an area of responsibility. Execute internal control mechanisms. Apply the monitoring and evaluation protocols. Execute monitoring and evaluation protocols. Control and monitor direct debit expenditure. Execute the adjustment of the budget. Provide financial management advice for the financial management process. Ensure Budget Holder support for all financial management matters. Provide financial advice for informed decision making. Provide financial management direction at the operating level in the area of responsibility. The provisioning of support for financial reporting requirements within the area of responsibility. Define the financial reporting requirements in area of responsibility. Extract report from data repository. Obtain and distribute financial reports to clients and subordinates. Interpret report and make recommendations to support managerial decisions. Provide the support for management of financial governance, risk and compliance (GRC). Monitor reported incidents on the Consolidated Control System (CCS) wrt all financial GRC. Implement proposed changes to the internal control system wrt financial GRC in area of responsibility. Implement the recommendations from the action plan. Support the process to report financial misconduct. Provide financial audit information on enquiries. Administer the allocated resources. Participate in a well administered budget management human resource component in area of responsibility. Take minutes and recordkeeping for relevant meetings and discussions. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

ENQUIRIES APPLICATIONS

: Mr L. Nagel Tel no: 012 355 5807
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/23 : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/07**
Financial Management Division, Directorate Stores, Services and Related Payments (DSSRP), FASC Lenz

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Johannesburg
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of financial/accounting processes, contract management and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and Good Interpersonal relations. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation.

DUTIES : Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies in to the paymaster General Account (PMG). Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation of Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of TELKOM accounts and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.

ENQUIRIES APPLICATIONS : Ms D.D. Nchabeleng, Tel no: 012 392 2892
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception Please use reference number not post number.

POST 12/24 : **ACCOUNTING CLERK PRODUCTION REF NO: FMD/01/12/26/08**
Finance Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Account Control

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Basic knowledge of financial functions, practices as well as the ability to capture data, and collate financial statistics. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of calculation and processing of salaries and allowances, final payments when officials terminate service and subsistence and travel allowance reconciliations Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility, Good Interpersonal relations skills.

DUTIES : Execution of the prescribed accounting processes related to payments of benefits due to Department of Defence (DOD) personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD

- payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering, Tel no: 012 392 2413
 : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.
- POST 12/25** : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/09 (2 POSTS)**
 Finance Management Division, Chief Directorate Accounting, Directorate Personnel Payments (S & T sub-section)
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
 : Pretoria.
 : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Basic knowledge of financial functions, practices as well as the ability to capture data, and collate financial statistics. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of calculation and processing of salaries and allowances, final payments when officials terminate service and subsistence and travel allowance reconciliations. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility, Good Interpersonal relations skills.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering, Tel no: 012 392 2417
 : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit4FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.
- POST 12/26** : **ACCOUNTING CLERK: PRODUCTION: REF NO: FMD/01/12/26/10**
 Finance Management Division, Chief Directorate Budget Management, SAMHS
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
 : Pretoria
 : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of Financial Management system (FMS), report writing system (IC), Departmental Accounting, Standard Chart of Accounts. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility, Good Interpersonal relations. Planning and organisation skills.
- DUTIES** : Provisioning of a budget management service for the Medium term expenditure framework (MTEF). Assist and participate in the process to develop the Annual Performance plan financial management guidelines. Assist in providing an expenditure and revenue budget control service in the area of responsibility. Provide administrative Financial Management System Budget Control

functions. Provide budget control policy advice. Execute the administration of FMS Budget Control functions. Monitor the budget control aspects within the area of responsibility. Provide and reproduce financial reports as required by clients. Reproduce developed financial management reports. Distribute financial reports. Perform a variety of routine administrative duties. Administration to reserve all financial management documentation for audit. Taking minutes and recordkeeping for relevant meetings and discussions. Reproduction of all financial management documentation. Distribution of office documentation. The administering of allocated resources. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

**ENQUIRIES
APPLICATIONS**

: Mr L. Nagel Tel no: 012 355 5807.
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/27

: **ACCOUNTING CLERK: PRODUCTION: REF NO: FMD/01/12/26/11 (2 POSTS)**
: Finance Management Division, Directorate Stores, Services and Related Payments, Sub Directorate Supplier Payments

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)
: Pretoria.
: A minimum of Grade 12 (NQF Level 4) or equivalent No experience. Special requirements/Skills needed: Language proficiency in English. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of financial /accounting processes, and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and Good Interpersonal relations skills.

DUTIES

: Ensuring the timely payments of invoice by scrutinizing, verifying, registering and coupling supplier invoice for payments. Capturing and Compiling of journals on a monthly basis. Ensure filling of all invoices accurately and archive them for safety purposes. Strictly apply policy, prescripts and regulation to ensure the correctness of payments. Assisting in compiling and submitting of accounting reports and management information statistics. Reports on all irregularities as detected in the executions of his/her duties. Safekeeping of payments and accounting documentation in terms of PFMA and Treasury Regulation for audit purposes. Utilize the financial management system (FMS) to regularly record all accounting transaction and enquiries. Collecting/delivering of supplier payments related documents at/to other sections concerned.

**ENQUIRIES
APPLICATIONS**

: Ms N.B. Maseko, Tel no: 012 392 2353
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/28

: **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/12**
: Financial Management Division, Directorate Finance Support Services, Sub-directorate Contract Administration

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)
: Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent No experience. Special requirements/Skills needed: Knowledge of general contract Administration/Management fundamentals. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge and understanding of PFMA, Treasury

- Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of financial /accounting processes, and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and good Interpersonal relations skills. Ability to compile effective and comprehensive reports, letters, memoranda, minutes. Teamwork, but must also be able to operate independently. Trustworthy and reliable.
- DUTIES** : Perform general office administration tasks. Receive, register and administer new contracts for studies, incentive scheme for pilots, navigators, technical officers, Special Forces operators and other agreements. Scrutinize contracts for compliance with applicable policy prescripts. Capturing of contracts on the database. Maintain and update the contracts/agreements (Memorandums of Agreements (MOAs), Memorandums of Understanding (MOU) and Service Level Agreements (SLAs) register. Collect, deliver, dispatch documentation for the section to Arms of Services and Divisions. Maintain filing and archiving of contract system. Attend to telephonic enquiries and queries. Attend meetings and conduct presentations relating to studies at State expense. Draft and type letters, memorandums, signals, minutes and other contract related documents. Assist in the execution and co-ordination of administrative tasks. Provide secretarial functions at meetings when required. Capture and update contract files on the database. Process the officials' reimbursement applications for studies. Submit monthly reports and statistics to the supervisor. Liaise with contract and career managers across the Arms of Services and Divisions. Must be able to travel across the country within a short notice.
- ENQUIRIES APPLICATIONS** : Mr L.S. Kothle Tel no: 012 392 2557
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, and Private Bag X 137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number
- POST 12/29** : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/13**
Finance Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Specialised Finance Services, Administration Support
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
: Pretoria.
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience Special requirements/Skills needed: Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data, and collate financial statistics Basic knowledge of financial /accounting processes, and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and Good Interpersonal relations skills. Ability to compile effective reports, letters memorandums, minutes. Be able travel, Able to handle routine tasks of repetitive nature
- DUTIES** : Provide supply chain functions and services within the procurement environment. Manage the petty cash system for the directorate. Compile/submit management reports. Receive, register and administer new demands/request from clients. Maintain a procurement register. Assist in checking and verifying of items received and items issued to and from clients. Ensure that assets are tagged and captured in the Asset Register. Conduct stocktake and verification of assets. Distribute inventories and assets to clients upon delivery, Ensure that all transactions are reconciled not later than the prescribed period. Ensure that Receipt Vouchers (RVs) are printed. Assist the purchasing officer whenever required with procurement for the Division. Utilise the Financial Management System (FMS) to verify availability of funds and the correctness of series before a petty cash transaction is submitted for approval to the procurement officer, budget holder and the budget manager. Ensure the

- effective, efficient, economic and management of all resources under the control of this post.
- ENQUIRIES APPLICATIONS** : Mr L.S. Khotle, Tel 012 392 2557.
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit4FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.
- POST 12/30** : **ADMINISTRATIVE CLERK: PRODUCTION: REF NO: FMD/01/12/26/14**
: Financial Management Division, Chief Directorate Finance Services, Directorate Finance Support Services, Finance ETD Centre
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
: Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Knowledge of clerical duties, practices as well as the as the ability to capture data operate computer and collecting statics. Knowledge of working procedure in terms of the working environment. Computer literate (MS Office software packages). Analytical and innovative thinking ability as well as problem solving ability. Good communication skills and good interpersonal skills. Strongly oriented towards team work, receptive toward work-related suggestion/ideas, decisive/persevering IRO task finalisation. Ability to compile and draft basic reports and returns. Knowledge of the operating and utilizing of the ETD processes in the Public service/Private sector. Ability to effectively and correctly interpret and apply policy and regulations.
- DUTIES** : Deliver general administrative duties in order to assist in the efficient and effective management of the prescribed education, training and development function of all personnel within the Financial Management Division. Maintain and administering an effective internal Registry Office of all documents, reports and other related documentation in the section. Receive, registering, distributing, copying and filing of documentation for the section. Assist in arranging and managing accommodation and transport for learners, obtaining and issuing of course material and keeping of attendance register of all learners. Assisting in typing, copying and distributing course reports, name list, schedules, letter, memos and other related correspondence. Capturing of course attendance data and course results on the MILQUAL program on the PERSOL system and doing enquiries on the system. Assisting with general administration duties of the centre which includes inventory, budgeting, procurement of stock etc required by the centre for students. Keep attendance record of all personnel in the section and submitting the monthly absenteeism return.
- ENQUIRIES APPLICATIONS** : Ms M. Wehl, Tel no: 012 674 4740.
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception: Please use reference number not post number.
- POST 12/31** : **SECRETARY (X2 POSTS)**
- SALARY CENTRE** : R228 321 - R268 950 per annum (Level 05)
: Financial Management Division, Directorate Stores, Service and Related Payments, Ref No: FMD/01/12/26/15A
: Pretoria Directorate Finance Support Services Ref No: FMD/01/12/26/15B
: Pretoria
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience Special requirements/Skills needed Knowledge of clerical duties, practices and working procedures. Ability to handle variety of tasks including management of office assets stationery, procurement, etc. Computer literate (MS Office software packages). Good telephone etiquette, and able to work under pressure. Good interpersonal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual.

DUTIES

: Render effective and efficient secretarial services to the director. Take minutes in Director's meetings. Type a variety of documents, including agendas, memos, letters and reports. Handle and maintain the Director's diary, correspondence, control files, process telephone calls and take messages. Arrange entry authorisation, receiving visitors and serve tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Ensure the director receives agendas and minutes timeously. Update and store the director's personal information. Remind the Director of the scheduled meetings, appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for the procurement of office requirements in the Director's office.

ENQUIRIES

: Ms D.D. Nchabeleng, Tel No: 012 392 2892 and Ms M.P. Mohaila, Tel No: 012 392 2558/9

APPLICATIONS

: Department of Defence, Financial Management Division, Directorate Finance Support Service DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

DEPARTMENT OF ELECTRICITY AND ENERGY

The Department of Electricity and Energy (DEE) is an equal opportunity; affirmative action employer and it is its intention to promote representativity in the Public Sector through the filling of this post(s). Persons whose transfer/promotion/appointment will promote representativity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.

- APPLICATIONS** : Submit your completed application using one of the following methods, post: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand deliver at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address dedicated to a specific post. General enquiries may be brought to the attention of Ms M Palare Tel No: 012 406 7426.
- CLOSING DATE** : 24 April 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.
- NOTE** : Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience “if any” and the period thereof. The 2021 version of the Z83 form is obtainable at www.dpsa.gov.za or www.gov.za/documents. It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate “refer to CV or see attached” due to the limited space provided on the Z83 form. However, the question relating to conditions that prevent re-appointment under Part “F” must be answered, but if you are already in Public Service just indicate “N/A”. Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e. Z83 and CV scanned as one PDF document). It is also important to indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Applicants in possession of foreign qualifications must submit an evaluation report issued by the South African Qualification Authority (SAQA) if 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. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All applicants for SMS posts will be also subjected to a technical exercise and an interview. Following the interview and technical exercise, then the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. No SMS post appointment shall be implemented without the relevant candidate producing the pre-entry certificate for SMS (Nyukela) obtainable from www.thensg.gov.za. 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 administration of the recruitment process or possible employment 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) at any stage of the

recruitment process. The successful candidate will be expected to enter into a performance agreement within three (3) months from the date of appointment.

OTHER POSTS

POST 12/32 : **DEPUTY DIRECTOR: DEMAND ACQUISITION AND CONTRACT MANAGEMENT REF NO: DEE2026/001**

SALARY : R896 436.per annum (All-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Degree/ Bachelor of Technology in Supply Chain Management, Logistics, Business Management or B.COM Procurement NQF level 7 PLUS 3 years' experience in Supply Chain Management environment at Supervisory/ Management level (ASD). Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, SCM Framework, Logis, Constitution Section 217, Contract Management Guideline and BBBEE Act. Skills: Good verbal and written Communication Skills and ability to communicate at all levels, Financial Management, Presentation Skills and Computer Skills. Thinking Demand: Problem solving, Creativity, Ability to negotiate and Report writing.
DUTIES : KRA's: Manage and provide demand planning services, Manage the provisioning of acquisition services. Coordinate and oversee contract management. Manage the sub-directorate.
ENQUIRIES : Mr F Phiri Contact Number (012) 406 7713
APPLICATIONS : Email to Vacancies1@dee.gov.za
NOTE : Females from all races, Indians, Coloured and White males are encouraged to apply.

POST 12/33 : **PERSONAL ASSISTANT: INTERNAL AUDIT REF: DEE2026/003**
(12 Months Fixed Contract)

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Diploma in Office Administration/ Office Management and Technology or Public Administration at NQF level 6 recognised by South African Qualification Authority (SAQA) PLUS 1 year post qualification experience. Knowledge of relevant legislation/ policies/prescripts and procedures. Basic knowledge of financial administration Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organizational skills, Good people skills, High level of reliability, Ability to act with tact discretion, Self-management and motivation. Thinking Demand: Ability to do research and analyse documents and situations.
DUTIES : KRA's Provide secretariat/receptionist support service to the Director. Render administrative support services and ensure effective flow of documents. Minutes taking and prepare briefing notes for the Director. Draft documents as required and filling thereof. Coordinates logistical arrangements for meetings and travelling. Administration of budget by assisting managers to determine funding requirements, keeping records of expenditure, check and correlates BAS reports. Manage leave register for the unit.
ENQUIRIES : Mr M Figaret Contact Number (012) 406 7766
APPLICATIONS : Email to Vacancies2@dee.gov.za

POST 12/34 : **ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: DEE2026/003**

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Nation Diploma in Procurement Management/ Supply Chain Management/ Logistics and Business Management at NQF level 6 PLUS 1-year experience as an Administration Clerk in Supply Chain Management. Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, Supply Chain Management Framework, Logis Skills: Computer Literacy, Financial, Good verbal and written communications, ability to communicate at different levels, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Report writing.

DUTIES : KRA's: Assist line manager with demand planning (end user specifications). Processing of requests for goods and services. Market research and development of Sourcing strategy. Bid Specification Committee secretariat for request below the value of R500k.

ENQUIRIES APPLICATIONS : Mr S Msiza Contact Number (012) 406 7910
: Email to Vacancies3@dee.gov.za

POST 12/35 : **CHIEF REGISTRY CLERK REF NO: DEE2026/004**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office, Pretoria
: An appropriate Matric/Grade 12 Certificate PLUS years 3-5 in Registry environment. Knowledge of: National Archives and Records Services Act (NARSA), (Act NO. 43 of 1996), Promotion of Access to Information Act (PAIA), 2000 (Act No.2 of 2000), Public Finance Management Act, 1999 (Act No.46 of 1999), Protection of Personal Information Act (POPIA), 2013 (Act No. 4 of 2013) and Minimum Information Security Standard (MISS) Skills: Managing interpersonal conflict and resolving problems, Networking and building bonds, Planning and organising, Interpersonal relations, Computer Literacy, Communication (verbal and written) Management. Thinking Demand: Logical, Creative/Innovative thinker, Objective, Accurate Diplomatic.

DUTIES : KRA's: Supervise and provide registry counter services, Supervise the handling of incoming and outgoing correspondences, Supervise and render an effective filing and record management service, Supervise the operation and operate office machines related to registry functions, Supervise the processing and process documents for archiving and/ disposal and supervise human resources/staff.

ENQUIRIES APPLICATIONS NOTE : Mr J Malekana Contact Number (012) 406 7359
: Email to Vacancies4@dee.gov.za
: Females from all races, Indians, Coloured and White males are encouraged to apply.

POST 12/36 : **LEGAL ADMINISTRATIVE OFFICER REF: DEE2026/002 (2 POST)**
(12 months fixed contract)

SALARY CENTRE REQUIREMENTS : R324 579.per annum (MR3)
: Head Office, Pretoria
: An appropriate Degree in LLB or equivalent four-year legal qualification at NQF Level 7 PLUS 2 years' experience post legal qualification Knowledge of: Legislation and DEE policies, Public Services Acts (PSA), Legal Drafting and interpretation, Research and Court Procedures. Skills: Good Communication Skills, Diplomacy, Negotiation Skills, Presentation Skills, Research and Analytical Skills, Computer Skills. Thinking Demand: Problem solving, Information evaluation, and Decision making.

DUTIES : KRA's: Draft, review and amend legislation, agreements, policies and other Legal documents. Conduct research and provide legal advice or opinions. Administer the process of appeals. Facilitate and monitor the process of litigation. Co- ordinate the process of access to information.

ENQUIRIES APPLICATIONS : Mr K Mogotsi Contact Number 012 406 7751
: Email to Vacancies2@dee.gov.za

POST 12/37 : **ADMINISTRATIVE CLERK: (BID ADMINISTRATION) REF NO: DEE2026/005**

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Head Office, Pretoria
: Matric/ Grade 12 Certificate at NQF level 4 PLUS no experience required Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Supply Chain Management Framework, Logis. Skills: Computer Literacy, Financial, Good verbal and written communications, ability to communicate at different levels, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Report writing.

DUTIES : KRA's: Advertise approved bids. Prepare bidding documents. Prepare certificates of attendance and handouts for briefing sessions. Take minutes of evaluation process. Extend closing date for bids and inform prospective tenderers. Update tender registers. Compile request for orders

ENQUIRIES : Mr S Msiza Contact Number (012) 406 7910

APPLICATIONS : Email to Vacancies4@dee.gov.za

POST 12/38 : **ADMINISTRATIVE CLERK: REQUISITION AND ORDER REQUESTS REF NO: DEE2026/006**

SALARY CENTRE REQUIREMENTS : R228 321 per annum, (Level 05)
: Head Office, Pretoria
: Matric/ Grade 12 Certificate at NQF level 4 recognised by South African Qualification Authority (SAQA) PLUS no experience. Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, Supply Chain Management Framework, Logis. Skills: Computer Literacy, Financial, Good verbal and written communications, ability to communicate at different levels, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Report writing.

DUTIES : KRA's Receive requisition from Demand Management. Verify allocations and item descriptions. Record requisition on requisition register. Capture information on LOGIS Record order number on order register and forward to all suppliers.

ENQUIRIES APPLICATIONS : Mr S Msiza Contact Number (012) 406 7910
: Email to Vacancies4@dee.gov.za

POST 12/39 : **SECURITY RISK OFFICER REF NO: DEE2025/007 (2 POSTS)**

SALARY CENTRE REQUIREMENTS : R228 321.per annum (Level 05)
: Head Office, Pretoria
: Matric/Grade 12 Certificate, NQF level 4 plus Grade C PSIRA Certificate. No experience, PLUS the following key competencies: Knowledge of: Security legislation, policies and procedures, Access control procedure, Safety precautions and Security Registers. Skills: Problem solving skills, Communication skills (verbal and written). Thinking Demand: Innovative and Pro-Active thinking, Analytical mind.

DUTIES : KRA's: Conduct access control and monitor movements within the building to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause and give feedback. Prohibit the unauthorised removal of equipment, documents and stores from building. Monitor the movements of private and GG vehicles in the parking area and safeguard the parking area itself.

ENQUIRIES APPLICATIONS NOTE : Mr M Maila Contact Number (012) 406 7460
: Email to Vacancies5@dee.gov.za
: Indians, Coloured, white females and males are encouraged to apply.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	24 April 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one (1) document or attachment. 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 above-mentioned 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

<u>POST 12/40</u>	:	<u>TEAM LEADER REF NO: HR4/4/8/155</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Kimberly
<u>REQUIREMENTS</u>	:	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, Presentation, Innovative, Analytical, Verbal and written.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations 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.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel: 053 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road For Attention: Human Resources Operations, Provincial Office Kimberley Email: Jobs-NCKIM@labour.gov.za
<u>POST 12/41</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/8/160</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre Upington
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a three (3) year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Biomedical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Ms S Kleinsmith Tel: (053) 838 1707
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley , 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Email: Jobs-NCUPI@labour.gov.za

POST 12/42 : **BCEA INSPECTOR (X4 POSTS)**

SALARY CENTRE : R269 499 per annum
 : Labour Centre: Postmasburg- Ref No: HR4/4/8/157 (X1 Post)
 : Labour Centre: Kimberly- Ref No: HR4/4/8/158 (X2 Posts)
 : Labour Centre: Calvinia- Ref No: HR4/4/8/159 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Communication (Verbal and Written).

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 case.

ENQUIRIES APPLICATIONS : Ms Sherelda Kleinsmith Tel no: (053) 838 1517
 : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hand deliver at Cnr Compound and Pniel Road
 : Jobs-NCKIM@labour.gov.za (Kimberly Labour Centre)
 : Jobs-NCPOS@labour.gov.za (Postmasburg Labour Centre)
 : Jobs-NCCAL@labour.gov.za (Calvinia Labour Centre)

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberly

POST 12/43 : **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/10/02**
 Re-advertisement, applicants who applied previously must re-apply

SALARY CENTRE : R269 499 per annum
 : Labour Centre: Kariega

REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. 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 APPLICATIONS : Ms W Koba Tel No: (041) 995 7047
 : Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230.
 : Email: [Jobs- ECUHG@labour.gov.za](mailto:Jobs-ECUHG@labour.gov.za) For Attention: Deputy Director: Labour Centre Operations.

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.
- CLOSING DATE** : 28 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 POST

POST 12/44 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: CMS20/2026 (X3 POSTS)**

SALARY : R468 459 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Labour Relations or relevant qualification as recognized by SAQA. A minimum of three (3) years' experience in Labour Relations or relevant field. Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, public service legislation and resolutions and Labour Relations Act. Understanding of the interpretation and application of legislation, policies and resolutions. Understanding of Programme and Project Management. Good communication skills (verbal and written). Good interpersonal skills. Conflict resolution skills. Sound organising and planning skills. Coordination skills. Report writing skills. Computer literacy. Ability to work under pressure and adhere to strict deadlines.

DUTIES : 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.

ENQUIRIES : Ms I Qaqane, Tel No: (012) 399 8850

APPLICATIONS : CMS20-2026@dffe.gov.za

GOVERNMENT PENSION ADMINISTRATION AGENCY



CLOSING DATE
NOTE

- : 24 April 2026 before 12h00 noon No late applications will be considered.
- : Take Note Of The Disclaimer Mentioned On Each Advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za or www.gpaa.gov.za Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not being considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 share score both technical exercises as an additional criterion in the interview process. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

<u>POST 12/45</u>	:	<u>DIRECTOR: EMPLOYEE BENEFITS OPERATIONS REF NO:</u> <u>DIR/EBOPS/2026/04-1P</u> Permanent
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (all –inclusive package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant Degree /B Tech in Finance/Business Management /Bachelor of Arts in Commerce/Management Accounting/ Accounting/ Public Management or related field at NQF level 7 as recognized by SAQA. Five (5) Years's experience in middle/senior management level experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration. Computer literacy which includes a good working knowledge of Microsoft Office products Knowledge of Benefits Administration. Knowledge of SA Pension Fund Legislation / Industry related framework. Knowledge of relevant Legislative requirements and GPAA policies and procedures. Knowledge of Standard Operating Procedures. Knowledge of Financial management including budgeting and forecasting. Knowledge of Project Management. Knowledge of reporting procedures. Knowledge of relevant systems. Knowledge of financial auditing. Knowledge of Pension Administration Systems. Knowledge of Public Service Legislation and regulations. Strategic capability. Communication (Verbal & Written) Problem Solving Complex Issues. People Management and Empowerment. Reporting. Change Management. Data Analysis. Conflict Management. Customer focus. Service Excellence. Honesty & Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Problem Solving & analysis. Quality Oriented. Forster high performance culture.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Manage the implementation of EB Operations strategy: Develop and monitor the implementation of the APP for the Business unit to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Business unit policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Business unit. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Business unit functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Business unit functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Optimize the achievement of service delivery and unqualified clean audit opinion. Ensure proper implementation and alignment to SLA. Ensure information flows and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasts. Oversee accuracy of information captured on relevant systems. Liaise with legal section on matter of dispute. Liaise with relevant stakeholders to facilitate payment of benefits. Manage the implementation of new legislation and amendments. Participate in management forums within GPAA. Manage the processing, validation and payment of claims: Ensure assessment and validation of claims. Ensure processing of claims. Ensure payment of claims. Ensure management of claim exceptions. Manage the provision and implementation of Special Projects on behalf of GEPF: Ensure management, implementation and processing of all GEPF initiated special projects. Ensure awareness and alignment to provisions for implementation of special projects. Ensure collaboration with relevant internal and external stakeholders who are custodians and drivers or partners in the roll-out of special projects. Drive the provision of funeral benefits and Pensioner Maintenance: Ensure management and implementation of funeral benefits to GEPF members in accordance with legislation prescripts. Ensure maintenance, payment processing of pensioners of the GEPF. Manage all the resources in the Directorate: Oversee the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high

performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate.

ENQUIRIES : Felicia Mahlaba on Tel No: (012) 319 1455
APPLICATION : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s].

NOTE : The purpose of the job is to manage the processing, validation and payment of claims. One permanent position of Director: Employee Benefits is currently available at the Government Pensions Administration Agency.

POST 12/46 : **DIRECTOR: CRM REGIONS REF: DIR/CRM/2026/04-1P**
Permanent

SALARY : R1 266 714 - R1 492 122 per annum (all –inclusive package)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate relevant Degree /B-Tech in Public Relations, Communications, Business Administration, Public Administration, Marketing or equivalent qualification at NQF level 7 recognized by SAQA with Five 5 Years's experience in middle/senior management level in a Client Relationship Management environment, Customer Services, Sales Administration. Knowledge of the Benefit Administration. Knowledge of Relevant CRM Systems. Knowledge of Customer Relationship Management (Channel Management). Knowledge of Relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance Management. Strategic capability. Service delivery innovation. Client. Orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management. Communication. Knowledge management. Problem solving and analysis. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Empathetic. Data-led decision making

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Manage the implementation of the Operations Revenue Management strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Ensure implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Directorate functions to all stakeholders. Ensure the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Drive employee benefits in region 1, 2, 3 and operational strategies and policies: Provide expert advice on employee benefits and regional issues experienced by Line in compliance with legislation, achieving unbiased resolution. Provide consistent application of sound regional principles across business units. Drive education of all GPAA employees in company code and procedures, ensuring transfer of skills. Monitor the development of training and compilation of manuals for line managers on communication procedures to ensure that acceptable practices are followed in dealing with stakeholders. Represent the GPAA within various Regional forums. Analyse and give feedback on emerging trends on regional developments in order to formulate initiatives to address any issues arising. Manage implementation of employee capacity building initiatives, achieving agreed project milestones and adequate communication. Ensure educational events are commemorated according to

the annual calendar. Manage the implementation of appropriate processes and procedures to deal with incapacity issues. Drive implementation of awareness campaigns, ensuring objectives are achieved. Manage the achievement of an integrated regional communication approach. Establish and manage relationships with all relevant stakeholders to support service delivery in the Region: Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Ensure that there is effective communication between the Region and all relevant stakeholders. Ensure that various stakeholders enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints. Manage all the resources in the Directorate: Oversee the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate

- ENQUIRIES APPLICATION** :
- Alletah Mashiane on Tel No: (012) 319 1218
- It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s].
- NOTE** :
- The purpose of the role: To Ensure management of regional employer, client and stakeholder interactions. One position of Director: CRM Regions is currently available at Client Relationship Management Unit at the GPAA. This position will be filled as a permanent position.
- POST 12/47** :
- DIRECTOR: CORPORATE MONITORING AND EVALUATION REF: DIR/M&E/2026/04-1P**
Permanent
- SALARY CENTRE REQUIREMENTS** :
- R1 266 714 - R1 492 122 per annum (all –inclusive package)
- Pretoria Head Office
- An undergraduate qualification (NQF level 7), Bachelor’s degree/ B Tech as recognized by SAQA; in Social Sciences /Business Management /Public Administration, Commerce or equivalent qualification. Five (5) years’ experience in middle/senior managerial level in the monitoring and evaluation environment. Experience in private or public sector strategy, monitoring and evaluation reporting management. Computer literacy that would include a good working knowledge of Microsoft Office 365 inclusive of MS SharePoint. Experience in Financial Services environment, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be an added advantage. Knowledge of Monitoring and Evaluation Systems and processes. Knowledge of Strategic Management. Knowledge of Corporate Governance. Knowledge of legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance management. Knowledge of the PFMA and King IV Regulations. Knowledge of Policy formulation in public environment. Knowledge of qualitative and quantitative methodologies. Knowledge of Financial management including budgeting and forecasting. Strategic capability skills. Service delivery innovation skills. Financial management skills. People Management and empowerment skills Programme and project management skills. Change management skills. Communication skills. Knowledge management skills. Problem solving and analysis skills. Stakeholder management skills. Analytical skills. Interpersonal skills. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team player. Results orientated. Relationship management
- DUTIES** :
- The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the implementation of the Monitoring, Evaluation & Reporting strategy: Monitor the implementation of the operational plan for the Directorates to support the achievement of GPAA’s strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to

improve the effectiveness and efficiency of the organization. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Monitor compliance with relevant legislation throughout all Directorate functions. Analyze service delivery gaps, challenge and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Ensure information flow and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasts. Assess the provision of Monitoring, Evaluation & Reporting support and advice line managers accordingly Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Monitoring, Evaluation & Reporting policies and procedures. Monitor compliance with relevant legislation throughout GPAA. Analyze service delivery gaps and challenges, define service delivery operational measures and targets. Oversee quality of service provided to internal and external customers/clients/stakeholders. Manage organizational performance monitoring and reporting for the Department: Minimize exposure to legislative contravention by implementing policies and procedures pertaining to Departmental performance monitoring and evaluation systems in full support of legislative requirements. Identify priority outcomes to inform performance management system. Manage the alignment of the department's strategic plan with GPAA annual plans. Facilitate the development of Annual performance plans and annual operation plans. Manage and monitor the performance of business units through continuous internal and external monitoring tools and processes for business impact as well as stakeholder requirements. Analyze organizational performance and provide strategic input. Implement and review performance management systems. Co-ordinate and develop a report on the collated information on organizational performance by the business units and present in an agreed format on prescribed timelines. Partner with directors to analyze and report on their business unit's performance impact and decisions across the organization. Coordinate and manage the implementation of integrated Departmental M&E data systems: Design and maintain data architectural integration of systems to ensure M&E data integration across the Department. Manage data collection processes and protocols. Conduct data analysis and integration. Ensure the accuracy and integrity of captured information. Produce performance reports on service delivery programmes. Develop and implement systems on behalf of different directorates e.g. Knowledge Management. Manage the monitoring and evaluation for Regional coordination: Monitoring all GPAA outreach events. Provide evaluation services on Client Satisfaction Surveys. Perform trend analysis based on Province. Produce performance reports outreach programmes. Manage all the resources in the Directorate: Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all resources (including IS, Assets, Infrastructure, etc) within the Directorate. Ensure that all audit findings are responded to and remedial action implemented. Proactively ensure the identification and mitigation of risks

ENQUIRIES
APPLICATION

: Mapule Mahlangu on Tel No: 012 399 2639
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s]

NOTE

: The purpose of the job is to manage and coordinate all monitoring, evaluation and reporting systems in the Department. One position of Director: Corporate Monitoring and Evaluation is currently available at Monitoring and Evaluation Unit in GPAA. This position will be filled as a permanent position.

POST 12/48

: **DIRECTOR: CONTRIBUTIONS MANAGEMENT REF NO:**
DIR/CONT/2026/04-1P
 Permanent

SALARY

: R1 266 714 - R1 492 122 per annum (all –inclusive package)

**CENTRE
REQUIREMENTS**

: Pretoria Head Office
: An appropriate NQF level 7 in Finance, Business Management, BA in Commerce, Accounting, Public Management and/or related field, with accounting as a major subject (3rd year level). B degree with specialized pension certification e.g. certified employee benefits Specialist or accredited specialist training in the field of pensions management and/or retirement industry accreditation exams will be a distinct advantage. Five (5) years in middle/senior management level experience in pensions administration/management environment. Computer literacy which includes a good working knowledge of Microsoft Office products, especially MS Excel. Knowledge of GEPF fund rules. Knowledge of SA Pension Fund Legislation/industry related framework. Knowledge of Public Service Legislation and regulations (Public Service Act, PFMA). Knowledge of Standard Operating Procedures. Knowledge of Budgeting. Knowledge of Project Management. Knowledge of Research. Knowledge of Reporting procedure. Knowledge of Financial Management. Knowledge of Pension administration system. Communications skills (written and verbal). Problem solving of complex issues skills. Reporting and Financial auditing skills. Planning and organizing skills. Data analysis skills. Conflict management skills. Customer focus. Accessible. Foster high performance culture. Professionalism. Quality oriented. Attention to detail. Honesty and integrity. Interpersonal relations. Conflict resolution. Creativity

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the implementation of the Contributions Management unit's strategy: Monitor the implementation of the operational plan for the Business Unit to support the achievement of GPAA's strategic objectives. Manage, monitor, and review the Business Unit policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Business Unit. Conduct benchmark on new developments in practices to improve the effectiveness and efficiency of the business unit. Manage the provision of best practice regarding Business Unit's functions to all stakeholders. Engage in strategic relationships with relevant stakeholders to serve the interests of the organization. Monitor compliance with relevant legislations. Analyze service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/ stakeholders. Manage the mitigation of identified risks. Monitor compliance with statutory deadlines for payments of and reconciliation of contributions. Ensure compliance with relevant fund rules legislation. Analyze service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Manage and coordinate the daily operational activities of the business unit to ensure that it functions effectively and efficiently. Management of query resolutions related to contribution discrepancies and other business unit functions. Liaison with member employers and Auditors Active participation and Liaison with the GEPF Benefit Liaison Committee in respect to benefit administration and rule changes. Manage processing and reconciliation of Contributions: Manage sourcing and validation of payroll datasets for electronic contributions and payroll schedules for manual contributing employers. Manage process to raise contributions through the FinRecon and Billing run. Manage the enrolment of new members and the collection of contributions. Manage updating of contributing member salary banking details for 2 pot savings withdrawals. Facilitate accuracy of /and updating of contributions and pensionable salary information. Manage allocation of contribution received monthly to relevant employer and other debtor accounts. Ensure monthly reconciliations and relevant corrections of general ledger accounts. Ensure calculation of interests for none and late payment of contribution. Confirm pensionable salaries upon exit where contribution warnings are raised. Admit new participating employers to the GEPF and where required obtain approval from the GEPF Board of Trustees to approve employer's participating employers to the Fund. Manage purchase of service: Ensure accurate POS contributions installments are received monthly Ensure accurate calculation of interest for none and late payment. Ensure monthly reconciliations of relevant accounts and clearance of suspense accounts. Confirm POS debt upon exit. Manage additional liabilities claims: Manage additional liabilities ensure that data is extracted for the actuaries on a monthly basis to calculate liabilities owing. Bill liability owing to employers. Receive, manage and reconcile

additional liability payments against debts owing. Raise late payment interest on additional liabilities owing. Manage all the resources in the Directorate: Ensure the development and management of staff within Directorate. Implement and maintain a relevant management approach to support effective business results with the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Directorate.

ENQUIRIES APPLICATION : Mapule Mahlangu on Tel No: 012 399 2639
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s]

NOTE : The purpose of the job is to manage the administration of contributions management function within the GPAA. One permanent position of Director: Contributions Management is currently available at the Contributions Management Section of the GPAA.

OTHER POSTS

POST 12/49 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT – CONTRACT MANAGEMENT REF NO: DD/SCM CON/2026/04-1P**
 Permanent

SALARY CENTRE REQUIREMENTS : R896 436.per annum (all –inclusive package)
 : Pretoria Head Office
 : A recognized National Diploma / Degree in Supply Chain Management/Logistics and Purchasing Management or equivalent (at least 360 credits), with minimum of 5- 6 years' experience in Supply Chain Management and or Finance Management of which 3 years should be an Assistant Director/Management role. Knowledge of Supply Chain Management in government. Knowledge of Logistics Management. Knowledge of the PFMA and PPPFA, Treasury Regulations. Knowledge of Preferential Procurement Regulations 2022. Knowledge of White paper on transformation of public service. Knowledge of Batho Pele Principles. Knowledge of Labour relations and Collective bargaining systems. Knowledge of Public Service transformation and management issues. Knowledge of Public Service regulations and relevant prescripts. Knowledge of departmental Policies and Procedures. Knowledge of Public service Act. Knowledge of Minimum Information Security Standards. Financial Management/Accounting skills. Analytical skills. Problem solving skills. Verbal and written communication skills. Computer literacy (MS Word, Excel, PowerPoint) skills. Budgeting and Financial Management skills. Planning and organizing skills. Project Management skills. Decision making. Diversity management. People management. Report writing. Result oriented. Interpersonal relationships. Customer focus and Responsiveness. Impact and influence. Initiative taking. Team leadership. Developing others. Managing Interpersonal conflict, Networking and building bonds, Quality Control of Work.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage Contract Management Services with GPAA: 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 resolutions 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: Determine whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and the right price according to the contract in consultation with contract owners. Assist End Users with timeous development of specification reference for the sourcing of quotations and bids. Provide administrative support to Business Units on contracts with service providers and ensure compliance with the PFMA (Public Finance Management Act).

Provide support with regards to development, implementation and maintenance of procurement policies and frameworks: Provide support regarding the development of supply chain management policies and strategies. Ensure that policies are in line with the organization's strategic objectives, Treasury Regulations and the Government BBBEE frameworks. Identify deficiencies in policy framework, procedural guidelines and work processes within the Supply Chain Management Unit. Design, implement and maintain effective procurement control; systems to ensure compliance to policy and procedures on a continuous basis. Communicate changes to policy, procedures and work processes to staff in the business unit and train/coach staff where required. Manage and development of Staff: Set, agree and monitor performance of direct reports, ensure alignment with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor outputs that achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Manage the budget of the unit and monitor expenditure patterns as per the prescripts

ENQUIRIES APPLICATION

: Mapule Mahlangu on Tel No: (012) 399 2639
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s

NOTE

: The purpose of the job is to develop, review, and implement a contract administration service within the GPAA. One position of Deputy Director: Supply Chain Management: Contract Management is currently available at Supply Chain Management Unit in the GPAA. This position will be filled as a permanent position.

POS 12/50

: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/2026/04-1P**
 Permanent

SALARY CENTRE REQUIREMENTS

: R896 436.per annum (all –inclusive package)
 : Pretoria Head Office
 : A recognized National Diploma / Degree in Supply Chain Management/Logistics/Purchasing Management or equivalent (at least 360 credits), with a minimum of 5-6 years' experience in Supply Chain Management and or Finance Management environment of which 3 years in an Assistant Director/Management role. Knowledge of Supply Chain Management in government. Knowledge of Logistics Management. Knowledge of the PFMA, PPPFA, Treasury regulations and guidelines. Knowledge of Preferential Procurement Regulations 2022. Knowledge of Medium-Term Strategic Framework. Knowledge of White paper on transformation of public service. Knowledge of Board Based Black Economic Empowerment Act. Knowledge of Labour relations and collective bargaining systems. Knowledge of Public Service Transformation and management issues. Knowledge of Public Service Regulations and relevant prescripts. Knowledge of GPAA policies and procedures. Knowledge of Public Service Act. Knowledge of Economic Reporting framework. Financial Management/ Accounting skills. Analytical skills. Problem solving skills. Verbal and written communication skills. Computer literate (Ms Word, Excel, PowerPoint). Budgeting and Financial management skills. Planning and organizing skills. Project Management skills. Decision making skills. Diversity Management skills. People -Management skills. Report writing skills. Result oriented. Interpersonal Relationships. Customer focus and responsiveness. Impact and Influence. Initiative-taking. Team Leadership. Developing others. Managing Interpersonal conflict. Networking and building bonds. Integrity

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide support with regards to development, implementation and maintenance of SCM policies and frameworks: Provide support regarding the development of supply chain management policies and strategies. Ensure that policies are in line with the organization's strategic objectives, Treasury Regulations and the Government BBBEEE frameworks. Identify deficiencies in policy framework, procedural guidelines and work processes within the Supply Chain Management unit. Design, implement and maintain effective procurement control systems to ensure compliance to policy

and procedures on a continuous basis. Communicate changes to policy, procedures and work processes to staff in the business unit and train/coach staff where required. Manage tender and procurement process: Drive the implementation of the Procurement Plan. Source tender specifications from components and units and publish tenders. Oversee the compilation of tender documents. Oversee allocation of tender numbers, advert dates and closing dates. Oversee placing of publishing for tenders on e-Tender and other media when applicable. Manage the administration of all processes related to the monitoring of tender documents. Oversee all tender documents received for preparation and presentation to Bid Adjudication Committee. Oversee bid registers. Compile corporate demand plan informed by end users. Communicate with all cost centre managers with regards to their procurement plans. Consolidate all procurement plans for the GPAA. Assist the Bid Specification Committee with compilation of the terms of reference and/or specifications. Oversee the scheduling of the advertisement for close and open of tenders. Oversee the publishing tenders. Conduct industry analysis for specific products and devise a sourcing strategy. Conduct marketing and industrial analysis for specialized sourcing requests. Analyse repetitive sourcing requests and determine consolidative solutions. Manage all resources of the unit: Set, agree and monitor performance of direct reports, ensure alignment with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor outputs that achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Manage the budget of the unit and monitor expenditure patterns as per the prescripts

**ENQUIRIES
APPLICATION**

: Mapule Mahlangu on Tel No: (012) 399 2639
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s

NOTE

: The purpose of the job is to develop, implement, maintain and manage the supply chain management system of goods and services within the GPAA. One position of Deputy Director: Supply Chain Management is currently available at Supply Chain Management Unit in the GPAA. This position will be filled as a permanent position.

POST 12/51

: **ASSISTANT DIRECTOR: RECRUITMENT REF NO: ASD/REC/2026/04-1P**
 Permanent

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
 : Pretoria Head Office
 : An appropriate Degree/National Diploma (at least 360 credits) in Human Resource Management/ Industrial & Organisational Psychology/ Social Sciences/ Public Administration (with at least 360 credits, NQF 6) Three (3) to Five (5) Recruitment experience of which 2 years is junior management experience. Computer Literacy that would include a good working knowledge of MS Office. Knowledge of DPSA Regulations. Knowledge of Labour Relations Act. Knowledge of Basic Conditions of Employment Act. Knowledge of Recruitment, Selection & Placement Policy. Knowledge of conducting Interviews. Knowledge of other Public Service Prescripts and Legislations. Knowledge of Public Service Regulations. Knowledge of working with Recruitment Agencies. Human Resource Policy and Procedures. Knowledge of Screening of CV's. Knowledge and understanding of Batho Pele Principles. Knowledge of Data Management. Analytical skills. Project management skills. Problem solving skills. Organizing skills. Supervisory and Leadership skills. Advisory skills. Interpersonal relations. Conflict management. Report writing. Customer Oriented. Ability to communicate at all levels. Good interpersonal relationships. Building and maintaining collaborative and strong relationships. Working in a team. Adhering to business ethics. Out of the box thinker. Attention to detail. Adhering to business ethics. Long attention span. Ability to prioritize urgent and confidential matters. Ability to work under pressure. Deadline driven.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but not limited to the following Manage all aspects of the Recruitment, which includes the following: Manage the process of advertising positions. Manage

allocation of work to agencies for response handling or full service. Ensure that shortlisting is done according to inherent requirements of position. Obtain approval for shortlisted candidates and selection panel. Oversee compilation of technical questions to ensure a competency-based interview. Oversee and manage the conducting of fair and procedurally correct interviews. Oversee and manage the process of verification of personal information prior to appointment. Oversee and manage the drafting of submissions for approval for appointment or edit the submissions drafted by subordinates/Agencies. Oversee assessments of candidates – whether technical or prescribed DPSA assessments. Oversee all account related matters to external service providers including issuing of Purchasing Orders and following SCM prescripts. Provide statistics, reports, and any relevant recruitment information as requested. Implement and maintain HR policies and procedures pertaining to recruitment. Ensure adherence to the GPAA's processes, policies, and procedures. Ensure adherence to GPAA's Recruitment and Selection Policy. Ensure adherence to Labour Law, EE, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations and DPSA Regulations. Identify best practices, latest developments, and trends. Render technical advice regarding relevant recruitment and selection policy and procedure. Provide advice, solutions, and guidance. Render guidance and advice to line managers on recruitment policies, selection requirements and suitability of candidates in the recruitment and selection process, procedures and best practices. Manage and Development of Staff. Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resources such as leave recruitment and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.

ENQUIRIES
APPLICATION

- : Felicia Mahlaba on Tel No: (012) 319 1455
- : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s].

NOTE

- : The purpose of the role is to coordinate the end-to-end recruitment, selection, and appointment processes in GPAA. A permanent position of Assistant Director: Recruitment is currently available at the Government Pensions Administration Agency (GPAA): Human Resource Administration Unit.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane North TVET College)
(Maluti TVET College)**

OTHER POSTS

<u>POST 12/52</u>	:	<u>SENIOR RISK MANAGEMENT OFFICER REF: TNC/CO/26-04/1</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R397 116 per annum (Level 08) plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Risk Management/ Internal Audit or equivalent qualification. 3-5 years' experience in Risk Fraud, Ethics and Integrity Management or related field. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment.
<u>DUTIES</u>	:	Ensure overall supervision and facilitate the provision of risk management services: Identify risks at the College. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure overall supervision and facilitate the provision of fraud and anticorruption services: Facilitate the development and maintenance of internal anti-corruption system. Facilitate the Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Ensure overall supervision and facilitate the provision of ethics and integrity management services: Facilitate the promotion of the implementation of code of conduct e.g. remunerative work & gift register. Facilitate the promotion of financial disclosure system. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings: Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management. Supervise human, physical and financial resources.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at 012 401 1955 / Ms JM Nyalunga at 012 401 1940.
<u>APPLICATION NOTE</u>	:	Email to seniorriskofficer@tnc.edu.za Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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 College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.
<u>CLOSING DATE</u>	:	24 April 2026

POST 12/53 : **SENIOR ASSETS OFFICER REF: TNC/CO/26-04/2**
Nature of Appointment: Permanent

SALARY : R397 116 per annum (Level 08) plus benefits
CENTRE : Central Office
REQUIREMENTS : A recognised National Diploma/Degree in Accounting/Financial Management (NQF Level 6) or related qualification. At least 3-5 years' related experience. Thorough knowledge and understanding of the public finance legislation/policies and the Continuing Education and Training (CET) Act. A valid driver's licence. Must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. Competencies, Abilities And Skills: Experience in managing movable assets of an organisation. Experience in maintaining a fixed asset register. Knowledge and understanding of the GRAP Standards. Communication and interpersonal skills as well as emotional intelligence. Problem solving skills. Computer literacy. Analytical and project management skills. Ability to work independently. Decisiveness. Accountability. Ability to plan, organise & follow up. Good monitoring and reporting skills. Good record keeping capabilities.

DUTIES : Co-ordinate acquisition of the college's movable assets. Maintain the college's fixed asset register. Contribute to the design and development of the Asset Management System. Ensure that all assets are insured and damages to assets are claimed on time. Ensure all assets are recorded and barcoded in the asset register. Perform physical asset verification and submit reports. Establish the asset management capability of the college. Monitor and review the capturing of all physical assets in the physical asset management register. Monitor and review the allocation of assets in accordance with the relevant policy and procedures. Manage the capturing of asset information on the inventory list of the asset holder. Follow up on missing assets to ensure that they are accounted for. Manage the performance of asset verification according to prescribed time frames. Compile reports on the state of assets for the college. Manage the disposal process. Conduct monthly reconciliation of the fixed asset register with the general ledger. Manage insurance of the college's assets. Prepare monthly, quarterly, or ad-hoc reports on assets. Liaise with external and internal auditors. Assist in any other Supply Chain Management responsibilities as advised by the SCM Manager. Manage the transfer of inter divisional/delivery sites assets. Manage the improvement of operational controls as reported on by Internal Audit. Advise staff on proper management of assets. Ensure appropriate filing and stamping of documents. Follow asset management procedure for all assets sent to suppliers for repairs.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION : Email to seniorassetsofficer@tnc.edu.za
NOTE : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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 College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.

CLOSING DATE : 24 April 2026

POST 12/54 : **SENIOR HRD PRACTITIONER REF NO: TNC/CO/26-04/3**
Nature of Appointment: Permanent

SALARY : R397 116 per annum (Level 08) plus benefits
CENTRE : Central Office
REQUIREMENTS : Recognized National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates will be an added advantage. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. 3-5 years' relevant experience in Human Resource development environment. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS.

DUTIES : Ensure overall supervision and that training and development programmes plan is developed and implemented. Ensure overall supervision and that the Work Skills Plan is developed, approved, submitted to ETDP SETA and Implemented. Ensure overall supervision and proper implementation of awarding bursaries in line with the college policy. Serve as the secretariat in Employee recognition and Skills Development committees. Ensure overall supervision and proper implementation of Internship and Learnership programmes in line with the college policy. Ensure overall supervision and monitor the implementation of Performance Management Development System, Integrated Quality Management System and conduct training to College officials. Ensure overall supervision and provide technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions. Coordination of training for occupational programmes. Ensure that conditional grants and skills development levies applications are processed and reported. Supervise human, physical, financial and other resources.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION : Email to seniorhrd@tnc.edu.za
NOTE : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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 College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.

CLOSING DATE : 24 April 2026

POST 12/55 : **EXAMINATION OFFICER REF NO: TNC/PC/26 – 04/4**
Nature of Appointment: Permanent

SALARY : R325 101 per annum (Level 07) plus benefits
CENTRE : Rosslyn Campus
REQUIREMENTS : Matric certificate or NC (V) Level 4 certificate with a National Diploma/Degree in Management Assistant / Office Administration or equivalent qualification. At least 1 - 2 years' experience at a TVET College or in an educational institution. Knowledge of White Paper on PSET. Knowledge of Public TVET sector and its

regulatory and legislative framework. Knowledge and understanding of TVETMIS, and ITS, TVET National Examination Policies, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres. Sound knowledge of legislation regulating examinations and assessments Excellent computer skills/knowledge of Microsoft Office packages. Good leadership skills. Ability to write reports. Must be able to work under pressure, in a team, independently and for longer hours. Use problem-solving techniques to tactfully address queries / concerns. Ability to perform routine tasks and meet deadlines. Effective organisational, administration, time management, communication (verbal and written) and planning skills. Computer literate in MS Office (Word, Excel, Outlook and internet). A valid driver's license.

DUTIES

: Updating and verification of final examination marks on the ITS System; verification of captured final examination marks. Capture examination enrolments on ITS System. Issuing of term mark sheets for completion and returning back. Issuing of exam permits and preparing exam venues to be conducive enough to run exams. Compile the daily examination reports and submit to the Curriculum Implementation. Submit examination irregularities to the DHET National and Examination irregularity committee. Ensure that there is a smooth receiving, collating and dispatching of both full-time and part-time scripts to the National Examination marking centres. Be a Distribution Point manager during the examination period. Oversee the implementation of DHET/College Management plans regarding examinations. Be the liaising person between the college and DHET on all the examination related matters. Implement the College examination related policies. Verify and declare students qualifying for graduation to the graduation committee. Issuing of statement of results, examination permits, certificates and diploma applications. Timeous completion of preliminary schedule to make amendments and send to the department for corrections. Assist with the submission of outstanding ICASS/POE's and keep electronic records. Execution of examination duties according to the national Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED). Application for examination concessions to the DHET. Ensure the provision of examination services; facilitate the process of invigilation training, pre-examination meeting for students, markers and data Capturers; Establish the function of Irregularity Committee; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit. Ensure record management and reporting every examination cycle. Execution of any other duties assigned.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION NOTE

: Email to examofficerc@tnc.edu.za
 : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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 College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE

: 24 April 2026

POST 12/56 : **COMMUNICATIONS OFFICER REF: TNC/CO/26-04/5**
Nature of Appointment: Permanent

SALARY : R325 101 per annum (Level 07) plus benefits
CENTRE : Central Office
REQUIREMENTS : Senior Certificate or equivalent plus a recognised National Diploma (NQF Level 6) in Communication/ Marketing/ Public Relations or equivalent qualification. 2-3 years' experience in Marketing and Communication environment. Valid Driver's Licence. Competencies: Knowledge of social media practice and channels. Understanding of the importance of brand guidelines and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events planning and management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understating of the application of Public Service legislative framework. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. The incumbent must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes.

DUTIES : Provide internal and external communication services. Provide marketing, promotions including exhibition, school visits and branding services. Provide public relations and media liaison services. Provide photographic services and drafting of articles. Coordinate college events and provide communication administrative support across delivery sites. Provide and maintain the content, design and layout of the college website. Develop visual marketing material. Develop and produce college publications, i.e. banners, information brochures, annual reports, pamphlets and programme information. Manage public relations and media liaison services. Manage all media and general community liaison and communications. Proof reading and editing of external written publications and articles. Take a role of sub-editor of the electronic newsletter. Track all the positive and negative stories about the college captured on social media platforms/newspapers and forward to the relevant managers for official responses

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at 012 401 1955 / Ms JM Nyalunga at 012 401 1940.

APPLICATION NOTE : Email to communicationsofficer@tnc.edu.za
Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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 College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE : 24 April 2026

POST 12/57 : **SUPPLY CHAIN AND ASSETS OFFICER REFNO: TNC/TC/26 – 04/6**
Nature of Appointment: Permanent

SALARY : R325 101.per annum (Level 07) plus benefits
CENTRE : Temba campus
REQUIREMENTS : Three (3) year qualification in Accounting / Financial Management / Supply Chain Management / Asset Management. 1-2 year's relevant work experience

		in the finance and related fields. Ability to plan and organize. Ability to work with diverse team of individuals and be client oriented, Commitment and willingness to learn. Attention to detail. Ability to work under pressure and deadline oriented. Good knowledge of accounting principles, GRAP/ PFMA/ Treasury Regulations. Good working knowledge of GRAP 17. Knowledge of performing inventory counts, physical asset verification, capturing accounting transactions and performing reconciliations. Reporting and communication skills (oral and written). Knowledge of Accounting Computer Software (ITS, Pastel, etc.).
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. Responsible for asset management and inventory control at the Campus. Assist in the procurement of College assets. Perform supply needs assessment. Implement stores procedures and manage Campus stores. Maintain Campus Asset Register. Control and monitor asset disposal as per Treasury Regulations. Ensure compliance with College Policies and other applicable legislation. Maintain assets records. Prepare monthly/quarterly/annual assets/inventory reports. Issue and receive assets/inventory. Ensure that all the Assets of the college are Insured. Perform assets counts and verification on Quarterly basis. Maintain efficient stock order levels. Ensure general upkeep of Campus stores. Manage Fleet at Campus. Ensure that Campus vehicles are properly managed. Issue/facilitate trip authorization forms/processes. Monitor and analyses fuel /wear and tear usage to ensure compliance with College Policies and Procedures. Compile Monthly Reports in relation to Fleet Management i.e. Tracker, Fuel Usage, Exception Reports etc. Provide finance related information during Internal and External Audits. Maintain and monitor finance related risks as identified in the College Risk Register. Ensure safekeeping of records. Perform ad hoc Campus related work as and when required by the Campus Management.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.
<u>APPLICATION NOTE</u>	:	Email to assetsofficer@tnc.edu.za Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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 College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.
<u>CLOSING DATE</u>	:	24 April 2026
<u>POST 12/58</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: MALUTIVET/LCA-013/2026</u>
<u>SALARY</u>	:	R325 101.per annum (Level 07)
<u>CENTRE</u>	:	Lere La Tshepe Campus
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or equivalent qualification. 2-3 years relevant experience in Administration environment. Competencies and Attributes: Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure

and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.

DUTIES

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

ENQUIRIES

: Ms T Mathipe Tel No: (058) 303 1732

APPLICATION

: All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE

: Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, 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). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE

: 30 April 2026 @16:00

POST 12/59

: **SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/PC/26 – 04/7**

Nature of Appointment: Permanent

SALARY

: R228 321 per annum (Level 05) plus benefits

CENTRE

: Pretoria Campus

REQUIREMENTS

: Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-2 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

DUTIES

: Provide secretarial/ receptionist support service to the manager. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Ensure proper record keeping in the office of the Campus Manager. Filing of documents for the manager and the campus where required. Receive, record, and distribute all incoming and outgoing correspondence. Collect all relevant documents to enable the manager to prepare for meetings. Prepare travel claims and other payments in the office of the Campus Manager. Arrange meetings and events for the manager and the staff in the campus. Identify venues, invite role players, organize refreshments, and sets up schedules for meetings and events. Arrange all logistics for workshops. Track and process documents. Manage the office of the Campus Manager and receive visitors. Perform any other administrative duties that will be assigned by the Campus Manager. Compile and consolidate sectional reports for the campus.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at Tel No: (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION

: Email to secretarytocm@tnc.edu.za

NOTE

: Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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 College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE

: 24 April 2026

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** : 28 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 the 2 posts of Office Managers based at Centre: State Attorney: Port Elizabeth, Ref No: 60/26EC (X1 Post) and State Attorney: Mthatha, Ref No: 61/26EC (X1 Post) advertised in the Public Service Vacancy Circular 11 of 2026 dated 27 March 2026 with the closing date of 17 April 2026 was advertised with the incorrect Salary level 10, the correct Salary level should be R468 459 – R551 823. We apologize for any inconvenience caused.

OTHER POSTS

- POST 12/60** : **COURT MANAGER REF NO: 26/21/FS**
- SALARY** : R582 444 – R686 091 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Ficksburg
- REQUIREMENTS** : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer

- literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
- DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
- ENQUIRIES APPLICATIONS** : Ms. N Dywili Tel No: 073 775 0709
: Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address: 108 St Andrew Street, Bloemfontein, 9300 or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/61** : **ADMINISTRATIVE OFFICER (X2 POSTS)**
- SALARY** : R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Koffiefontein, Ref No: 26/17/FS (X1 Post)
Magistrate Office: Harrismith, Ref No: 26/18/FS (X1 Post)
- REQUIREMENTS** : Three-year National Diploma/ Bachelor Degree in Public Administration/ Public Management or equivalent; Three (3) years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages; Knowledge of Case Flow Management will be an added advantage. Skills and Competencies: Computer literacy (Microsoft packages); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations; People management.
- DUTIES** : Key Performance Areas: Manage the financial and Human Resources of the section; Manage the Criminal and Civil administration sections; Manage the Family Law sections.; Manage Third Party Funds, Vote Accounts and Supply Chain Management for the office; Manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: 073 775 0709
: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 No 108 St Andrew Street, Bloemfontein or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/62** : **ASSISTANT MASTER (GR 3-MR 5) REF NO: 2026/13/MP**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R324 579 – 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** : Master of The High Court: Nelspruit
- REQUIREMENTS** : LLB Degree or four years recognized legal qualification. At least two (2) years' appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Registration trusts Act, Curatorship's Act. Trust Property Control Act and other relevant legislation; Administration of the guardian's fund Act, Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : Key Performance Areas: Manage the administration of guardian's funds and operations; Manage the administration of deceased estate; Manage the administration of insolvent estate; Manage administration of trust and curatorship's; Administration of service points operations; Manage human, finance and other resources.

- ENQUIRIES APPLICATIONS** : Ms NC Maseko Tel No: 083 284 9056
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/63** : **FAMILY COUNSELLOR/ SOCIAL WORKER: GRADE 1- 4 REF NO: 26/VA16/NW**
- SALARY** : R325 200 – R725 754 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the family advocate – NW
 : Bachelor's Degree in Social Workers or equivalent qualification, Appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Council for Social Service Profession (SACSSP), Knowledge and experience in Mediating, Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act, Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Communication (written and verbal) skills, Computer literacy (MS Word), Mediation and interviewing skills; Conflict resolution, evaluation and report writing skills; Diversity and attention to details.
- DUTIES** : Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and /or evaluation as per relevant legislation; Evaluate information and compile forensic court reports; Act as expert witness for the Family Advocate in Court; Ensure proper case flow administration, Travel to townships and rural areas to conduct enquires, interview parties and source references in Family Law disputes.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7088
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng. 2745 or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/64** : **SENIOR COURT INTERPRETER (X3 POSTS)**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Welkom, Ref No: 26/20/FS (X1 Post)
 : Magistrate office: Bafokeng, Ref No: 26/14/NW (X1 Post)
 : Magistrate office: Potchefstroom, Ref No: 26/15/NW (X1 Post)
- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification in the field of languages at NQF 5 and minimum of three years' practical experience in court interpreting or Grade 12 with ten years' practical experience in court interpreting; Proficiency in English and two or more indigenous languages; A valid driver's license: Language Proficiency: Welkom: English, IsiXhosa, Afrikaans and Sesotho. North West: Setswana, Afrikaans, IsiZulu, IsiXhosa or English. The following will serve as an added advantage: Ability to interpret in sign language and foreign language. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management; Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate/ Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform Specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES** : Free State: Ms NM Dywili Tel No: 073 775 0709
 : North West: Ms. L Shoai Tel No: (018) 397 7088
- APPLICATIONS** : **Free State:** Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 or hand deliver it at 108 St Andrew Street, Bloemfontein or <https://forms.office.com/r/X2XaVPasWu>
North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, or hand deliver

		it at 22 Molopo Road, Ayob Gardens, Mafikeng. 2745 or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 12/65</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 26/VA19/NW</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Delareyville Magistrate Court
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification; Relevant administrative experience in family law matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Time Management; Documents management and filing.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. L Shoai Tel No: (018) 397 7088
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://forms.office.com/r/X2XaVPasWu
<u>POSTS 12/66</u>	:	<u>COURT INTERPRETER (X5 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: Bethlehem, Ref No: 26/19/FS (X1 Post) Mmabatho Regional Court, Groot – Marico) Ref No: 26/VA18/NW (X1 Post) Magistrate Office: Mossel Bay, Ref No: 28/2026/WC (X1 Post) Magistrate Office: Kuilsriver (Bluedowns), Ref No: 29/2026/WC (X1 Post) Magistrate Office: Worcester, Ref No: 30/2026/WC (X1 Post)
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12; Proficiency in English and one or more indigenous languages. Language Proficiency, Bethlehem: IsiZulu, Sesotho, English and Afrikaans. Mmabatho: Setswana, Afrikaans, IsiZulu or IsiXhosa or English The following will serve as an added advantage: Three months Practical experience; Driver's license; Ability to interpret in sign language and or foreign language; Applicants will be subjected to language test. Skills and Competencies: Communication (verbal and written), Listening, Inter-personal relations, Computer literacy (MS word), Planning and organizing, Problem solving and analytical thinking skills; Time management; Confidentiality; Ability to work under pressure.
<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>	:	Free State: Ms N Dywili Tel No: 073 775 0709 North West: Ms. L Shoai Tel No: (018) 397 7088 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Free State: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 No 108 St Andrew Street, Bloemfontein or https://Forms.Office.Com/R/X2xavpaswu North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://Forms.Office.Com/R/X2xavpaswu Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, CAPE TOWN OR https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

<u>POST 12/67</u>	:	<u>ADMINISTRATION CLERK (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: Warden, Ref No: 26/16/FS (X1 Post) Magistrate Office: Wolmaransstad, Ref No: 26/VA17/NW (X1 Post) Office of the Family Advocate: Cape Town, Ref No: 26/2026/FA/WC (X2 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>	:	Free State: Ms N Dywili Tel No: 073 775 0709 North West: Ms. L Shoaii Tel No: (018) 397 7088
<u>APPLICATIONS</u>	:	Free State Please direct your applications to: The Director: Human Resource, Private Bag X 20578, BLOEMFONTEIN 9300 No 108 St Andrew Street, BLOEMFONTEIN or https://forms.office.com/r/X2XaVPasWu North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://forms.office.com/r/X2XaVPasWu Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 12/68</u>	:	<u>ADMINISTRATION /CRT CLERK REF NO:10/26/NC/OLI</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Olifantshoek
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy (MS Office); Good interpersonal relations; Interpersonal relations; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management; Planning and organizations skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents.
<u>ENQUIRIES</u>	:	Mr N. Leshage Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or https://forms.office.com/r/X2XaVPasWu Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges. NB: Applicants will be subjected to a practical /technical test

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



- APPLICATIONS** : **Eastern Cape/Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- North West/Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.
- CLOSING DATE** : 24 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 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 12/69** : **ACCOUNTING CLERK, REF NO: 2026/01/OCJ**
- SALARY** : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northwest Provincial Services Centre
 Applicants should be in possession of a Grade 12 certificate or equivalent qualification. No previous experience required. 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 Public Service Prescripts, knowledge of relevant legislation and regulations including the PFMA and Treasury Regulations, knowledge of the Public Service Act, knowledge of PERSAL, knowledge and practical experience of Transversal Systems BAS and LOGIS and Batho Pele Principles, computer literacy (MS Word, MS Excel). good communication skills. financial management, interpersonal skills, planning, organizing and problem-solving skills, decision making skills, analytical skills and report writing skills.
- DUTIES** : Capture and administer payments to creditors, administer payroll and salary related claims, capture petty cash, compile expenditure reports (invoice & payment register, fleet recons and RT5-rendering of courier services reports.
- ENQUIRIES** : Technical Related Enquiries: Mr O Sebatso Tel No: (018) 397 7004/ 7000
 HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064
- APPLICATIONS NOTE** : Applications can be sent via email at [2026/01/OCJ @judiciary.org.za](mailto:2026/01/OCJ@judiciary.org.za)
 The Organisation will give preference to candidates in line with Employment Equity goals.
- POST 12/70** : **TYPIST REF NO: 2026/02/OCJ**
- SALARY** : R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division Of The High Court: Mthatha
 Applicants should be in possession of a Grade 12 certificate or equivalent qualification. A minimum typing speed of 35 wpm. 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 the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (MS Word), good communication skills (written and verbal), good interpersonal relations, planning and organisation skills, good problem-solving skills, accuracy and attention to detail, ability to work under pressure, good time keeping and telephone etiquette.
- DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties. Compile term roll, week roll and un/opposed motion roll and maintain registers. Compile and submit relevant orders and judgments to relevant stakeholders.
- ENQUIRIES APPLICATIONS** : Technical/HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
 Applications can be sent via email at [2026/02/OCJ @judiciary.org.za](mailto:2026/02/OCJ@judiciary.org.za)

NOTE

: The Organisation will give preference to candidates in line with Employment Equity goal

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- CLOSING DATE** : 04 May 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 12/71** : **ASSISTANT DIRECTOR: DESIGNATED GROUPS AND PRIORITY SECTORS "REF NO: ASD: DG&PS"**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum
: Pretoria
: Undergraduate qualification (NQF 7) in Public Administration / Public Management /Business Management /Social / Human Science / Psychology/ Gender Studies / Youth Studies or equivalent / related as recognised by SAQA. Minimum of 3 years' experience in monitoring and evaluation of designated groups (Women, Youth, and Persons with disabilities). Computer Literacy, Certificate in Monitoring and Evaluation and Certificate in Project Management. Have proven competencies in: Communication (Verbal and Written), Problem solving and data analysis skills, Planning and Organising Skills, Report writing skills, Project management skills, Performance reporting and Monitoring skills, Interpersonal skills, Stakeholder relations and Negotiation skills.
- DUTIES** : Provide inputs towards the development of measurable indicators on designated groups, monitor implementation and report on performance in respect of the designated groups (Women, Youth, and Persons with Disabilities) and their participation in the priority sectors. Develop a draft data management procedure for the acquisition of information for timeous reporting and validation purposes. Gather data and provide a preliminary assessment of the department's performance and progress towards achievements of its set five-year targets of the designated groups including baseline data gathering. Conduct preliminary midterm and end-of-term assessments of the department's performance and progress towards achieving its set five-year targets of the designated groups. Coordinate reporting and feedback session on performance in respect of designated groups with internal stakeholders. Provide inputs towards the development of corrective action plans in relation to the designated groups. Communicate with stakeholders, clients,

- management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: ASD: DG&PS"
- POST 12/72** : **OFFICER: INTERGOVERNMENTAL RELATIONS: "REF NO: OIGR**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
: Pretoria
: National Diploma (NQF6) in Public Administration / Political Science / Development Studies or equivalent / related as recognised by SAQA. Undergraduate qualification (NQF7) in Public Administration / Political Science / Development Studies or equivalent / related as recognised by SAQA will be considered an added advantage. 1 Year experience in Intergovernmental Relations, Public Sector Coordination, Policy Support or a related environment. Training in Computer literacy. Have proven competencies: Communication (Verbal and Written), Problem-Solving and analytical skills, Planning and Organising Skills, Interpersonal skills and stakeholder relationship management, data collection, analysis and interpretation, Negotiation and facilitation skills, diplomacy and professional judgement and Project and Programme support skills.
- DUTIES** : Provide Intergovernmental Coordination and Support Service inclusive of but not limited to: Providing operational and administrative support to Department of Small Business Development hosted Intergovernmental Relations structures, assisting with tracking commitments, resolutions and action items arising from Intergovernmental Relations platforms etc. Conduct desktop research on Intergovernmental Relations frameworks and practices. Provide support during the development and updating of Intergovernmental Relations related Standard Operating Procedures, reporting templates and tools. Collect, compile and consolidate information on the status of MSME support initiatives across all spheres of government. Maintain records and evidence to support reporting, monitoring and audit requirements. Provide general administrative support to the Intergovernmental Relations Directorate inclusive of but not limited to: Minute taking during meetings and stakeholder engagements, compilation of meeting packs, agendas and resolutions and logistical coordination for meetings, workshops and events. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Assist with organising and coordinating stakeholder engagements, information sessions and outreach activities.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: OIGR"

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
- CLOSING DATE** : 24 April 2026 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. 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 the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, 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 further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

- POST 12/73** : **DEPUTY DIRECTOR: TOURISM B-BBEE CODES REF NO: DT 21/2026**
- SALARY** : R1 059 105 per annum (Level 12) (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation).
- CENTRE REQUIREMENTS** : Pretoria
: A recognised NQF 7 qualification in Tourism Management/ Public Management/ Business Management/ Policy Development/ Development Studies/ Economics. A post graduate qualification will be an added advantage. Five (5) years' relevant working experience in the field of Research/ Policy Implementation and monitoring within the Tourism Sector/ Broad-Based Black

Economic Empowerment/ Economic Cluster, of which three (3) years must be at supervisory/ management (ASD) level. The candidate must have an understanding of transformation policy and its imperatives; knowledge of tourism environment, B-BBEE, research and statistical analysis; B-BBEE verification or auditing, and knowledge of funding models, incentives, grants, concessions and other levers to advance economic transformation. Policy development skills. Policy advocacy skills. Monitoring and Evaluation skills. Project Management skills. Knowledge of amended B-BBEE Act 46 of 2013. Knowledge of Tourism Act No. 3 of 2014. Knowledge of Employment Equity Act, No 55 of 1998. Knowledge of the Revised National Tourism Sector Strategy. Knowledge of the Amended Generic Codes of Good Practice and the Amended Tourism B-BBEE Sector Code. A valid driver's licence (Persons with disabilities that prevent them from driving will be considered).

DUTIES : The successful candidate will be responsible for developing Tourism B-BBEE Sector Code in line with the Generic Codes of Good Practice of the Department of Trade, Industry & Competition, verifying the Department of Tourism for compliance with B-BBEE, developing Tourism B-BBEE Portal to monitor the implementation of the Tourism B-BBEE Sector Codes, developing reports on the implementation of the Tourism B-BBEE Sector Code and state of transformation in the tourism sector; developing Terms of Reference to outline the scope of research work on the extent of transformation in the tourism sector; conducting a survey in the tourism sector to collect quantitative information/ data from a sample of the population; developing research reports on the extent of transformation in the tourism sector; developing implementation and verification guidelines on Tourism B-BBEE Sector Codes; developing a simplified guide on Tourism B-BBEE Sector Codes; developing guidelines on empowerment opportunities and initiatives; developing B-BBEE reporting framework for public institutions in the sector; coordinating and consolidating reports on B-BBEE initiatives implemented by public institutions in the sector; developing annual report on B-BBEE initiatives implemented by public institutions in the sector; developing annual report on implementation of tourism B-BBEE Sector Code by tourism enterprises.

ENQUIRIES : Mr M Mankge, Tel. (012) 444 6569
APPLICATIONS : Email Application: Recruitment2126@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 12/74 : **DEPUTY DIRECTOR: TRANSPORT AND TRAVEL SERVICES REF NO (DT 22/2026)**

SALARY : R896 436 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year qualification in Transport Management or relevant NQF 6 qualification. Five years' working experience in transport and travel management in the public service of which three years must be at Assistant Director level. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of Supply Chain Management prescripts. Knowledge of National Road and Traffic Management prescripts. Knowledge of transport management prescripts. Knowledge of procurement policies. Knowledge of the Public Service Act and Regulations. Computer literacy. Good leadership skills. Good financial management skills. Good presentation skills. Good planning and organising skills. Effective written and verbal communication skills. Ability to make decisions. Good negotiation skills. A valid driver's licence.

DUTIES : The successful candidate will be responsible for drafting fleet management procedures; developing and monitoring fleet management database; ensuring maintenance of departmental vehicles; conducting fleet analysis and preparing recommendations; managing the receiving of travel requests; ensuring that all travel requests are in line with procedures and prescripts; providing advice on travel destinations to internal clients; negotiating accommodation and car rental rates; monitoring compliance to corporate agreements; compiling booking analysis reports and preparing recommendations; ensuring proper filing of all travel documents; receiving invoices from all travel and transport suppliers; monitoring refunds emanating from cancellations relating to travel

and accommodation; compiling reports on fruitless and wasteful expenditure; verifying all payment advices prior to submission to Finance for payment; advising line managers on travel expenditure trends; receiving and analysing credit card statements and reconciling with received invoices; verifying commitment reports; assessing applications for subsidised vehicles and preparing recommendations; compiling usage reports; conducting inspections on all vehicles; verifying claims before submitting to Finance for payments; analysing the accident reports received from SAPS and preparing investigation reports; ensuring all the incident reports on loss or damage case are received from officials; conducting investigations on all fuel fraud, misuse and abuse of vehicles; managing investigations of all losses and damages to Ministerial, hired and GG vehicles and reviewing recommendations to FIMICO; managing risk which includes insurance, disposal, abuse/misuse and relief vehicles; managing identified risks and ensuring that mitigation measures are in place to accomplish objectives through planning and forecasting; ensuring compliance to agreements by service providers; facilitating performance review meetings with service providers; monitoring the usage and allocation of services as per signed corporate agreements; facilitating meetings with service providers to review expenditure trends.

ENQUIRIES : Ms O Sekgweleo Tel. (012) 444 6773
APPLICATIONS : Email Application: Recruitment2226@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 12/75 : **REGISTRY CLERK REF NO: DT 23/2026**

SALARY : R228 321.per annum (level 05)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate. Familiarity with the filing of documents, handling of parcels, files and other related items. Knowledge of the National Archives and Record Services Act 43 of 1996 as Amended. Knowledge of the Postal Services Act 124 of 1998. Knowledge of the Electronic Communication Act 36 of 2005. Knowledge of the Public Service Act, 1994. Knowledge of Public Service Regulations of 2016. Good organising and planning skills. Good communication skills. Problem-solving skills. Time management skills. Ability to capture data and pay attention to details. Familiarity with office equipment's and applicable technologies.

DUTIES : The successful candidate will be responsible for opening and closing files according to the prescripts and applicable policy; issuing and receiving back files from HRM and other units; searching of files in the different units; registering of outgoing files in the control register; auditing of files; receiving outgoing courier letters and parcels from officials and sending them out; receiving incoming courier letters and parcels for internal distribution; updating register for outgoing courier letters and parcels; updating register for incoming courier mail and parcels; handling all courier related enquiries on behalf of officials of the Department; acting as a liaison officer between the department and courier companies; sorting, opening and stamping of incoming mails; franking of outgoing mails; dispatching of outgoing mails; registering of incoming registered mails.

ENQUIRIES : Mr M Tihako, Tel. (012) 444 6096
APPLICATIONS : Email Application: Recruitment2326@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 22/76 : **HANDYMAN REF NO: DT 24/2026**

SALARY : R163 680.per annum (level 03)
CENTRE : Pretoria
REQUIREMENTS : A ABET level 04 or equivalent qualification. Knowledge of basic maintenance ie, plumbing, carpentry and electrical. Knowledge of OHS. Knowledge of the National building regulations. Ability to work under pressure. Good communication skills (verbal and written). Ability to work in a team. Ability to work under pressure. Ability to take initiative.

DUTIES : The successful candidate will be responsible for attending to minor electrical, plumbing and carpentry problems; conducting inspections in and around the building and reporting to supervisor; assisting with developing building maintenance schedules; logging maintenance calls for repairs; assisting with

installations that requires wall mounting; repairing broken equipment; safekeeping of maintenance tools and equipment; conducting monthly stock taking of maintenance suppliers and submitting reports; conducting monthly OHS inspections and reporting to the supervisor. assisting with OHS compliance in the building by offering maintenance support; monitoring contractors on the site to ensure compliance.

ENQUIRIES : Ms M Mello, Tel. (012) 444 6625
APPLICATIONS : Email Application: Recruitment2426@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 12/77 : **CLEANER REF NO: DT 25 /2026**

SALARY : R138 486.per annum (level 02)
CENTRE : Pretoria
REQUIREMENTS : Abet level 4 Certificate. Basic Knowledge of facilities, occupational health and Safety regulations. Good communication skills. Writing skills. Interpersonal skills. Basic Computer skills. Familiar with cleaning procedures.

DUTIES : The successful candidate will be responsible for dusting and polishing of the office furniture; cleaning the blinds; glass doors; emptying and washing the dustbins and replacing the bin liners; sweeping and mopping the floors; reporting on broken cleaning machines and equipment; replacing toilet papers and handtowels, refilling hand wash liquid soaps; emptying and washing waste bins; cleaning mirrors and wall tiles, sweeping and mopping toilet floors; cleaning mirrors and wall tiles; removing refuse from public areas; cleaning the reception are, all entrances, stairs, corridors, lifts and lift lobbies.

ENQUIRIES : Ms T Selamolela, Tel. (012) 444 6776
APPLICATIONS : Email Application: Recruitment2526@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	24 April 2026
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 12/78</u>	:	<u>DIRECTOR: WATER USE AUTHORIZATION REF NO: MTCMA06</u> Branch: Mzimvubu-Tsitsikamma Catchment Management Agency Division: Water Use Authorization
<u>SALARY</u>	:	R1 266 714 per annum (Level 13) (All-inclusive salary package)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Natural Sciences (Hydrology/Ecology/ Zoology/ Botany/ Chemistry/Microbiology etc) B Tech Degree in Environmental Management or a relevant NQF level 7 Qualification. Six (6) to (10) years' experience in Water Use Authorization of which five (5) years' experience must be at a middle / senior managerial level in water resource management environment. The disclosure of a Valid unexpired driver's license. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation, finance and human resources. Knowledge of National Water Act. Knowledge of associated environmental legislation. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project and Programme Management. Problem and solving and analysis.
<u>DUTIES</u>	:	Lead the Water Use Authorization and registration Unit of the CMA. Develop and implement policies. Oversee the full water use authorization process (water use licenses, general authorisations, existing lawful use). Ensure lawful decision-making on applications in line with Section 21 water uses (e.g. abstractions, storage, discharge etc). Manage issuing, renewal and suspension of licenses. Ensure equitable allocation of water resources.

Develop strategies for the implementation of water use authorization and registration processes. Develop implementation plans for the strategies. Monitor progress regarding implementation of strategies. Provide strategic direction in water use license administration process. Develop implementation policies. Develop strategies for the implementation of water use license administration processes. Develop implementation plans for the strategies. Ensure the operation of water authorization and registration management system. Ensure system remains stable and operational. Report system operations to management. Request system refinement as needed. Monitor system quality. The provision of business planning and general management of the unit. Human Resources Planning and Management. Financial Planning and Management. Business planning. Advise the CEO and Board on regulatory and licensing matters. Contribute to integrated water resources management planning. Responsible for speech-writing and Ministerial submissions as required. Deliver technical and other presentations, as required to a variety of audiences.

- ENQUIRIES** : Ms B Kama, Tel No: (043) 701 0316
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- NOTE** : The Mzimvubu-Tsitsikamma 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 12/79** : **DIRECTOR: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: MTCMA07**
Branch: Mzimvubu-Tsitsikamma Catchment Management Agency Division: Compliance Monitoring And Enforcement
- SALARY** : R1 266 714 per annum (Level 13) (All-inclusive salary package)
- CENTRE** : East London
- REQUIREMENTS** : A Bachelor's Degree in Natural Science / Engineering / Environmental / Environmental Law or relevant NQF level 7 qualification. Six (6) to (10) ten years' experience in Compliance Monitoring and Enforcement of which five (5) years' experience must be at a middle / senior managerial level. The disclosure of a valid unexpired driver's licence. General Management. Presentation Skills. Negotiation Skills. Communication/ Interpersonal Skills. Policy & Strategy Development. Skills Development knowledge. Knowledge of relevant Acts. Project and Programme Management. Development Skills.
- 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. Facilitate the development of policies, legislation, regulations and guidelines. Facilitate the consultative processes in the formulation of policies, legislations, guidelines, norms and standard, and strategies within the catchment. Disseminate legislative, technical and policy changes to relevant stakeholders (internal and external). Advise stakeholders on policies, legislation, protocols, regulation and guidelines. Develop a compliance and enforcement information management and reporting system. Ensure compliance monitoring to all water use license condition within the catchment. Provide guidance in the planning of inspections and audits. Ensure the implementation of monitoring activities and verification of reports. Analysing of reports. Provide advice on further actions needed to be taken. Plan and promote environmental rights and justice program (participation in sector specific forums). Provide information/ support to the education and awareness component in conducting compliance awareness workshops. Provide direction in the monitoring of dam safety compliance. Manage the registration and classification of all dams within the catchment. Ensure that all dams safety inspections are conducted. Ensure dams comply with national norms and standards. Compile inspection report. Ensure enforcement on no-compliance to the water use license conditions. Facilitate investigations of non-compliance with water use license conditions. Provide advice 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.

Develop a business plan and action plan for the Directorate. Develop and implement a service delivery improvement programme for the Directorate. Manage and ensure the development of human resources. Control and monitor expenditure. Advise the CEO and Board on regulatory and compliance and enforcement matters. Responsible for speech-writing and Ministerial submissions as required. Deliver technical and other presentations, as required to a variety of audiences..

- ENQUIRIES** : Ms B Kama, Tel No: (043) 701 0316
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
NOTE : The Mzimvubu-Tsitsikamma 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.

OTHER POSTS

- POST 12/80** : **CHIEF ENGINEER GRADE A REF NO: MTCMA08**
Branch: Mzimvubu-Tsitsikamma Catchment Management Agency Division:
Water Resources Planning And Management

- SALARY** : R1 266 450 per annum (all-inclusive OSD salary package)
CENTRE : East London
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. Experience in water resources planning and management. Experience in planning, hydrological modelling, economic analysis, ecological matters, policy development and institutional aspects. Computer literacy and good computer programming skills. Good communication (verbal and written) and negotiation skills. Proven leadership skills and the ability to manage a professional multi-disciplinary team. Knowledge of and experience in financial management and relevant Acts. Must be available to travel as and when required often at short notice.

- DUTIES** : Identify, set up and manage multi-disciplinary catchment-wide planning and studies. Identify vulnerable and sensitive areas with respect to water resources or possible effect on water resources of the catchment. Co-ordinate and process inputs from a wide range of disciplines, corporative analysis and optimisation. Report on investigations of possible water resource developments and/ or the development of strategies to reconcile water supply and demand. Assist in providing professional guidance to teams of professional service providers. Compile Terms of References for planning studies. Management and administration of professional service providers, including financial administration. Close interaction with other components, provincial and central Government departments, other development agencies, local authorities, the public and institutions. Responsible for budgeting for all expenditure of the planning section as well as control of expenditure. Responsible for speech-writing and Ministerial submissions as required. Deliver technical and other presentations, as required to a variety of audiences.

- ENQUIRIES** : Ms B Kama, Tel No: (043) 701 0316
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

- NOTE** : The Mzimvubu-Tsitsikamma 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. 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.

<u>POST 12/81</u>	:	<u>DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: MTCMA09</u> Branch: Mzimvubu-Tsitsikamma Catchment Management Agency Division: Revenue Management
<u>SALARY</u>	:	R896 436 per annum (Level 11) (all-inclusive salary package)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Undergraduate (NQF Level 7) in Accounting/ Financial Accounting or relevant qualifications as recognized by SAQA, with related field. A minimum of five (5) years' experience in finance or supply chain management environment, of which three (3) years should be at Assistant Director level or equivalent. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of commercial Laws. CMA/Departmental policies and procedures. Principles and practice of financial accounting. Accountability and ethical conduct. Willingness to travel.
<u>DUTIES</u>	:	Manage the implementation of revenue management policy and strategy. Monitor the implementation of revenue management strategy, policies, processes and procedures. Ensure compliance to revenue management policies and procedures. Implement key customer account strategy. Ensure master information is verified and approved in accordance with applicable policies and procedures. Determines revenue estimates/ targets in line with tariff determination process. Manage the billing of water users. Manage the preparation of statements and bills. Ensure maintenance of client records related to invoicing and bill payment. Ensure master file information is accurate. Manage reconciling of billing accounts to the general ledger. Ensuring the accuracy of invoicing for the company and its customers. Provide customer support to customers with disputes or enquiries concerning invoices or billing process. Ensure that all registered water users are billed regularly and receive invoices/ statements. Regularly monitors billing for exceptions, e.g deviations in volumes and amounts from the norm or standards. The management of debts. Uptakes of all overdue debts. Regular follow up on paying customers. Oversees the level of outstanding debt. Decreases debtors payment period. Reconciliates and maintains debtors' accounts. Conducts dunning process. Provides inputs towards preparation of annual financial statements. Hand over defaulters into the legal process. Oversee the debts to be handed for collection. Recommend write-off for irrecoverable debts in accordance with PFMA and treasury regulations. Determines and implements revision of impairment of debtors. Ensure customers relations. Develop customer relations policy. Appointments of key account managers. Establish a fully operational call centre. Communication with customers through telephone, personal visits and by letters. Receives and respond to customer queries within turnaround time. Raises awareness on the need to pay water accounts. Raises on being registered and licensed as water users. The management of the component. Develops operational plan for the section. Develops and manages the budget for the section. Develop an expenditure forecast on a quarterly basis for the section. Manage human resources within the section. Participate in the Recruitment and Selection of staff. Manages the development of individuals in section. Ensures that HRD policies and procedures are applied for all staff members with the section
<u>ENQUIRIES</u>	:	Ms B Kama, Tel No: (043) 701 0316
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	The Mzimvubu-Tsitsikamma 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 12/82 : **DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: MTCMA10**
Branch: Mzimvubu -Tsitsikamma Catchment Management Agency Division:
Corporate Support Services

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11) (all-inclusive salary package)
: East London
: A National Diploma (NQF level 6) or Bachelor Degree / Advanced Diploma (NQF level 7) in Public Administration/Management/Human Resources/Industrial Psychology. Three (3) to (5) five years' management experience at Assistant Director level in corporate support environment. The disclosure of a Valid unexpired driver's License. Knowledge of policy development and implementation. Knowledge of administration processes. Knowledge of HR Information. Knowledge of Disciplinary processes in HR. Understanding of government legislation. Financial management and knowledge of PFMA. knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and analysis. People and diversity management client orientation and customer.

DUTIES : Manage and provide support in the following disciplines: Human Resources, Information Technology, Administration, Communications, Safety and Security. Analyse current policies and departmental strategic objectives. Develop and implement administration policies across various disciplines. Recommend amendments to existing policies and create implementation plans. Conduct road shows and brief managers on key policy issues. Analyse human resource information and trends. Provide expert advice to managers on HR information implementation. Monitor and evaluate policy implementation within the department. Develop and implement strategic plan. Create and execute a corporate services implementation plan aligned with strategic objectives. Support line managers in aligning their business plans with HR strategies. Ensure, corporate services act as a business partner to line management. Oversee the delegation and execution of tasks according to the strategic plan. Compilation and management of Corporate Services budget. Develop the corporate services budget. Ensure budget implementation aligns with approved plans. Provide early warnings about potential financial risks or issues. Prepare and share monthly budget reports with managers. Management of Human Resources. Provide expert advice on HR policies and implementation strategies. Monitor the consistent application of policies and address any deviations. Monitor and support performance management processes. Facilitate training and development initiatives. Manage leave administration

ENQUIRIES APPLICATIONS : Ms B Kama, Tel No: (043) 701 0316
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : The Mzimvubu-Tsitsikamma 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 12/83 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: MTCMA11**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency division:
Financial Management

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11) (all-inclusive salary package)
: East London
: A relevant NQF level 7 qualification in Financial Management / Financial Accounting or related field. Five (5) years' experience in finance and or supply chain management environment, of which three (3) years relevant experience at supervisory / management (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws.

- Knowledge of administrative and clerical procedures and systems. Knowledge of commercial Laws. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Accountability and ethical conduct. Willingness to travel.
- DUTIES** : Provide strategic direction in management accountings services. Rendering of budget planning, budget control and monthly reporting. Provide guidance on handling budget planning. Management of budget control for all directorates. Provide financial accounting services. Rendering of financial management services. Provide bookkeeping services. Manage payroll services. Ensure financial reporting. Ensure control of state-owned assets. Manage movable assets. Manage immovable assets. Manage leased assets. Provide supply chain management services. Provide guidance in the rendering of demands management services. Ensure the acquisition of goods and services. Manage logistics. Manage contracts. Provide strategic leadership and business planning. Operational planning and reporting. Financial planning and reporting. Supply chain planning and reporting. Human resource planning and reporting. Human resource development and performance management.
- ENQUIRIES** : Ms B Kama, Tel No: (043) 701 0316
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- NOTE** : The Mzimvubu-Tsitsikamma 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 12/84** : **SCIENTIFIC TECHNICIAN: PRODUCTION GRADE A-C REF NO: 240426/01**
Branch: Water And Sanitation Services Management: Fs Cd: Provincial Operations Free State: Dir: Water Resources Management Support Sd: Geohydrological Services
- SALARY** : R391 671 – R586 665 per annum (OSD) (Offer will be based on proven years of experience)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A National Diploma in Natural /Water Groundwater/ Geohydrology related Sciences or relevant qualification. Three (3) years' post qualification technical scientific experience in groundwater. Compulsory registration with SACNASP as Certificated Natural Scientist. The disclosure of a valid unexpired driver's license. Program and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of groundwater resources management is essential. Extensive experience in water management, Environmental field, urban development, agricultural, waste management and mining. Understanding of department's role and function with respect to Water Quality and Water Resources Protection. Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. Understanding of principles of integrated Water Resource Management. Experience in minimizing the impacts from industries, agriculture, urban development and mining. Computer literacy. Innovative thinking. Negotiation skills. Good written and verbal communication skills. Knowledge of legal compliance. Technical report writing. Data analysis. Scientific presentation. Decision making. Customer focus and responsiveness. Problem solving.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures. Perform technical scientific and geohydrological functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions and extension of the groundwater monitoring network. Preparation and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide Geohydrological technical support and advice. Develop working relations with client base and extend client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. To perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific

data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Research and development. Continuous professional development to keep up with new technologies and procedures. Conceptualize and development of scientific equipment. Equipment review and procurement of new equipment. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on Geohydrological -related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff. All duties will be performed in a Geohydrological environment.

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 12/85 : **CHIEF WATER PLANT SUPERINTENDENT REF NO: 240426/02**
 Branch: Infrastructure Management: Central Operations Dir: Operations Central

SALARY : R325 101 per annum (Level 07)
CENTRE : Jericho Dam
REQUIREMENTS : NQF level 4 qualification. Five (5) years' experience in Water Plant Operations. The disclosure of a valid unexpired driver's license. Knowledge in controlling and managing the water distribution for all government water works within the Area Offices Jurisdiction. Policy implementation. Monitoring and Evaluation principles. Knowledge of managing human resources. Disciplinary knowledge of Occupational Health and Safety. Disciplinary knowledge of public administration. Knowledge in supporting water utilization and water resources strategy. Knowledge of flood controlling and understanding of government legislation. NB: Shortlisted candidates will be subjected to perform practical test.

DUTIES : Manage bulk water infrastructure operations (pump Stations, dams and dam walls, pipelines and weirs, reservoirs, residential and office infrastructure). Maintenance of bulk water infrastructure (pump Stations, dams and dam walls, pipelines and weirs, reservoirs, residential and office infrastructure). Management of occupational health and safety and legal compliance. Management of Human Resources.

ENQUIRIES : Mr. M Sehume, Tel No: (017) 846 6000
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 12/86 : **SECURITY OFFICER (NKP) REF NO: 240426/03 (X4 POSTS)**
 Infrastructure Management: Central Operations Dir: Operations Central
 Branch: Infrastructure Management

SALARY : R193 359 per annum (Level 04)
CENTRE : Central Operations Jericho Dam
REQUIREMENTS : NQF level 4 Senior/Grade 12 qualification Certificate. One (1) to (3) three years in the Security Industry. PSIRA Grade C certificate. Firearm Training Certificate with Business Purpose. SAPS competency Certificate. National Key Point Certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer skills. Knowledge of minimum information security standards (MISS) excellent communication skills verbal and written. A comprehensive knowledge and understanding of assets and information protection: Must be willing to work shifts including weekends and public holidays, must be cleared of any pending criminal records. NB: Shortlisted candidates will be subjected to perform practical tests.

DUTIES : Guarding and Patrolling the Departmental premises, Conduct and enforce compliance to access control procedures at all Departmental premises/NKP main entrance by searching vehicles, people and property as per access control and Criminal Procedure Act 51/1977, permit or deny entry as required., ensure prohibition of unauthorized removal of equipment from the premises, operate control room security equipment's. Arrest transgressor's at NKP area,

		Ensure all incidents are recorded in the Occurrence book, ensure application of emergency procedures in situation like boom threats, riots etc.
<u>ENQUIRIES</u>	:	Mr. DM Mhlanga Tel No: (017) 846 6000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 12/87</u>	:	<u>WATER CONTROL AID (X15 POSTS)</u> Branch: Infrastructure Management Northern Operations Dir: Operations Northern
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04) Hartbeespoort Dam Ref No: 240426/04 (X1 Post) Buffelspoort Dam Ref No: 240426/05 (X2 Posts) Roodeplaat Dam Ref No: 240426/06 (X2 Posts) Vaal Kop Dam Ref No: 240426/07 (X2 Posts) Marico GWS Ref No: 240426/08 (X3 Posts) Klein Marico Ref No: 240426/09 (X3 Posts) Lindleyspoort Dam Ref No: 240426/10 (X2 Posts)
<u>REQUIREMENTS</u>	:	An NQF level 2. A Senior / Grade 12 certificate / Adult Education Training (AET) or higher qualifications will serve as an added advantage. Good verbal, writing and reading skills. Basic knowledge in controlling and managing the water distribution for all Government water works. Basic understanding in occupational Health and safety. Basic knowledge of flood control. Basic understanding of record keeping.
<u>DUTIES</u>	:	Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily inspections on section. Report holes on embankments and any irregularly on canals to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment's safe and lock the storeroom always.
<u>ENQUIRIES</u>	:	Mr. KS Thantsha Tel No: (015) 307 8600
<u>APPLICATIONS</u>	:	Mr. ST Ngcobo, Tel No: (013) 262 6839 All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 12/88</u>	:	<u>GENERAL WORKER (X6 POSTS)</u> Branch: Infrastructure Management: Southern Operations Dr: Operations Southern
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02) Breede/Grouitz Ref No: 240426/11 (X1 Post) Theewaterkloof Ref No: 240426/12 (X1 Post) Clain William Dam Ref No: 240426/13 (X1 Post) Vredendal Area Office Ref No: 240426/14 (X3 Posts)
<u>REQUIREMENTS</u>	:	An ABET Certificate. A higher qualification will serve as an added advantage. Demonstration to relevant experience in a similar environment will serve as an added advantage. Knowledge of general worker in handling gardening equipment and appliances. Knowledge of working on various general work including lawn care process. Basic knowledge of maintenance practices for the efficient and safe upkeep of government water infrastructure and associated facilities.
<u>DUTIES</u>	:	Carry out general maintenance activities including weed control, gardening, painting, maintenance of fire breaks and herbicide application. Conduct general routine inspections on Departmental infrastructure. Perform maintenance tasks on government water infrastructure and related facilities such as canals, pipelines, dams, servitudes, terrain and buildings. Report faults, defects, and safety hazards to supervisors promptly. Load and offload equipment. Adhere to the Occupational Health and Safety (OHS) Act and all related safety regulations. Assist with other general duties as and when requested.

ENQUIRIES : Mr Monwabisi Tom Tel No: (021) 941 6121
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 12/89 : **GENERAL WORKER REF NO: 240426/15 (X19 POSTS)**
Branch: Infrastructure Management: Northern Operations Dir: Operations
Northern Cluster

SALARY : R138 486 per annum (Level 02)
CENTRE : Marico Dam
REQUIREMENTS : An ABET Certificate. A higher qualification will serve as an added advantage. Preference will be given to candidates who can demonstrate relevant work experience in a similar environment. Knowledge of general worker in handling gardening equipment and appliances. Knowledge of working on various general work including lawn care process. Basic knowledge of maintenance practices for the efficient and safe upkeep of government water infrastructure and associated facilities.

DUTIES : Carry out general maintenance activities including weed control, gardening, painting, maintenance of fire breaks and herbicide application. Conduct general routine inspections on Departmental infrastructure. Perform maintenance tasks on government water infrastructure and related facilities such as canals, pipelines, dams, servitudes, terrain and buildings. Report faults, defects, and safety hazards to supervisors promptly. Load and off-load equipment. Adhere to the Occupational Health and Safety (OHS) Act and all related safety regulations. Assist with other general duties as and when requested.

ENQUIRIES : Mr B Mameshi, Tel No: (082) 870 7157 / Mr P Mokgau, Tel No: (082) 870 7157
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

MANAGEMENT ECHELON

<u>POST 12/90</u>	:	<u>DIRECTOR GENERAL: REF NO: DWYPD/007/2026</u> (Five-year Contract)
<u>SALARY</u>	:	R2 352 642 per annum (level 16), fully inclusive remuneration package. Plus, a 10% non-pensionable HOD allowance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Postgraduate qualification (NQF Level 8) in Public Administration/Business Management/Social/ Economic/ Development Sciences or relevant field. Successful completion of Nyukela Public Service (SMS) Pre-Entry Programme prior appointment. Successful completion of training on Gender Mainstreaming in the Public Service course and any other appropriate training on WYPD issues as applicable to the work of the department in this regard. At least 10 years of experience at a senior managerial level, with demonstrated understanding of issues affecting women, youth, and persons with disabilities. Proven leadership and strategic management capability in the public sector or related environments. Management of strategic policy-driven programmes. Demonstrative experience in managing programmes related to women, youth and persons with disability empowerment. Knowledge of Policy formulation process within Government; Policy Development and Implementation; Public Finance Management Act; Human Resource Management requirements applicable to the Public Service, advanced understanding of women, youth and persons with disability as designated groups; understanding of Multi-lateral Obligations. Understanding of Legislative framework as applicable to the work of the Department (e.g. Constitution, National Council on Gender Based Violence and Femicide Act, 2024 (Act No.9 of 2024) National Youth Development Agency Amendment Act, 2024 (Act No.11 of 2024). South African Youth Development (SAYD) Act. 2008 (Act No.54 of 2008). Women Empowerment and Gender Equality Act (WEGE Act) etc). Core Management Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management Change management, together with process competencies namely Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication and Client Orientation and Customer Focus (Batho Pele Principles) Personal Attributes: Ability to work under stressful situations; Analytical thinking; effective interpersonal relations; highly motivated; Innovative and creative; Negotiation and facilitation; People orientated and able to function within a group; Solution orientated.
<u>DUTIES</u>	:	Provide strategic leadership and ensure that the Department is well governed, appropriately structured, human and financially resourced to deliver on the mandate; Ensure that the Department's five-year Strategic Plan and Annual Performance Plans are developed and approved; Serve as an Accounting Officer and ensure the implementation and adherence to the requirements of an Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Participate in FOSAD and all DG Cluster structures in advancing the rights of WYPD across the work of government. Ensure implementation of programmes related to mainstreaming of the rights and empowerment of women and the advancement of gender equality. Promote the implementation of strategies and programs for gender mainstreaming across government and other role players in the state; Monitor the implementation of national policies, strategies and programmes on women's empowerment and gender equality; Facilitate and advocate for the economic participation of women through preferential procurement and broad based black economic empowerment; Provide gender and age disaggregated data through research and policy analysis into development planning and service delivery; Formulate and monitor the implementation of the gender mainstreaming strategy into the whole Government; Advocate for 50/50 gender parity across all spheres, levels and structures/ organisations in the country.

Ensure the implementation of programmes related to the mainstreaming of the rights of persons with disabilities across government and society. Lead the development and alignment of national disability rights policies with global conventions (e.g., UNCRPD); Integrate disability rights across sectoral policies and National Development Plan; Guide institutional capacity building for disability mainstreaming across all spheres of government; Oversee the national disability rights monitoring and evaluation framework; Promote universal design, accessibility, and reasonable accommodation in public services and infrastructure; Coordinate inclusive programmes in education, employment, health, and social protection; Ensure full compliance with legislation such as the White Paper on the Rights of Persons with Disabilities; Advocate for disability-inclusive budgeting and resource mobilisation; Advocate for increased representation of persons with disabilities in employment towards the employment equity target of 7% by 2030. Provide strategic leadership in the development, coordination, and implementation of policies and programmes that promote the rights, empowerment, and meaningful participation of youth. Oversee the development, review, and implementation of the National Youth Policy and other youth-focused frameworks; Promote policies and programmes that support youth access to economic opportunities, including entrepreneurship, job creation, and procurement; Ensure coordination between government departments, civil society, the private sector, and development partners on youth development initiatives; Advocate for measures to address youth unemployment; Advocate for increased representation of youth employment in government towards 30% by 2030. Provide support to the Minister in fulfilment of all requirements from the oversight bodies. Provide efficient and effective support to the Minister and Deputy Minister in their executive obligations and engagements with Cabinet, PCC, IMC, Parliament, Government Ministries.

**ENQUIRIES
APPLICATIONS**

: Mbhazima Shiviti, Telephone number: (012) 359 0262
 : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (Kindly note that the emailed applications and attachments should not exceed 15MB). General enquiries may be brought to the attention of Mr Zuko Bebula 012 359 0417/ Mr Joseph Mahlangu 012 359 0238 email Recruitment03@dwypd.gov.za

NOTE

: Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will Not be considered or accepted. Correspondence is limited to short-listed candidates only. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your

application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment of the advertised post. 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 skills that are generic requirements and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such the appointment will be made subject to positive outcomes of personnel suitability checks. A Successful candidate shall be required to enter into performance agreement within three (3) months of assuming her duties in the Department, and within one (1) month of the date of her appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity and affirmative action employer. In the filling of these posts, it is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Note: Preference will be given to Women and Persons with Disabilities.

CLOSING DATE : 30 April 2026 at 16:00

OTHER POST

POST 12/91 : **DRIVER/MESSENGER POSTS REF NO: DWYPD/006/2024**

SALARY : R193 359 per annum (Level 04), plus benefits
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent NQF 4 qualification, A valid driver's license, 1-2 years' experience as a driver/messenger. Knowledge: understanding of road traffic rules and regulations, Skills: Driving skills, Sound organisational skills, language skills and the ability to communicate well with people at different levels and from different backgrounds, basic written communication skills, Computer literacy (MS Office), Good interpersonal skills, General office administrative and clerical skills. Personal Attributes: high level of reliable, high sense of urgency, ability to work effectively under limited supervision, highly motivated, goal orientated and driven, Confidentiality, integrity and ability to act with tact and discretion.

DUTIES : Collect and deliver documents; Collect, deliver and distribute documents of the Departments; Transport employee in the Department ensure that employees and guest are transported to their destinations on time, Record kilometres when undertaking a trip; record keeping of the utilisation of the allocated motor vehicle, log sheet and petrol receipts

ENQUIRIES : Mr Vusimuzi Mahamba, Tel No: 012 359 0204
APPLICATIONS : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Mr Amukelani Misunwa 012 359 0240/ Mr Joseph Mahlangu 012 359 0238 email applications Recruitment01@dwypd.gov.za

NOTES : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection

committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof must be attached to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

CLOSING DATE : 24 April 2026 at 16:00

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

- APPLICATIONS** : 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, No Applications Will Be Accepted By Staff In Offices In The Building
- CLOSING DATE** : 24 April 2026
- NOTE** : Effective from 01 April 2026, the Department of Public Works and Infrastructure now utilises an e-Recruitment System which means all applicants must login/register (<https://systems.fshealth.gov.za/e-Recruitment/Login>) to apply for positions, we only accept hand delivered/posted/emailed applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the Department of Public Works and Infrastructure ICT unit was unable to assist. The applicant's profile on the e-Recruitment system 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, and 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 Department of Public Works and Infrastructure 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 Competency 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 Department of Public Works and Infrastructure 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. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the Department of Public Works and Infrastructure within 3 months of the closing date, please regard your application as unsuccessful. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on e-recruitmentfsdpwi01@fsworks.gov.za

OTHER POSTS

- POST 12/92** : **SENIOR SECURITY OFFICER (REF NO: PWI 26/09) (1 POST)**
Security Services Directorate
- SALARY** : R228 321 per annum (A basic salary) (Level 05)
- CENTRE** : Region: Thabo Mofutsanyane
- REQUIREMENTS** : Formal qualification for this position is Grade 12 (or equivalent). Relevant 2 - 3 years security experience. Registration with PSIRA Grade A. Successful candidates will be expected to undergo a security clearance.
- DUTIES** : Supervise the security functions performed by the security officers, ensuring adherence to or implementation of department security policies and will include the following: Access control, Safety in building and the premises, authorizing

of the equipment, documents and stores into or out of the building or premises and incidents/occurrence books/registers. Administrative and related functions like authorizing leave, determining rosters, shift schedules and overtime, monitoring performance of employees and determine training needs. Provide inputs into drafting of policies. This includes evaluating and reporting on the effectiveness of security measures and procedures. Coordinate suggestions from internal or external stakeholders. Monitor and maintain the security systems, report faulty equipment/systems and ensure systems are functioning optimally through scheduled services. Support investigations, identify risks and threats to the security of the department and provide information regarding incidents to investigating officers.

ENQUIRIES : Only (No applications): e-recruitmentfsdpwi01@fsworks.gov.za
APPLICATIONS : To apply visit: (<https://systems.fshealth.gov.za/e-Recruitment/Login>)

POST 12/93 : **SECURITY OFFICER (REF NO: PWI 26/10) (3 POSTS)**
Security Services Directorate

SALARY : R168 680 per annum (A basic salary) (Level 03)
CENTRE : Region: Thabo Mofutsanyane
REQUIREMENTS : Formal qualification for this position is NQF level 3 (or equivalent). Registration with PSIRA Grade C. Successful candidates will be expected to undergo a security clearance.

DUTIES : Perform access control. Ensure safety in the buildings and the premises. Ensure equipment, documents and stores do not leave or enter the building or premises unauthorized. Ensure that all incidents are recoded in the occurrence book or registers. Operate control room security equipment.

ENQUIRIES : Only (No applications): e-recruitmentfsdpwi01@fsworks.gov.za
APPLICATIONS : To apply visit: (<https://systems.fshealth.gov.za/e-Recruitment/Login>)

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

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>. For general enquiries please contact Human Resource on 011 355-7082/7043. Only online applications will be considered.
- CLOSING DATE** : 24 April 2026
- NOTE** : In line with the Department's employments Equity Plan, preference will be given To Coloured Females, Indian Females, White Females candidates. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. 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 our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

- POST 12/94** : **CHIEF DIRECTOR: ROADS MAINTENANCE REF NO: REFS/045396**
Branch: Roads Infrastructure
- SALARY** : R1 494 900 – R1 787 328.per annum (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : NQF level 7 in Built Environment in Construction studies/ BSc/B Eng in Civil/Structural Engineering. Registered with professional Body (such as Engineering Council of South Africa (ECSA), South African Council for the Project and Construction Management Professions (SACPCMP), South African Council for Quantity Surveying Profession (SACQSP) etc. Minimum of 5 years senior management experience within transport infrastructure environment and or built environment. Extensive experience in planning management and execution of roads Construction/ maintenance of projects will be an added advantage. A valid driver's license. Pre-Entry SMS Certificate submitted prior to appointment. Knowledge: Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of construction contract law & administration. Engineering Profession Act, 2000. Gauteng Transport Infrastructure Act 2001. National Roads Traffic Act. 1996. National Environmental Management Act, 1998. Colto Standard Specifications for Road and Bridge Works. General Conditions of Contract (GCC & FIDIC. Skills: Client orientation and customer focus. People management and empowerment.

Service delivery innovation. Problem solving and analysis. Project management methodologies. Contract management. Business performance management. Community relations. Stakeholder relationship management. Analytical thinking. Research. Computer utilization. Policy formulation. Conflict management. Financial management. Adaptability during changes to meet the goals. Strategic management. Change/diversity management. Communication. Creativity

DUTIES : Manage departmental maintenance of roads at the regional offices as per the sphere segmentation. Manage outsourced road maintenance services. Provide plant and equipment hire and fleet lease services. Manage fuel services. Execute road network maintenance projects. Manage infrastructure protection services. Manage Roads Asset Management System (RAMS) and Geographic Information System (GIS) Manage plan room services. Manage call center services. Manage the provision of access to the road. Manage maintenance technical auxiliary services. Manage office support and coordination services. Ensure that the expenditure is aligned with the procurement and the approved budget. Render payments of goods and services. Manage the cash flow projections and expenditure. Manage maintenance contracts and coordinate regional maintenance contracts. Adhere to and promote legislative, department prescripts and the Code of Conduct for the Public Service. Provide strategic leadership to the units. Manage the execution of maintenance strategies through the provision of appropriate structures, systems and resources. Ensure maintenance standards, specifications and service levels in accordance with Departmental objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to departmental goals to direct or redirect engineering services. Manage, coordinate, and monitor the budget of the road maintenance directorate. Implement the budget by monitoring, projecting, and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor the performance of employees to ensure achievement of strategic goal. Manage the human resource development of employees. Enhance and maintain employee motivation Plan, organize and control activities pertaining to the functions of the component.

ENQUIRIES : Ms. M Mashele/ Mr. E Mpateni (011) 355-7521/7252

OTHER POSTS

POST 12/95 : **CHIEF ENGINEER – MATERIAL SERVICES REF NO: REFS/045420**
Branch: Roads Infrastructure

SALARY CENTRE REQUIREMENTS : R1 266 450 – R2 388 657 per annum (all-inclusive package)
: Koedoespoort. (Pretoria)
: Engineering Degree [B Eng/ Bsc (Eng)] in Civil Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer. Knowledge: GPG and GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of GPG political and executive structure. Engineering professional Act. Gauteng transport Infrastructure Act 2001. National Land Transport Act. Architectural Profession Act. Landscape Architectural Profession Act. Programme and project management. Engineering design and analysis. research and development. Computer aided engineering application. Knowledge of legal compliance. Technical report writing. Creating High performance culture. Professional judgement. Networking Attributes- Decisive. Responsive. Credible. Flexible/Change oriented. Proactive and resourceful.

DUTIES : Plan for and undertake pavement designs for roads. Prepare tender documentation and manage consulting engineering contracts. Validate compliance with departmental design policies, standards and procedures. Contribute to the condition assessments for roads and make recommendations for repairs. Lead panel inspections for roads and management of these assets. Quality control pavement designs by consultants for road construction and road rehabilitation projects. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the provincial and national

		infrastructure forums. Mentor Candidate Engineers, Technologists and Technicians employed by the Department
<u>ENQUIRIES</u>	:	Mr. E Mashaba Tel No. 011 355 7340/Ms. A. Mkhombo/ Mr. E Mpateni (011) 355-7521/7252
<u>POST 12/96</u>	:	<u>DEPUTY DIRECTOR: ICT GOVERNANCE AND INFORMATION MANAGEMENT REFS NO: REFS/045391</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436.per annum (All-inclusive package) (level 11) Johannesburg (Head Office) National Diploma/ Degree (NQF Level 6/7) in ICT (Computer Science/Informatics)/Business Information Management/Information Technology. ITIL, COBIT, Project Management certifications will be an added advantage, 3-5 years' experience in ICT middle management position. Knowledge and Skills. GPG and DPDRT policies and procedures. Relevant legislation and Public Service Regulations. Government ICT procurement. People and empowerment, service delivery innovation, problem solving and analysis and written and oral communication.
<u>DUTIES</u>	:	Manage ICT governance. Manager the department information security through the implementation of tools and techniques. Implement technical solutions for information and knowledge management. Implement processes that promote alignment of the ICT goals and objectives. Coordinate the proceedings of the IT steering committee meetings. Manage ICT risks and audits. Ensure efficient management of ICT risk and audit environment. Develop and manage ICT risk management processes. Manage audit performance of internal and external auditors. Manage and monitor ICT service level agreement/contracts. Develop and manage departmental Service Level Agreement (SLA) with business units. Manage ICT business improvement and change management. Manage ICT projects through the implementation of ICT projects methodology. Develop and manage relationships with relevant stakeholders. Conduct research. Conduct research and development of ICT Governance. Manage ICT Assets and support services. Manage and monitor ICT budget and procurement. Manage the continuous improvement of ICT support services through improvement of services, practices and processes. Manage resources (Human, Financial, Equipment/Asset). Monitor the performance of staff and ensure performance assessment. Coordinate the compilation of various reports.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011 355 -7521)/ Ms. P. Mabasa (011) 355 - 7175
<u>POST 12/97</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE SUPPORT SERVICES REF NO: REFS/045390</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436.per annum (All inclusive package) (level 11) Johannesburg (Head Office) National Diploma (NQF Level 6) Degree (NQF Level 7) in ICT (Computer Science/Informatics)/Business Information Technology/Information Technology. ITIL, COBIT, Project Management certifications will be an added advantage, 3-5 years' experience in ICT middle management position. Knowledge and skills Relevant legislation and Public Service Regulations. Knowledge of SLAs. Management information knowledge. Minimum information Security Standard. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to identify and interpret the required information fields and documentation.
<u>DUTIES</u>	:	Manage ICT infrastructure and capacity plan. Develop and implement policies and capacity plans for the department server and network infrastructure in line with departmental requirements. Manage and monitor the allocation of software licenses to ensure optimum utilisation and minimise costs. Oversee the management of unified communications systems (telephone system). Manage ICT server and network support infrastructure services. Manage and coordinate the day-to-day activities and operations of the department Network/Server infrastructure and secure network environment. Maintain the network infrastructure, software, network operating system and applications. Manage desktop support services. Manage the maintenance and support of all computer end-user devices and computerised systems, information processing equipment and software. Develop, implement and maintain ICT business

		continuity and disaster recovery. Interact with relevant professional bodies/councils on the latest development in the information technology field (CSIR, E-GOV, GMA, MASTEK, Microsoft, RTMC, SANRAL etc.). Manage resources (Human, Financial, Equipment/Asset)
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011 355 -7521) Ms. P. Mabasa (011) 355 – 7175
<u>POST 12/98</u>	:	<u>DEPUTY DIRECTOR: CAREER DEVELOPMENT REF NO: REFS/045394</u> Branch: Corporate Services
<u>SALARY</u>	:	R896 436.per annum (All-inclusive package) (level 11)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIRMENTS</u>	:	Bachelor's degree (NQF Level 7) in Human Resource Development /Management/ Industrial Psychology/ Business Administration/Public Management. A minimum of 3–5 years' experience in Human Resource Development at an Assistant Director or junior management position/level. Sound knowledge and insight regarding the regulatory framework and related HR legislation and policies. Good planning, organising, presentation, and financial management skills. Project and programme management expertise in Human Resource Development. Excellent writing skills with meticulous attention to detail and record-keeping. Computer literacy skills. People management and empowerment. Ability to work under pressure and demonstrate innovative and creative thinking. A valid driver's license. Good communication (verbal and written), analytical thinking, and problem-solving skills.
<u>DUTIES</u>	:	Manage learnerships, apprenticeship, internship programme and Candidacy Development Programme. To identify Learnership needs for the Department. Manage the implementation of structured training programmes for interns, learners and apprentices with respective Branch/line managers, accredited service providers, like Sector Education and Training Authority. Monitor the effective implementation of the Internship, Learnership and Apprenticeship programme and liaise with the appropriate Sector Education and Training Authority established in terms of the Skills Development Act of 2008 (Act 37 of 2008). Manage the administration of internal and external bursaries. Develop and implement needs analysis to determine the department's skills shortage with the respective Branch, relevant Committees. Manage and coordinate the implementation of succession planning, career development and monitoring. Ensure effectiveness of talent pipeline management programme. Manage the implementation of Recognition of Prior Learning (RPL). Align the recognition of qualification prior learning programme with HRD plan. Manage the recognition of improved qualifications process. Develop a plan to administer the implementation of the Recognition of Improved Qualifications. Manage the Sub-Directorate Career Development.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011 355 -7521)/ Ms. P. Mabasa (011) 355 – 7175
<u>POST 12/99</u>	:	<u>ASSISTANT DIRECTOR: APPLICATIONS SUPPORT (INFORMATION SYSTEMS) REF NO: REFS/045389</u> Branch: Corporate Services
<u>SALARY</u>	:	R468 459 per annum (Plus benefits) (level 09)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIRMENTS</u>	:	National Diploma (NQF Level 6)/Degree (NQF Level 7) in ICT (Computer Science/Informatics)/ Business information Technology Management/ Information Technology. Valid driver's license. Minimum Information Security Standard. System Development Life Cycle (SDLC) as an added advantage. 3-5 years' experience in software development. Knowledge and skills. Relevant legislation and Public Service Regulations, knowledge of SLAs, Information management, Minimum Information Security Standard. Strong problem solving and analysis, change management and stakeholder relationship management. Interact with relevant professional bodies/councils on latest developments in the information technology field.
<u>DUTIES</u>	:	Develop and facilitate the implementation of policies and procedures. Provide input in the development, review, and implementation of policies and standard operating procedure. Ensure compliance to system development life cycle. Provide reliable, secured, quality information and data analytics through integration of business solutions. Analyse and translate functional specifications and change requests into technical specs. Develop, implement, maintain, train and support business applications. Provide overall design and

structure of application. Conduct research. Undertake research relevant to applications support. Interact with relevant professional bodies/councils on latest developments in the information technology field. Supervisor staff (human/equipment). Coach, mentor staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Provide input in drafting of budget in the section. Control and monitor the subsection budget expenditure. Coordinate the compilation of various reports and statistics for the section.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011 355 -7521)/Ms. P. Mabasa (011) 355 – 7175

POST 12/100 : **ASSISTANT DIRECTOR: CASE MANAGEMENT REF NO: REFS/045397**
Branch: Corporate Services

SALARY : R468 459 per annum (Plus benefits) (level 09)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma/Degree (NQF level 6/7) in Labour Relations/ Labour Law/ Human Resource Management or equivalent as recognized by the South African Qualifications Authority (SAQA). Minimum of 3 – 5 years of experience in Labour Relations, collective bargaining, legal environment and/or case management. Knowledge and skills: GPG and DPDRT policies and procedures and relevant legislation and Public Service Regulations, people management and empowerment and problem-solving analysis. LLB degree will be an added advantage.

DUTIES : Manage and maintain a case management system. Acknowledge and register all cases in the Department. Analyse reports received and charge employees to determine grounds of misconduct. Ensure investigations are conducted and liaise with Labour Unions' representatives and make recommendations. Facilitate dispute resolution. Attend the conciliation and arbitration proceedings on all set down disputes. Coordinate and facilitate disciplinary processes. Facilitate the acknowledgement and receipt of arbitration awards. Coordinate and facilitate disciplinary processes. Attend to all formal disciplinary hearings and progressive discipline within the Department. Promote fair and sound Labour relations practices in the Department. Provide advisory role on all labour relations matters and challenges. Development of labour relations. Development of Labour relations policies, manuals and guidelines.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521 / Ms. P. Mabasa (011) 355 – 7175

POST 12/101 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: REFS/045395**
Branch: Corporate Services

SALARY : R468 459 per annum (Plus benefits) (level 09)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma/Degree (NQF level 6/7) in Labour Relations/ Labour Law/ Human Resource Management. Minimum of 3 – 5 years of experience in Labour Relations, collective bargaining, legal environment and/or case management. Knowledge and skills: GPG and DPDRT policies and procedures and relevant legislation and Public Service Regulations, knowledge of SLA's, conflict management and financial management.

DUTIES : Facilitate collective bargaining processes in the Department. Monitor all Collective Bargaining activities in the Department. Monitor all Collective Bargaining activities in the Department. Facilitate labour related policies guidelines and labour relations processes. Provide Labour Relations advice and technical support to line managers in the Department (Regions, TOLABSs and DLTs). Facilitate and monitor consultative structures within the Department. Conduct impact analysis on labour relations processes and policies. Monitor the implementation of arbitration awards and collective agreements. Communicate the decision/awards. Conduct advocacy sessions to promote fair and sound collective bargaining practices in the Department. Capacitate line managers and employees on collective bargaining matters. Manage strike action in the Department. Facilitate grievance resolution arising from collective bargaining processes and intervene in conflict management. Manage resources (Human, Equipment/Assets).

ENQUIRIES : Ms. A. Mkhombo (011) 355 -7521 /Ms. P. Mabasa (011) 355 – 7175

<u>POST 12/102</u>	:	<u>CHIEF TRAINING OFFICER – ZWARTKOP TRAINING CENTRE REF NO: REFS/045392</u> Branch: Corporate Services
<u>SALARY</u>	:	R468 459 per annum (Plus benefits) (level 09)
<u>CENTRE</u>	:	Zwartkop Training Centre
<u>REQUIREMENTS</u>	:	National Diploma/Degree (NQF Level 6/7) in Education (registered with SACE) /Business Administration/Human Resource Development. Facilitator, Assessor and moderator Certificates with ETQA. Road Construction Plant and Equipment certificates. Professional certificates in training or learning and development (SETA Accredited). 3-5 years' experience in Training and Development as a Facilitator, Assessor and Moderator. Road Maintenance and Construction experience will be an added advantage. Knowledge and Skills. GPG and GPDRT policies and procedures. Relevant legislation and Public Service Regulations, understanding of expectations of customers, documentation Management and knowledge of GPG executive structures.
<u>DUTIES</u>	:	Develop and maintain the policies regulations and standards. Ensure that training programs comply with relevant regulations, standards and departmental policies. Conduct needs assessments to identify technical skill gaps and training requirements across different business units within the department. Plan and prioritise training and development interventions. Design, monitor and evaluate accredited and non-accredited courses and programs. Evaluate and update existing programs to ensure relevance and effectiveness. Design and monitor the implementation of accredited and non-accredited bearing skills programme. Design, implement and evaluate job specific courses and contractor developing programs in alignment with departmental goals and needs. Advise and assist relevant directorates/regions on Development practices, in line with technical training i.e. road worker student engineers and candidate engineers etc. Ensure that the training manuals, guides and course material such as handouts and visual materials are maintained and readily available. Coordinate and facilitate training programs. Execute the rolling out of the training curriculum's according to the training Program. Evaluate theoretical and practical and in line with unit standard requirements. Manage resources (Human, Equipment/Assets). Oversee administrative tasks related to training programs, including record-keeping and reporting. Responsible for coaching, discipline and monitoring of staff to improve performance. Manage and monitor performance contracts and assessment of sub-ordinates. Manage leave of sub-coordinate.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 -7521 / Ms. P. Mabasa (011) 355 – 7175
<u>POST 12/103</u>	:	<u>ENGINEER TECHNOLOGIST GRADE A – C REF NO: REFS/045421</u> Branch: Roads Infrastructure
<u>SALARY</u>	:	R453 576 – R690 237 per annum (Plus benefits). The offer is based on recognition of experience after registration. (Proof of recognized experience will be requested only to the shortlisted candidates).
<u>CENTRE</u>	:	Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	Bachelor of Technology in Civil Engineering (B Tech). Three years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Must have a valid driver's license. Knowledge And Skills: Knowledge in GPG and GPDRT policies and procedures, Relevant legislation and public service Regulation, Understanding of expectation of customers, Knowledge of SLAs, Management information knowledge of GPG political and executive structures, Engineering professional Act, Gauteng infrastructure Act 2001, National land Transport Act 2009, Architectural Profession Act and Landscape Architectural Profession Act. Skills in Programme and Project Management, Engineering design and analysis knowledge, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgement and Networking.
<u>DUTIES</u>	:	Evaluate and approve geometrics, bridges and stormwater designs. Receive application from the service providers for approval of roads, bridges and stormwater designs, Assess the applications in terms of the Departmental standards, Approve the sign of the roads designs, Drafting of preliminary and detail designs in -house, Receive the request from the public to upgrade intersections on provincial roads, Compile design reports for approval by the DDG: Roads Branch, Implementing the in-house designs (DLTC's, gravel

roads to surface roads and intersection upgrades) as requested by the public and the Department, Projects Management (Capital projects), Create tender documents with the scope of works for service providers, Appoint services providers for capital projects, Monitor service providers deliverables as per appointment in terms of completion time and budget.

- ENQUIRIES** : Mr. E Mashaba Tel No. 011 355 7340/ Mr. E Mpateni Tel 011 355 7252
- POST 12/104** : **SENIOR TRAINING OFFICER – ZWARTKOP TRAINING CENTRE REF NO: REFS/045393**
Branch: Corporate Services
- SALARY CENTRE REQUIRMENTS** : R397 116 per annum (Plus benefits) package (Level 08)
: Zwartkop Training Centre
: National Diploma/Degree (NQF Level 6/7) in Education (registered with SACE)/Business Administration/Human Resource Development. Facilitator, Assessor and Moderator Certificates with ETQA. Road Construction Plant and Equipment certificates. Professional certificate in training or learning and development (SETA Accredited). 2-3 years' experience in Training and Development Environment as a Facilitator and Assessor. Road Maintenance and Construction experience will be an added advantage. Knowledge and Skills. GPG and GPDRT policies and procedure, relevant legislation and Public Service Regulations, understanding of expectations of customers and knowledge of GPG executive structures. Computer utilisation and conflict management.
- DUTIES** : Implementation training and staff development programs. Implement training and development programmes in line with set standards and outcomes. Conduct training interventions to address skills development needs and to help workers maintain or improve job skills. Facilitate the implementation of training and developmental interventions in compliance with training and Developmental Legislation and policies. Execute, monitor and evaluate accredited and non-accredited courses and programs. Execute, monitor and evaluate accredited and non-accredited courses and programs. Execute the implementation of accredited and non-credited bearing skills programme to meet the required skills as needs analysis. Implement training and staff development interventions using effective methods such as classroom training, on job training, workshops exposure etc. Facilitate training programs. Conduct the rolling out of the training interventions in line with the Training Program. Implementation and Evaluation of Pre assessments before training program. Implementation and Evaluation of Pre assessments before training begins. Enable learners to undergo Recognition of Prior Learning as per agreement (Technical jobs such as Road Worker Earth moving and non-Earth moving Operators). Supervise resources (Human, Equipment/Assets). Responsible for coaching, discipline and mentoring of staff to improve performance. Manage and monitor performance contract and assessment of subordinates.
- ENQUIRIES** : Ms. A. Mkhombo Tel No: (011) 355 -7521 / Ms. P. Mabasa (011) 355 – 7175

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL PROVINCE
DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: kznjobs@kznedtea.gov.za All attachments for Email applications must include an application form Z83 and CV only combined in PDF and as one (1) document or attachment, indicating the correct job title and the reference number of the post on the subject line of your email Applicants may also visit any one of our Designated Online Application Centres (DOACS), where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the Designated Online Application Centres (DOACS) list at www.kznonline.gov.za/kznjobs." Please Note That Applicants Should Only Use One Of The Following Methods When Applying For A Post: Either Through The Online E-Recruitment System, Emailing The Z83 And Cv Directly To The Relevant Department, Or Submitting A Hard-Copy Application As Directed. Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, Pietermaritzburg, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphso Zangwa.
- CLOSING DATE** : 24 April 2026 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies. The form must be completed in full, and the application form should be initiated, signed, and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be required to undergo a competency test/technical exercise. Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and/or previous employer(s) apart from the referees listed. All shortlisted candidates, 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 exercise, the

selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementing competency-based assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry, and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. Regrettably, due to excessive budget cuts, the Department is not in a position to cover any travel and subsistence costs associated with recruitment processes.

MANAGEMENT ECHELON

- POST 12/105** : **CHIEF DIRECTOR: STRATEGIC INDUSTRIAL INTERVENTIONS REF NO: CD-STR INTER 03 / MARCH 2026**
 Business Unit: Strategic Industrial Interventions
 This post is being re-advertised. Candidates who applied previously may re-apply.
- SALARY** : R1 494 900 - R1 787 328 per annum (Level 14) (All-inclusive salary package to be structured under the rules of SMS)
- CENTRE REQUIREMENTS** : Head Office: Pietermaritzburg
 : An appropriate Bachelor's degree or equivalent qualification in Industrial Engineering/ Economics / Development Studies or other relevant disciplines at NQF level 7 as recognised by SAQA. Postgraduate qualification in Industrial Policy or Engineering Management will be an added advantage. A minimum of five years of experience at a Senior Managerial level in industrial development. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment A valid driver's licence.
- DUTIES** : Key Performance Areas: The successful candidate will be required to Provide strategic leadership and direction in promoting Maritime Services and Port operations through participatory determination in the industry Co-ordinate and develop Annual Performance, Operational and Strategic Plans for the Chief Directorate Provide strategic direction and coordination in the implementation of the KZN integrated Aerotropolis strategy (IAS) and the associated master plan to support Aerotropolis development Provide strategic leadership and guidance in the implementation of strategies to support industrial economic HUBs and Special Economic Zones (SEZs) Coordinate the development and implementation of policies Manage human, financial resources and assets of the Chief Directorate. Skills, Training, And Competencies: The successful candidate must have: Extensive knowledge of the Durban Aerotropolis Master Plan; Industrial Economic Hubs, Maritime Industry, and Special Economic Zones Strategies; National Maritime Transport Policy; Provincial Industrial Development Strategy (PIDS); and National Development Plan. Broad understanding of the public sector environment. Provincial Growth and Development Plan (PGDP), District Growth and Development Plan (DGDP). Good knowledge of strategy development and policy implementation in accordance with agreed norms and standards. Knowledge and understanding of the regulatory framework for the Public Service, e.g., the Constitution of the Republic of South Africa, the Public Service Act, the PFMA, Treasury Regulations, the Public Service Regulations, the Basic Conditions of Employment Act, the Occupational Health and Safety Act, and the Labour Relations Act. Good stakeholder coordination and engagement, Sound research, knowledge management, strategic capability and leadership, problem solving and analysis, and empowerment. Knowledge and understanding of Employee Performance and Management System, knowledge of the Security Management Act, Bill of Rights, Community Outreach, and Public participation. Skills: Ability to communicate at all levels, including Provincial Departments, Senior Management, and Private Sector Organizations. Computer literacy, strategic planning, negotiating skills, programme and project management principles, report writing, and presentation skills. Broad knowledge of service delivery innovation, change management, and financial management. Strategic and leadership, policy

		analysis and development, management and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management,
<u>ENQUIRIES</u>	:	MS F F Pupuma: Tel No: 033 264 2543 / 082 788 8330
<u>NOTE</u>	:	Target: Females And People With Disabilities Who Meet The Requirements.
<u>POST 12/106</u>	:	<u>CHIEF DIRECTOR: TOURISM DEVELOPMENT REF NO: CD-TOURISM 04 / MARCH 2026</u> Business Unit: Tourism Development
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum (Level 14) (All-inclusive salary package to be structured under the rules of SMS)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Tourism Management / BCom in Tourism and Hospitality/ Development Studies / Business Administration / Economics / Policy and Economic Development at NQF level 7 as recognised by SAQA. Postgraduate qualification in Management Sciences will be an added advantage. A minimum of five years of experience at a Senior Managerial level in the tourism sector. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment A valid driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be required to Provide strategic leadership and direction in promoting sustainable tourism growth and development in the Province Provide strategic direction on the promotion of tourism sector transformation Provide strategic leadership and guidance on tourism planning. Manage the development and implementation of tourism policies, strategies, and programmes, such as risk and integrity management, operation Sukuma Sakhe/DDM Manage human, financial resources, and assets of the Chief Directorate. Skills, Training, And Competencies: The successful candidate must have a thorough understanding of stakeholder management dynamics within the tourism industry at all levels. Knowledge and understanding of the tourism sector. Knowledge and understanding of National Tourism Sector Strategy, Provincial Tourism Master Plan, New trends on Tourism issues, Tourism Act of 2014, KwaZulu/Natal Tourism Act of 1996 as amended; White paper on the Development and Promotion of Tourism Broad Based Black Economic Empowerment Act (BBBEE); Industrial Policy Action Plan (IPAP); South Africa Trade Policy Framework; Trade and Investment Act; Business Act; Industrial Development Strategy (IDS); Investment Promotion Strategy; Provincial Growth and Development Strategy (PGDS); Provincial Spatial Economic Development Strategy (PSEDS); National Development Plan (NDP); National framework for Sustainable Development; National and Provincial legislations and regulations, Public service legislation, Knowledge Management Strategies, Risk Management Processes Ethics and Integrity Management, HR processes, Public Finance Management Act and Treasury Regulations, Public Service Act & Regulations, Service delivery (Batho Pele). Knowledge and understanding of the regulatory framework for the Public Service, e.g., the Constitution of the Republic of South Africa, the Public Service Act, the PFMA, Treasury Regulations, the Public Service Regulations, the Basic Conditions of Employment Act (BCEA), the Occupational Health and Safety Act, and the Labour Relations Act. Skills: Ability to communicate at all levels, including Provincial Departments, Senior Management, and Private Sector Organizations. Computer literacy, time management, Research skills, Analytical thinking, Interpersonal relations, Language proficiency, Conflict Management, Presentation skills, Co-ordination, Planning and organizing, Presentation skills, Basic driving, Diplomacy, Priority Setting, Development and facilitation skills, Business planning and project management.
<u>ENQUIRIES</u>	:	MS F F Pupuma: Tel No: (033) 264 2543 / 082 788 8330
<u>NOTE</u>	:	Target: Females And People With Disabilities Who Meet The Requirements.
<u>POST 12/107</u>	:	<u>DIRECTOR: TOURISM GROWTH AND DEVELOPMENT REF NO: DIR-TOURISM GROWTH 05/ MARCH 2026</u> Business Unit: Chief Directorate: Tourism Development
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum (Level 13) (All-Inclusive Salary Package To Be Structured Under The Rules Of SMS)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Tourism Management / BCom in Tourism and Hospitality/ Development Studies / Business Administration / Economics /

		Policy and Economic Development at NQF Level 7 as recognized by SAQA. A minimum of five years of experience at a Middle/Senior Managerial level and practical work experience in the Tourism Sector. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be required to: Coordinate and facilitate tourism product development in the Province and package specific niche markets Facilitate the creation of a conducive environment for tourism enterprises within the Province Coordinate the registration, compliance and enforcement function of tourism businesses and tourists guides as per the legislation Manage the development and implementation of Tourism policies, strategies, programmes such as Risk and Integrity Management Operation Sukuma Sakhe /DDM Manage the resources of the Directorate. Skills, Training, And Competencies: The successful candidate must demonstrate in-depth knowledge and understanding of tourism legislation, policies, and strategic frameworks applicable to the tourism sector e.g., KZN Tourism Act; KZN Tourism Master Plan; National & Provincial Tourism Sector Strategies; Provincial Growth & Development Strategy (PGDS); Provincial Spatial Economic Development Strategy (PSEDS); Economic Transformation; KZN Beach Tourism act. Knowledge of New trends on tourism issues, Public service legislation, Tourism Act of 2014, KwaZulu Natal Tourism Act of 1996 as amended; White paper on the Development and Promotion of Tourism Broad Based Black Economic Empowerment Act (BBBEE); Industrial Policy Action Plan (IPAP); South Africa Trade Policy Framework; Trade and Investment Act; Business Act; Industrial Development Strategy (IDS); Investment Promotion Strategy; Provincial Growth and Development Strategy (PGDS); Provincial Spatial Economic Development Strategy (PSEDS); National Development Plan (NDP); National framework for Sustainable Development; National and Provincial legislations and regulations, Public service legislation, Knowledge Management Strategies, Risk Management Processes Ethics and Integrity Management, HR processes, Service delivery (Batho Pele). Knowledge and understanding of the regulatory framework for the Public Service, e.g., the Constitution of the Republic of South Africa, the Public Service Act, the PFMA, Treasury Regulations, the Public Service Regulations, the Basic Conditions of Employment Act (BCEA), the Occupational Health and Safety Act, and the Labour Relations Act. Skills: Ability to communicate at all levels, including Provincial Departments, Senior Management, and Private Sector Organizations. Computer literacy, Analytical thinking, Research skills, Presentation skills, Written and verbal communication skills, Stakeholder consultation skills, Advisory skills, Project management, Organizing and coordination skills, Facilitation skills, Policy analysis and development Interpersonal relations, Language proficiency, Diplomacy Time management, Conflict management, Report writing, Strategic planning, Coaching and mentoring, and Driving skills.
<u>ENQUIRIES</u>	:	MS F F Pupuma: Tel No: 033 264 2543 / 082 788 8330
<u>NOTE</u>	:	Target: Females And People With Disabilities Who Meet The Requirements.
<u>POST 12/108</u>	:	<u>DIRECTOR: AEROTROPOLIS DEVELOPMENT REF NO: DIR-AERO DEV 06/ MARCH 2026</u> Business Unit: Strategic Industrial Interventions
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum (Level 13) (All-Inclusive Salary Package To Be Structured Under The Rules Of SMS)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree in urban or Regional Planning / Transport Economics / Economic Development / Economics / Policy Development / Engineering (Civil, infrastructure), or Transport Logistics at NQF Level 7 as recognized by SAQA. Postgraduate qualifications (highly advantageous) - Master's degree in urban planning, Economic Development, Economics, Business Administration/ Business Management. A minimum of five years of experience at a Middle/Senior Managerial level in the Transport and/or Aviation Sector. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be required to: Oversee and provide strategic leadership for the Implementation of the Durban Aerotropolis Master Plan and the Integrated Aerotropolis Strategy Oversee and provide strategic leadership for the Implementation of the KZN Regional Airport

Strategy Oversee and provide strategic leadership for Advancing knowledge and skills in the field of Aerotropolis and Aviation Industry Technical Economic support and source of information in the development of Aerotropolis Supervise the Aerotropolis Development Administration, Risk Management and Budgeting processes and Manage human resources. Skills, Training, And Competencies: The successful candidate must demonstrate in-depth knowledge and understanding of Aerotropolis theory, including how airports become economic growth engines that link logistics, commerce, planning, and community development. Advance knowledge of Aerotropolis and Airport cities development strategy, global value chains, and connectivity of Aerotropolis, business development, and investment attraction around airports. Knowledge of Urban planning and spatial development, including land-use planning, master planning frameworks, and sustainability principles. Economic development principles, including job creation strategies, investment attraction, economic modelling, and regional competitiveness. Public-private partnerships (PPP) and infrastructure financing with respect to how government and private investors align funding and risk. Transport logistics and connectivity planning with intermodal transport (air, road, rail) and logistics infrastructure. Policy, regulatory, and governance frameworks. Strong Knowledge of the KZN Integrated Aerotropolis Strategy, Durban Aerotropolis Master Plan, KZN Regional Airport Strategy; basic understanding of the South African Civil Aviation Authority Regulations (SACAA), International Civil Aviation Organization (ICAO); Knowledge and understanding of the regulatory framework for the Public Service, e.g., the Constitution of the Republic of South Africa, the Public Service Act, the PFMA, Treasury Regulations, the Public Service Regulations, the Basic Conditions of Employment Act (BCEA), the Occupational Health and Safety Act, and the Labour Relations Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies relevant to Aerotropolis development (e.g. National Airports Development Plan, Bilateral Agreements). Skills: Strategic leadership and management Skills. Strategic capability, and leadership, problem-solving, and analysis; financial & budgetary management, administration, people management, risk management, corporate planning, decision making; Creative, analytical & innovative thinking, Computer literacy, good report-writing, negotiation, verbal and written communication, research, basic driving, presentation, project management, and ability to communicate at all levels, including Provincial Departments, Senior Management, and Private Sector Organizations.

ENQUIRIES
NOTE

: MS F F Pupuma: Tel No: 033 264 2543 / 082 788 8330
: Target: Females And People With Disabilities Who Meet The Requirements.

POST 12/109

: **DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DIR - TRADE & INVEST 07 /MARCH 2026**
Business Unit: Trade & Sector Development

SALARY

: R1 266 714 – R1 492 122 per annum (Level 13) (All-inclusive salary package to be structured in accordance with the rules of SMS)

CENTRE
REQUIREMENTS

: Head Office: Pietermaritzburg
: The ideal candidate must have: An appropriate Bachelor of Commerce Degree in Economics, Business Economics, Trade Economics, or Development studies at (NQF level 7) as recognized by SAQA A minimum of five years of experience at a Middle/Senior Managerial level and extensive experience in the area of trade and investment promotions. Experience and knowledge of global, provincial, and national trade and investment issues and their implications for the provincial economy are also required. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment -A valid driver's licence.

DUTIES

: Key Performance Areas: The successful candidate will be required to Promote and facilitate rapid business response to mitigate the risks of business closure and exodus of investors in the province. Manage and facilitate engagements with social partners to ensure industrial development in the province. Promote departmental initiatives in relation to multilateral commodity institutions on trade promotion-related initiatives and agreements. Ensure the development and implementation of trade and investment policies, strategies, and programmes, such as risk and integrity management, operation Sukuma Sakhe/ DDM. Manage human and financial resources of the Directorate. Essential Knowledge, Skills, And Competencies Required: The successful candidate must have thorough knowledge of the National Industrial Policy

Framework, National Trade and Investment policies, and key government initiatives in Trade & Investment. Provincial Industrial Development Strategy (PIDS); National Development Plan. Broad understanding of the public sector environment. Provincial Growth and Development Plan (PGDP), District Growth and Development Plan (DGDP), and Foreign Direct Investment. Good knowledge of the development of strategies and policy implementation according to agreed norms and standards. Knowledge of the Integrated Policy Action Plan (IPAP2) and New Growth Path (NGP). Knowledge and understanding of the regulatory framework for the Public Service, e.g., Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, HR Matters, and relevant statutory provisions. Good stakeholder coordination and engagement, Sound research, knowledge management, strategic capability, leadership, problem-solving and analysis, and empowerment. Knowledge and understanding of Employee Performance and Management Systems, knowledge of the Security Management Act, Bill of Rights, Community Outreach, and Public participation. Skills: Ability to communicate at all levels, including Provincial Departments, Senior Management, and Private Sector Organizations. Computer literacy, strategic planning, negotiating skills, programme, and project management principles, report writing, and presentation skills. Broad knowledge of service delivery innovation, change management, and financial management. Strategic and leadership, policy analysis and development, management, and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus.

ENQUIRIES
NOTE

: MS F F Pupuma: Tel No: 033 264 2543 / 082 788 8330
: Target: Females And People With Disabilities Who Meet The Requirements.

PROVINCIAL TREASURY

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

APPLICATIONS

: KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system please assess this site on (eservices.gov.za)

FOR ATTENTION
CLOSING DATE
NOTE

: Ms SL Ngema
: 24 April 2026
: The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 Must Be Completed In Full. Application must be accompanied by a detailed CV Only the provisionally shortlisted candidates will be requested to submit supporting documents (certified copies of qualifications, driver's license etc.) All shortlisted candidates, including SMS, shall undertake to 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 need to ensure that they obtain and submit their foreign qualifications verified with SAQA if shortlisted or provisionally shortlisted. Non-South African citizens or permanent residency holders, if provisionally shortlisted, will be required to submit proof of citizenship The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Candidates who do not comply with the above mentioned will not be considered. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POST

- POST 12/110** : **LEGAL ADMINISTRATION OFFICER REF NO: KZNPT 26/06**
- SALARY** : R464 634 - R1111 323 per annum.
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : An NQF level 8 LLB qualification or higher. At least 8 years appropriate post-qualification legal experience in the provision of legal services. Admission as an attorney or advocate with good standing with the legal practice Council will be an added advantage. A valid driver's license and in the case of people with disabilities who are unable to personally drive, the department will assist them to meet work related travel commitments. Skills, Knowledge And Competencies: Sound knowledge of the south African legal system, Administrative Law and Constitutional law, Public Service Act, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Public Service Regulations, Interpretation of Statutes and Civil Procedure (Magistrates court practice & High Courts practice). Legal administration skills, computer literacy, conflict management, negotiation skills, good verbal and written communication skills, project management, legal research Methods, ability to write draft legal documents, good inter-personal relations skills, problem solving skills, accuracy and attention to detail, presentation skills, policy analysis, research skills, self discipline and ability to work under pressure with minimum supervision.
- DUTIES** : Conduct research for specific cases as well as remain abreast with changes in legislation that affect the department. Represent the department in dispute resolution cases to ensure a fair outcome for the department. Draft legal advice and/or opinions for specific cases to ensure the department abides by and complies with relevant legislation. Preparation of cases for litigation purposes.
- ENQUIRIES** : Mr B Gumede Tel No: (033) 897 4544

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : Postal address: The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200. For Attention: Mr. J Ngomane / Ms. C Mkhathshwa / Ms. SR Ndzinisa / Mr. X Sifunda, HR Recruitment Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex, Mbombela or uploaded on the following link: <https://forms.gle/o9MBmwvvn3xDFCSub8>
- CLOSING DATE** : 30 April 2026
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. 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 complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. 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. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. 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 Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful

OTHER POSTS

- POST 12/111** : **CHIEF QUANTITY SURVEYOR GRADE A: PROJECTS IMPLEMENTATION A3/013**
- SALARY** : R1 099 488 per. annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
- : B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Six years' relevant post-qualification (after completing qualification) experience. Planning and organising skills as well as financial management skills. Research and technical report writing skills. Mobile equipment operating skills. Programme and project management skills. Computer literate. Valid Driver's license. 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.
- DUTIES** : Manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the

		interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.
<u>ENQUIRIES</u>	:	Mr. K Mathebula Tel: (013) 766 5408
<u>POST 12/112</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF THE DDG CHIEF FINANCIAL OFFICER A3/016</u>
<u>SALARY</u>	:	R896 436 per. annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela An undergraduate qualification (NQF 7) as recognised by SAQA in Public Management or equivalent qualification. Minimum of 3 years' relevant experience in the relevant field. A sound understanding of and the ability to grasp the Public Service policies and regulations, including the Public Service Act, PFMA, Treasury Regulations and education related policies and initiatives. Valid driver's license. Knowledge of executive office management priorities will be an added advantage. Excellent leadership-, interpersonal and motivational skills. Good written and verbal communications skills. Good report writing skills. Executive office management skills. Comprehensive knowledge of the public service and education sector related legislation and the legal and labour implications thereof. Proven ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical and creative thinking. Knowledge of budget planning and -control. Applied strategic thinking, especially in terms of conflict management. Creative assertiveness. Condition: Appointment will be subject to competency assessment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Function as Office Manager and co-ordinator in the office of the Branch Manager (DDG) Chief Financial Officer, in respect of the following core functions: Financial management services and Human Resource management services. Co-ordination of districts. Design, develop and maintain an orderly and efficient system of reception, administration, office information system and archive in the office of the DDG. Receive, acknowledge and channel all correspondence relating to the office of the DDG, to relevant components for attention, pend and follow up where necessary. Facilitate the gathering of information, and prepare and submit reports as required. Co-ordinate meetings with stakeholders/institutions, accompany the DDG to meetings, visits and other engagements as and when required, and ensure adequate research and briefing to facilitate meeting of the DDG's obligations. Promote sound financial management within the area of responsibility in as far as budgeting and expenditure for the office of the DDG is concerned. Promote efficient and effective service delivery to clients, and maintain confidentiality as required. Develop, manage and maintain efficient linkages between the office of the Branch Manager and all internal and external departmental stakeholders.
<u>ENQUIRIES</u>	:	Ms. TF Ntuli Tel: (013) 766 5438
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>POST 12/113</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF THE DDG CURRICULUM A3/017</u>
<u>SALARY</u>	:	R896 436 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela An undergraduate qualification (NQF 7) as recognised by SAQA in Public Management or equivalent qualification. Minimum of 3 years' relevant experience in the relevant field. A sound understanding of and the ability to grasp the Public Service policies and regulations, including the Public Service Act, PFMA, Treasury Regulations and education related policies and initiatives. Valid driver's license. Knowledge of executive office management priorities will

be an added advantage. Excellent leadership-, interpersonal and motivational skills. Good written and verbal communications skills. Good report writing skills. Executive office management skills. Comprehensive knowledge of the public service and education sector related legislation and the legal and labour implications thereof. Proven ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical and creative thinking. Knowledge of budget planning and -control. Applied strategic thinking, especially in terms of conflict management. Creative assertiveness. Condition: Appointment will be subject to competency assessment. 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.

DUTIES

: Function as Office Manager and co-ordinator in the office of the Branch Manager (DDG) Curriculum, in respect of the following core functions: Management of General Education and Training- and Further Education and Training including ECD services. Co-ordination of districts. Design, develop and maintain an orderly and efficient system of reception, administration, office information system and archive in the office of the DDG. Receive, acknowledge and channel all correspondence relating to the office of the DDG, to relevant components for attention, pend and follow up where necessary. Facilitate the gathering of information, and prepare and submit reports as required. Co-ordinate meetings with stakeholders/institutions, accompany the DDG to meetings, visits and other engagements as and when required, and ensure adequate research and briefing to facilitate meeting of the DDG's obligations. Promote sound financial management within the area of responsibility in as far as budgeting and expenditure for the office of the DDG is concerned. Promote efficient and effective service delivery to clients, and maintain confidentiality as required. Develop, manage and maintain efficient linkages between the office of the Branch Manager and all internal and external departmental stakeholders.

ENQUIRIES NOTE

: Mr. J Mkhwanazi Tel: (013) 766 0992
 : Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 12/114

: **ENGINEER PRODUCTION GRADE A (ELECTRICAL): PROJECTS IMPLEMENTATION A3/014**

SALARY

: R879 342 per. annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

CENTRE REQUIREMENTS

: Head Office, Mbombela
 : Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. (Civil/structural engineer or Electrical or Mechanical Engineer). Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem-solving skills. Valid driver's license. 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.

DUTIES

: Assist to manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s].

ENQUIRIES

: Mr. K Mathebula Tel: (013) 766 5408

POST 12/115 : **ASSISTANT DIRECTOR: ECD CENTRES A3/047**

SALARY : R468 459 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Public Management or equivalent qualification. Minimum of 3 years' relevant experience in the related field. Competencies: In depth knowledge of the legislation, policies and practices. Strong policy development and analytical skills. Good presentation skills. Planning and organising skills. Ability to meet deadlines. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Good computer user knowledge and experience is essential. Valid driver's license. 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.

DUTIES : Implementation of policy, programmes and systems regarding Early Childhood Development (ECD) Centres, as well as the provision of Early Childhood Education. Ensure the implementation of national/provincial policies as specified by legislation and/or other policy directives. Ensure the optimum utilisation of resources via the establishment of timetables in accordance with prescribed work loads, job descriptions, work plan, attendance registers etc. Promote a culture of efficiency and quality. Grant approval on applications for registration, de-registration, conditional registration and renewal of certificates for ECD Centre's. Reject or disapprove applications for registration, de-registration, conditional registration and renewal of certificates for ECD Centre's. Handle appeals in cases where the applications for registration, de-registration, conditional registration and renewal of certificates for ECD Centre's have been declined, disapproved or rejected. Verify applications in terms of laid down qualification requirements and certify to the effect that applicant meets the minimum requirements. Establish and maintain up-to-date database on existing ECD Centre's and their current status. Allocate funding in line with budget and audit financial records of registered ECD Centre's. Ensure Liaise with Provincial Treasury on budget allocated for implementation of the ECD program. Negotiate with National DBE on salaries/allowances to be paid to ECD Practitioners. Manage the distribution of conditional grant and ensure appropriate use thereof. Provide logistical support services for meetings.

ENQUIRIES : Mr. EK Siwela Tel: (013) 766 5922

POST 12/116 : **ASSISTANT DIRECTOR: NUTRITION PROGRAMMES A3/048**

SALARY : R468 459 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Public Management or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license. 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.

DUTIES : Support the provincial Co-ordinator in regard of the planning, management and monitoring of the implementation of the school nutrition programme, food security, poverty alleviation and sustainable food production. Develop and maintain policies and interventions regarding nutrition and food security. Foster relations between the respective communities, learners and the private sector and assess the impact that these programmes have on these units. Develop systems that would assure quality regarding the implementation of the mentioned programmes. Administer, control and monitor grants allocated to the various programmes. Maintain a database and information system. Maintain a sound financial and provisioning system. Analyse reports from districts and table recommendations to Management. Prepare management information and reports.

ENQUIRIES : Mr. SS Maluleke Tel: (013) 766 5852

POST 12/117 : **CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/049**

SALARY : R476 367 per annum
CENTRE : Hoërskool Vaalrivier (MID), Standerton
REQUIREMENTS :

A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. 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.

DUTIES : Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

ENQUIRIES : Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

POST 12/118 : **CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/050**

SALARY : R476 367 per annum
CENTRE : Jim van Tonder Special School (MID), Bethal
REQUIREMENTS :

A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. 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.

DUTIES : Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

ENQUIRIES : Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

POST 12/119 : **CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/051**

SALARY : R476 367 per annum
CENTRE : Marietjie Special School (SID), Secunda
REQUIREMENTS :

A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. 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.

DUTIES : Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

ENQUIRIES : Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

POST 12/120 : **CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/052**

SALARY CENTRE REQUIREMENTS : R476 367 per. annum
 : Osizweni Special School (SID), Leslie
 : A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. 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.

DUTIES : Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

ENQUIRIES : Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

POST 12/121 : **CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/053**

SALARY CENTRE REQUIREMENTS : R476 367 per.annum
 : Mantjedi Special School (SID), Pankop Hammanskraal
 : A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. 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.

DUTIES : Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

ENQUIRIES : Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

POST 12/122 : **CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/054**

SALARY CENTRE REQUIREMENTS : R476 367 per annum
 : Masinakane Special School (SID), Mbibane
 : A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. 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.

DUTIES : Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for

		learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
<u>POST 12/123</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/055</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Platorand Special School (MID), Belfast
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
<u>POST 12/124</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/056</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Thanduxolo Special School (SID), Emalahleni
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
<u>POST 12/125</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/057</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	WH De Klerk Special School (MID), Emalahleni
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services.

		Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
<u>POST 12/126</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/058</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Wolvenkop Special School (SID), Bronkhorstspuit
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
<u>POST 12/127</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/059</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Silindokuhle Special School (SID), Mangweni, Kwalugedlane
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Ms JT Dlamini, Tel (013) 766 0508
<u>POST 12/128</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/060</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Kamagugu Inclusive School (SID), Kamagugu, Mbombela
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Ms JT Dlamini, Tel (013) 766 0508
<u>POST 12/129</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL A3/061</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Estralita Special School (SID), Mashishing
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Mr T Magoane, Tel (013) 766 7410
<u>POST 12/130</u>	:	<u>SOCIAL WORK SUPERVISOR GR 1: ECD CENTRES A3/063</u>
<u>SALARY</u>	:	R397 119 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	A recognized Bachelors Degree in social work. Seven years appropriate experience in social work after registration as Social Worker. Registration with the South African Council for Social Service Professions. In-depth knowledge of psycho-social interventions, Education White Paper 6 on Inclusive Education as well as diverse barriers to learning and development. Computer literacy. A valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Administer grant approval on applications for registration, de-registration, conditional registration and renewal of certificates for ECD Centre's. Reject or disapprove applications for registration, de-registration, conditional registration and renewal of certificates for ECD Centre's. Handle appeals in cases where the applications for registration, de-registration, conditional registration and renewal of certificates for ECD Centre's have been declined, disapproved or rejected. Verify applications in terms of laid down qualification requirements and certify to the effect that applicant meets the minimum requirements. Establish and maintain up-to-date database on existing ECD Centre's and their current status.
<u>ENQUIRIES</u>	:	Mr. EK Siwela Tel: (013) 766 5922
<u>POST 12/131</u>	:	<u>SENIOR ADMIN OFFICER: NUTRITION PROGRAMMES A3/064</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus two years sufficient credible experience. Competencies: Excellent administration, organisational and financial management skills. Good interpersonal, verbal and written communication skills. Credible management skills and experience. Strong ability to analyse, interpret and draft policies. Proven computer literacy. Valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry

		assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Manage and co-ordinate all administration services in regard of the school nutrition programme, food security and poverty alleviation. Administer, control and monitor grants allocated to the various programmes. Maintain database(s) and information system. Maintain a sound financial and provisioning system. Prepare management information and reports.
<u>ENQUIRIES</u>	:	Mr. SS Maluleke Tel: (013) 766 5852
<u>POST 12/132</u>	:	<u>NUTRITION MONITOR: NUTRITION PROGRAMMES A3/065</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus two years sufficient credible experience. Competencies: Knowledge of the set policies, legislation and operations related to the school nutrition programme. Committed customer and service orientation. Proven typing skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, accounting and quality auditing skills. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good numerical and problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel extensively. Computer literacy is essential. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Oversee the delivery/rendering of services regarding the school nutrition programme. Execute quality control regarding the products and service provided for school nutrition. Measure progress in relation to carefully defined milestones. Report unsatisfactory performance and take corrective steps where necessary. Develop, maintain and monitor a school feeding register. Report irregular use of resources. Represent the Department effectively in all aspects of the school nutrition programme. Ensure the promotion of healthy relationships between the suppliers of services and products on the one hand and the employees and consumers on the other. Cultivate a culture of awareness amongst the various communities in regard of the school nutrition programme. Design and implement interventions aimed at ensuring the sustainability of the school nutrition programme. Compile monthly reports providing the required statistics and the expenditure incurred, for record keeping purposes.
<u>ENQUIRIES</u>	:	Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097
<u>POST 12/133</u>	:	<u>NUTRITION MONITOR: NUTRITION PROGRAMMES A3/066</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus two years sufficient credible experience. Competencies: Knowledge of the set policies, legislation and operations related to the school nutrition programme. Committed customer and service orientation. Proven typing skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, accounting and quality auditing skills. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good numerical and problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel extensively. Computer literacy is essential. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Oversee the delivery/rendering of services regarding the school nutrition programme. Execute quality control regarding the products and service provided for school nutrition. Measure progress in relation to carefully defined milestones. Report unsatisfactory performance and take corrective steps where necessary. Develop, maintain and monitor a school feeding register. Report irregular use of resources. Represent the Department effectively in all aspects of the school nutrition programme. Ensure the promotion of healthy

relationships between the suppliers of services and products on the one hand and the employees and consumers on the other. Cultivate a culture of awareness amongst the various communities in regard of the school nutrition programme. Design and implement interventions aimed at ensuring the sustainability of the school nutrition programme. Compile monthly reports providing the required statistics and the expenditure incurred, for record keeping purposes.

ENQUIRIES : Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

POST 12/134 : **NUTRITION MONITOR: NUTRITION PROGRAMMES A3/067**

SALARY : R325 101 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus two years sufficient credible experience. Competencies: Knowledge of the set policies, legislation and operations related to the school nutrition programme. Committed customer and service orientation. Proven typing skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, accounting and quality auditing skills. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good numerical and problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel extensively. Computer literacy is essential. 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.

DUTIES : Oversee the delivery/rendering of services regarding the school nutrition programme. Execute quality control regarding the products and service provided for school nutrition. Measure progress in relation to carefully defined milestones. Report unsatisfactory performance and take corrective steps where necessary. Develop, maintain and monitor a school feeding register. Report irregular use of resources. Represent the Department effectively in all aspects of the school nutrition programme. Ensure the promotion of healthy relationships between the suppliers of services and products on the one hand and the employees and consumers on the other. Cultivate a culture of awareness amongst the various communities in regard of the school nutrition programme. Design and implement interventions aimed at ensuring the sustainability of the school nutrition programme. Compile monthly reports providing the required statistics and the expenditure incurred, for record keeping purposes.

ENQUIRIES : Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

POST 12/135 : **NUTRITION MONITOR: NUTRITION PROGRAMMES A3/068**

SALARY : R325 101 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus two years sufficient credible experience. Competencies: Knowledge of the set policies, legislation and operations related to the school nutrition programme. Committed customer and service orientation. Proven typing skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, accounting and quality auditing skills. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good numerical and problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel extensively. Computer literacy is essential. 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.

DUTIES : Oversee the delivery/rendering of services regarding the school nutrition programme. Execute quality control regarding the products and service provided for school nutrition. Measure progress in relation to carefully defined milestones. Report unsatisfactory performance and take corrective steps where necessary. Develop, maintain and monitor a school feeding register. Report irregular use of resources. Represent the Department effectively in all aspects of the school nutrition programme. Ensure the promotion of healthy relationships between the suppliers of services and products on the one hand

and the employees and consumers on the other. Cultivate a culture of awareness amongst the various communities in regard of the school nutrition programme. Design and implement interventions aimed at ensuring the sustainability of the school nutrition programme. Compile monthly reports providing the required statistics and the expenditure incurred, for record keeping purposes.

ENQUIRIES : Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

POST 12/136 : **NUTRITION MONITOR: NUTRITION PROGRAMMES A3/069**

SALARY : R325 101 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus two years sufficient credible experience. Competencies: Knowledge of the set policies, legislation and operations related to the school nutrition programme. Committed customer and service orientation. Proven typing skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, accounting and quality auditing skills. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good numerical and problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel extensively. Computer literacy is essential. 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.

DUTIES : Oversee the delivery/rendering of services regarding the school nutrition programme. Execute quality control regarding the products and service provided for school nutrition. Measure progress in relation to carefully defined milestones. Report unsatisfactory performance and take corrective steps where necessary. Develop, maintain and monitor a school feeding register. Report irregular use of resources. Represent the Department effectively in all aspects of the school nutrition programme. Ensure the promotion of healthy relationships between the suppliers of services and products on the one hand and the employees and consumers on the other. Cultivate a culture of awareness amongst the various communities in regard of the school nutrition programme. Design and implement interventions aimed at ensuring the sustainability of the school nutrition programme. Compile monthly reports providing the required statistics and the expenditure incurred, for record keeping purposes.

ENQUIRIES : Ms JT Dlamini, Tel (013) 766 0508

POST 12/137 : **NUTRITION MONITOR: NUTRITION PROGRAMMES A3/070**

SALARY : R325 101 per annum
CENTRE : Bohlabela District Office, Bushbuckridge
REQUIREMENTS : An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus two years sufficient credible experience. Competencies: Knowledge of the set policies, legislation and operations related to the school nutrition programme. Committed customer and service orientation. Proven typing skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, accounting and quality auditing skills. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good numerical and problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel extensively. Computer literacy is essential. 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.

DUTIES : Oversee the delivery/rendering of services regarding the school nutrition programme. Execute quality control regarding the products and service provided for school nutrition. Measure progress in relation to carefully defined milestones. Report unsatisfactory performance and take corrective steps where necessary. Develop, maintain and monitor a school feeding register. Report irregular use of resources. Represent the Department effectively in all aspects of the school nutrition programme. Ensure the promotion of healthy relationships between the suppliers of services and products on the one hand and the employees and consumers on the other. Cultivate a culture of

awareness amongst the various communities in regard of the school nutrition programme. Design and implement interventions aimed at ensuring the sustainability of the school nutrition programme. Compile monthly reports providing the required statistics and the expenditure incurred, for record keeping purposes.

ENQUIRIES : Mr TZ Magoane, Tel (013) 766 7410

POST 12/138 : **NUTRITION MONITOR: NUTRITION PROGRAMMES A3/071**

SALARY : R325 101 per annum
CENTRE : Bohlabela District Office, Bushbuckridge
REQUIREMENTS : An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus two years sufficient credible experience. Competencies: Knowledge of the set policies, legislation and operations related to the school nutrition programme. Committed customer and service orientation. Proven typing skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, accounting and quality auditing skills. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good numerical and problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel extensively. Computer literacy is essential. 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

DUTIES : Oversee the delivery/rendering of services regarding the school nutrition programme. Execute quality control regarding the products and service provided for school nutrition. Measure progress in relation to carefully defined milestones. Report unsatisfactory performance and take corrective steps where necessary. Develop, maintain and monitor a school feeding register. Report irregular use of resources. Represent the Department effectively in all aspects of the school nutrition programme. Ensure the promotion of healthy relationships between the suppliers of services and products on the one hand and the employees and consumers on the other. Cultivate a culture of awareness amongst the various communities in regard of the school nutrition programme. Design and implement interventions aimed at ensuring the sustainability of the school nutrition programme. Compile monthly reports providing the required statistics and the expenditure incurred, for record keeping purposes.

ENQUIRIES : Mr TZ Magoane, Tel (013) 766 7410

POST 12/139 : **NUTRITION MONITOR: NUTRITION PROGRAMMES A3/072**

SALARY : R325 101 per annum
CENTRE : Bohlabela District Office, Bushbuckridge
REQUIREMENTS : An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus two years sufficient credible experience. Competencies: Knowledge of the set policies, legislation and operations related to the school nutrition programme. Committed customer and service orientation. Proven typing skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, accounting and quality auditing skills. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good numerical and problem-solving skills. Ability to work independently. Valid driver's license. Willingness to travel extensively. Computer literacy is essential. 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.

DUTIES : Oversee the delivery/rendering of services regarding the school nutrition programme. Execute quality control regarding the products and service provided for school nutrition. Measure progress in relation to carefully defined milestones. Report unsatisfactory performance and take corrective steps where necessary. Develop, maintain and monitor a school feeding register. Report irregular use of resources. Represent the Department effectively in all aspects of the school nutrition programme. Ensure the promotion of healthy relationships between the suppliers of services and products on the one hand and the employees and consumers on the other. Cultivate a culture of awareness amongst the various communities in regard of the school nutrition

programme. Design and implement interventions aimed at ensuring the sustainability of the school nutrition programme. Compile monthly reports providing the required statistics and the expenditure incurred, for record keeping purposes.

ENQUIRIES : Mr TZ Magoane, Tel (013) 766 7410

POST 12/140 : **PERSONAL ASSISTANT: CURRICULUM BRANCH MANAGER'S OFFICE A3/073**

SALARY : R325 101 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Public Management/Business Management or equivalent qualification related to the field. Minimum of 2 years' relevant experience. Competencies: Excellent computer skills. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. 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.

DUTIES : Ensure the smooth running of the Senior Manager's office. Keep the Senior Manager's diary and deal with phone calls. Provide administrative and logistical support to the Senior Manager in question. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the Senior Manager's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Senior Manager.

ENQUIRIES : Mr. J Mkhwanazi Tel: (013) 766 0992

POST 12/141 : **HOUSEHOLD AID: SCHOOL JOURNEY SERVICES A3/074**

SALARY : R138 486 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : No formal qualification is required for this position, but appropriate work experience and/or knowledge in regard of the core duties may serve as a recommendation. Literacy may be an advantage. Competencies: Basic knowledge of the functionality, capabilities and limitations of relevant cleaning equipment, materials, methods and application. Ability to utilize a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem-solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure. 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.

DUTIES : Clean buildings, facilities and other institutional structures as required.

ENQUIRIES : Ms. PN Mbatha Tel: (013) 766 5844

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 : 24 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.

ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 10 of 2026 dated 20 March 2026, the posts of Assistant Director: Environmental Health Grade 1 (Bushbuckridge Sub-district (Malaria Control Programme) with Ref. No.: MPDoH/Mar/26/1238 and Occupational Therapist Grade 1: Mental Health NHI (Provincial Office, Mbombela (Nelspruit) with Ref. No.: MPDoH/Mar/26/1246 has been withdrawn.

OTHER POSTS

- POST 12/142** : **ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT GRADE 1 REF NO: MPDoH/Apr/26/01**
(Re-Advertisement)
- SALARY** : R638 856 – R707 625 per annum
- CENTRE** : Ehlanzeni District Office, Mbombela (Nelspruit)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Medical Technology in the category Clinical Pathology or Blood Transfusion that allows with the registration with the Health Professional Council of South Africa (HPCSA) (2026). A minimum of three (3) years appropriate experience in the relevant profession after registration with the Health Profession Council of South Africa (HPCSA) as independent practice (where applicable) of which five (5) years must be appropriate experience in Management. Knowledge of the Health Care Act, PFMA and its regulations, PPPFA, Public service Act and LRA. Good interpersonal skills and report writing skills. Skills in facilitation and project/ programme management. A valid driver's licence.
- DUTIES** : Provide necessary support to the district leadership in formulating appropriate local district policies and guidelines regarding economical, effective and efficient utilization of both Laboratory and Blood transfusion services. Liaise with key partners in establishing guidelines for quality institutional services. Establish reporting systems. Keep records and ensure standard adherence as part of Service Level Agreement management. Ensure the appropriate utilization of the Laboratory and Blood products by developing and implementing a continuous learning programme at all levels of care. Coordinate, audit and monitor the functionality of hospital transfusion and

		laboratory committees in the District. Advise the District hospitals on any Clinical Pathology and Blood transfusion related matters.
<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 12/143</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: MPDoH/Apr/26/02</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R638 856 – R6707 625 per annum Bushbuckridge Sub-District (Malaria Control Programme) Senior Certificate / Grade 12 or equivalent qualification plus appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in Environmental Health / Public Health. A minimum of three (3) years appropriate experience in the relevant profession after registration Health Professional Council of South Africa (HPCSA) as independent practice (where applicable) of which five (5) years must be appropriate experience in management. Extensive experience in malaria control, disease surveillance, outbreak management, vector control activities, and clear demonstration of monitoring and evaluation. The ability to coordinate multi-disciplinary and sectoral activities. Good communication skills and Computer literacy. A valid driver's licence. Must be registered with the HPCSA as an Independent Environmental Health Practitioner. Must have strategic capability, Management, and leadership. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.
<u>DUTIES</u>	:	Facilitate the implementation of National and Provincial policies and guidelines. Develop, implement, and monitor policies, guidelines, norms, and standards in line with the relevant World Health Organisation Integrated Vector Control management guidelines and National policies and regulations. Assist in Operational planning, microplanning and drafting of the business plan for the malaria programme. Plan and monitor the seasonal Indoor Residual Spraying Programme. Facilitate and support parasite and insecticide resistance to inform operations and as an early warning system for the region. Identify areas that are at risk of transmission due to the presence of vectors and parasites and continue monitoring in low-risk areas. Facilitate and monitor spray quality during the spray season. Plan and implement vector control logistics during the malaria season and outbreak, and for epidemic response. Plan for community engagement, health promotion, and malaria messaging. Asset management and Stock control of insecticides and management of information being captured on the Malaria Information System. Develop and implement methodologies, policies, systems, and procedures with particular reference to malaria vector research; identify gaps and develop appropriate interventions for malaria vector research needs; continuous professional development to keep abreast with new technologies and procedures; conduct applied research to generate information and knowledge aimed at developing appropriate technology to address malaria vectors and parasites; dissemination of information to different stakeholders.
<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 12/144</u>	:	<u>OPERATIONAL MANAGER (PN-A5): GENERAL REF NO: MPDoH/Apr/26/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R549 192 - R629 121 per annum Witbank Hospital (Nkangala District) Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma /

		Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. 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 12/145</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 2 (PN-B2): PHC REF. NO: MPDoH/Apr/26/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R583 989 – R723 954 per annum Mbombela Mobile (White River) (Ehlanzeni District) Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026). Minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. At least ten (10) of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<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 .

POST 12/146 : **SESSIONAL MEDICAL OFFICER (20 SESSIONS) REF NO: MPDoH/Apr/26/09**

SALARY : Grade 1: R501 280 per annum
Grade 2: R572 000 per annum
Grade 3: R661 440 per annum

CENTRE : H A Grove Hospital (Nkangala District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the 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 team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work 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. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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.

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

POST 12/147 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA & EMERGENCY REF. NO: MPDoH/Apr/26/05**

SALARY : R476 367 – R559 548 per annum
CENTRE : Waterval Boven Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Trauma & Emergency Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function

		independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Trauma & Emergency Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (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 12/148</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PSYCHIATRIC REF. NO: MPDoH/Apr/26/06</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande 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) 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 Psychiatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Psychiatric 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.
<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 .

POST 12/149 : **SPEECH THERAPIST & AUDIOLOGIT GRADE 1 REF. NO: MPDoH/Apr/26/07**

SALARY : R397 233 - R454 191 per.annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) Speech Therapist and Audiology. Current registration with the HPCSA as Speech Therapist and Audiology. Grade 1 (2026): SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.

DUTIES : Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment. 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.

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

POST 12/150 : **OCCUPATIONAL THERAPIST GRADE 1: MENTAL HEALTH NHI REF. NO: MPDoH/Apr/26/08**
(24 Months Contract)
(Re-Advertisement)

SALARY : R397 233 - R454 191 per annum
CENTRE : Provincial Office, Mbombela, (Nelspruit)
QUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.

DUTIES : To provide optimal and evidence-based occupational therapy in individual and group settings for patients in, out and clinics. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance

- management and training and development programs within the department.
To supervise junior level staff. To supervise allocated students and learners.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (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 12/151** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF. NO: MPDoH/Apr/26/10**
- SALARY CENTRE REQUIREMENTS** : R324 384 – R382 107 per annum
: Msogwaba Clinic (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.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), T Floor (Registry Office), Post Office Building, Kimberley or Email applications to: dedathra@ncpg.gov.za
- FOR ATTENTION** : MS. M. Musa
- CLOSING DATE** : 24 April 2026
- NOTE** : Interested applicants must submit their applications for employment to the address specified above. The application must include a duly completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <https://www.dpsa.gov.za/>, and a detailed Curriculum Vitae CV; contactable referees (telephone numbers and email addresses must be indicated). Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. 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 12/152 : **ASSISTANT DIRECTOR – ASSET MANAGEMENT REF NO: NCDEDAT/2026/01**

SALARY : R468 459 - R551 823 per annum (Level 09) (All-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a relevant tertiary qualification at NQF 7 (bachelor's degree) in Accounting/Finance/Business Administration. 3-years related financial or asset management supervisory experience. A valid driver's license. Skills & Knowledge: In-depth knowledge of the Treasury Regulations, Public Service Regulations, Public Finance Management Act, Division of Revenue Act, Modified Cash Standard, Accounting Manuals, Treasury Instruction Notes, Government financial systems operations. Report writing skills, people management skills, research and analytical skills, conflict management skill, problem-solving skills, communication skills, financial management and policy development and interpretation. Up to date of latest legislation and changes of accounting treatment of transactions. Be a self-starter in processes of Asset Management.

DUTIES : Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers. Receipt of all moveable assets, perform quantity and quality control, allocation of inventory and bar code to assets, capturing of information in the relevant registers. Provide asset and inventory management services. Conduct physical asset verification with reconciliation of asset count data. Perform asset disposal process within the department. Compile of Asset management submissions for asset related matters and letters of communication. Monitor and review the allocation of assets to asset holders, determination of the asset allocation according to furniture and equipment policy and procedures of the department, capturing of asset information on the inventory list (room list) of the asset holder, issuing of asset inventory list (room list) list to asset holder, the delivery of assets to the asset holder, approval of the moveable asset register updates. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitor assets for compliance with asset control prescripts, monitoring assets for physical condition, utilisation functionality and financial performance, monitoring the performance of asset verification according to prescribed time frames, compile reports on the state of assets. Promote correct implementation of sound asset management practices by informing, guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. This would inter alia, entail the following, general supervision of employees, allocate duties and do quality control of the work delivered by supervisees, advice and lead 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 functioning, address enquiries and provide advice and guidance on asset allocation and control. Compile asset additions monthly reconciliations and monthly compliance report. Compile asset quarterly financial statements notes and annual financial statement notes.

ENQUIRIES : Mr. F Booysen Tel No: (053) 839 4023

POST 12/153 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: NCDEDAT/2026/02**

SALARY : R468 459 - R551 823 per annum (Level 09) (All-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of NQF 7 (bachelor's degree) in Financial Management/ Financial Accounting or related fields. 3 years Admin Officer/ State Accountant within the Financial Accounting environment. Skills & Knowledge: In-depth knowledge of the Treasury Regulations, Public Service Regulations, Public Finance Management Act, Division of Revenue Act, Modified Cash Standard, Accounting Manuals, Treasury Instruction Notes, Government financial systems (BAS and LOGIS) and SCOA. Report writing skills, people management skills, research and analytical skills, conflict

		management skill, financial management and policy development and interpretation.
<u>DUTIES</u>	:	Ensure that payments due to suppliers are settled within 30 days according to PFMA and Treasury Regulations and expenditure is correctly classified and captured. Ensure that revenue collected is recorded and reported according to PFMA, Treasury Regulations and DORA. Review bank reconciliation of the department (Ensure that all exceptions are cleared and required controls are implemented). Oversee the petty cash process. Monitoring the departmental cash flow daily. Oversee the identification and accurate recording of debts owed to the department. Ensure timeous submission of the note to the IFS/AFS and assist in the compilation of IFS/AFS. Ensure all interdepartmental receivables/payables are attended to timeously. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of employees to allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees regarding 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. Developed, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms. M Gooiman Tel No: (053) 839 4030
<u>POST 12/154</u>	:	<u>ASSISTANT DIRECTOR: RECORDS, SECURITY AND FACILITIES MANAGEMENT REF NO: NCDEDAT/2026/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R551 823 per annum (Level 09) (All-inclusive package)
	:	Kimberley Office
	:	Applicants must be in possession of NQF 6 tertiary qualification in Public Administration or Public Management/Administration. 3-4 years' admin officer experience within the Public Service Records/Facilities/Security Management environment. and A valid driver's license. Skills & Knowledge: Knowledge of Security, Facilities and Records Management. Knowledge of the National Archives and Records Services of South African Act of 1996. Knowledge of relevant legislation government processes. Procedures and policies. Technical skills. Planning and organising skills. Communication skills (both verbal & written). Interpersonal/stakeholders' skills. Analytical skills. Problem-solving skills. Negotiation skills. Conflict management. Policy formulation, Project Management.
<u>DUTIES</u>	:	Coordinate departmental records management services: Attending to clients and escalation of enquiries, Advise the department on nature of information that can be provided to the public through PAIA, Opening and closing files according to the record classification system, Ensuring compliance with statutory regulations (e.g., POPIA, PAIA, National Archives). Managing both physical and digital records (EDRMS). Developing retention schedules and security protocols. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files, Ensure all records are kept safe, Keep records of archived documents, Ensure a systematic disposal programme is in place and assist with disposal of documents, Scanning files for electronic database purposes, Organizing and packing files for archives and distribution, Development of records management policy and Standard Operating Procedures. Facilitating effective and efficient departmental facilities management services: Organizing and allocating parking spaces for departmental officials. Attending to complaints regarding maintenance issues of departmental buildings, liaising with relevant service providers, landlords and other relevant stakeholders to resolve maintenance issues. Sourcing office accommodation for departmental officials as well as interns when need arises. Monitoring the implementation of repair and maintenance activities within the department Implement policies, protocols, norms, standards and strategies relating to Facility Management. Coordinating auxiliary services within the department: Provision of cleaning services for all departmental buildings Inspecting the quality and quantity of cleaning materials provided by service providers to ensure it is up to standard and in accordance with specifications. Hygiene and pest control services for the department. Rendering security support services within the department: Rendering screening and vetting processes within the department, Monitoring the biometric access system of the department, attending meetings relating to security activities and requirements within the department. Provision of general management within

the Security, Records management and Facilities Component: Supervision of subordinates, Delegation of work, leave management administration, enabling staff development and ensuring proper performance management, Maintaining discipline within the component according to relevant departmental policies and prescripts

ENQUIRIES

: Ms. M. Tihalogang Tel No: (053) 839 4088

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

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

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

OTHER POSTS

POST 12/155 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1: (PSYCHIATRY: CHILD AND ADOLESCENT 10 BED UNIT)**
Chief Directorate: Metro Health Services

SALARY : R2 084 754 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Lentegour Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a Professional Council: Registration with (HPCSA) as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Competencies (knowledge/skills): Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care. Appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

DUTIES : Key result areas/outputs: Support and influence clinical and corporate governance in the Eastern Catchment Area and within the General Allied Psychiatry (GAP) and Child and Adolescents services CHAMS of Lentegour. Lead and manage Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lentegour Psychiatric Hospital, and the Eastern Catchment Area. Lead Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lentegour including the Eastern Area. Assure Clinical Governance and Quality in the provision of safe and desired quality patient care as per quality assurance indicators, incorporating the highest standards of service delivery, research and teaching (Psychiatric and MDT) at LGH and the Eastern Catchment Area. Take custodianship of the development of an integrated academic supportive unit as defined by the regulations of the affiliated University of Stellenbosch regulations which oversees the provision of related teaching and research outputs. Conduct relevant research and have your own research and teaching portfolio. Head the Clinical Psychiatric services at Lentegour Hospital and provide supervisory oversight of the Lentegour Hospital team. Provide clinical leadership to the Eastern Catchment Area. Take responsibility for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment, and rehabilitation programmes within the institution and the catchment area. Provide an effective psychiatric consultation service and outreach to the Eastern Area. Be accountable to the CEO of Lentegour Hospital for the performance of clinical services, clinical governance, and the

		management of human and financial resources. Perform clinical and operational duties as required.
<u>ENQUIRIES</u>	:	Ms E Sillence, Tel No: (021) 370-1401
<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>	:	24 April 2026, 17:00PM
<u>POST 12/156</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 (MEDICAL: PSYCHIATRY) (PSYCHIATRIC AND MEDICAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R2 084 754 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Lentegeur Hospital (This is a joint appointment with University of Cape Town & Western Catchment Area)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with (HPCSA) as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Competencies (knowledge/skills): Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care. Appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.
<u>DUTIES</u>	:	Key result areas/outputs: Support and influence clinical and corporate governance in the Western Catchment Area and within the General Allied Psychiatry (GAP) and Intellectual Disability Services IDS of Lentegeur. Lead and manage Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lentegeur Psychiatric Hospital, and the Western Catchment Area. Lead Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lentegeur including the Western Area. Assure Clinical Governance and Quality in the provision of safe and desired quality patient care as per quality assurance indicators, incorporating the highest standards of service delivery, research and teaching (Psychiatric and MDT) at LGH and the Western Catchment Area. Take custodianship of the development of an integrated academic supportive unit as defined by the regulations of the affiliated University of Cape Town regulations which oversees the provision of related teaching and research outputs. Conduct relevant research and have your own research and teaching portfolio. Head the Clinical Psychiatric services at Lentegeur Hospital and provide supervisory oversight of the Lentegeur Hospital team. Provide clinical leadership to the Western Catchment Area. Take responsibility for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment, and rehabilitation programmes within the institution and the catchment area. Provide an effective psychiatric consultation service and outreach to the Western Area. Be accountable to the CEO of Lentegeur Hospital for the performance of clinical services, clinical governance, and the management of human and financial resources. Perform clinical and operational duties as required.
<u>ENQUIRIES</u>	:	Ms E Silence, Tel No: (021) 370-1401
<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>	:	24 April 2026, 17:00 PM

OTHER POSTS

- POST 12/157** : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 1: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : False Bay Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist: Family Physician. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **Grade 2:** A minimum of 5 year's appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA (or a recognised foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. Inherent requirements of the job: Willingness to perform full commuted overtime. Valid driver's licence. Competencies (knowledge/skills): Good leadership, clinical and communication skills. Ability to lead a multidisciplinary team in delivering healthcare at hospital level. Conflict resolution skills. Ability to design and implement pathways, guidelines and quality improvement initiatives. Ability to perform under pressure. Good interpersonal, communication and organizational skills. Computer literacy (MS Word/Excel/PowerPoint/Outlook). Participate in on-call rosters.
- DUTIES** : Key result areas/outputs: Provide clinical training and teaching staff at False Bay Hospital and joint staff with UCT. Co-lead clinical governance. Clinical lead for the Theatre and In-patient wards as primary consultant. Clinical lead for the Emergency Centre as the primary consultant. People Management of Medical Officers, Family Medicine Registrars and Allied Health Professionals.
- ENQUIRIES APPLICATIONS** : Dr K Adamson, Tel No: (021) 832-5265
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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).
- CLOSING DATE** : 24 April 2026, 17:00PM
- POST 12/158** : **REGISTRAR (MEDICAL: UROLOGY)**
(5-Year Contract)
- SALARY** : R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Willingness to work overtime when required. FCS (SA) part 1A. A certificate of ATLS and Basic Surgical Skills course completed. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in Urology. Appropriate and sufficient clinical experience since

		obtaining the degree of MBChB and after completion of internal rotations. Ability to work in a team under pressure. Research experience.
<u>DUTIES</u>	:	Key result areas/outputs: Teaching. Research. Leadership. Clinical Service: Patient Care. Clinical Service: Operative Clinical Governance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Alexander, email: rabia.alexander@uct.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV.
<u>CLOSING DATE</u>	:	24 April 2026, 17:00 PM
<u>POST 12/159</u>	:	<u>REGISTRAR (MEDICAL) (DERMATOLOGY)</u> (4-Year Contract)
<u>SALARY</u>	:	R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Research experience. Post community service experience in Internal Medicine on an equivalent clinical platform. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Appropriate and sufficient clinical experience since obtaining the degree of MBChB.
<u>DUTIES</u>	:	Key result areas/outputs: Clinical Service Provision. Participate in the Teaching Programme. Effective Clinical Administration in patient records and patient management. Research and Professional Development (incl. completion of MMED).
<u>ENQUIRIES APPLICATIONS</u>	:	Prof R Lehloenya, Tel No: (021) 404-3376 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. 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 Registrar will be on contract. 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. Please ensure that you attach an updated CV. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University/ 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** : 24 April 2026, 17:00 PM
- POST 12/160** : **REGISTRAR (MEDICAL) (CLINICAL PHARMACOLOGY) (2 POSTS)**
(4-Year Contract)
- SALARY** : R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : 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 (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Valid ACLS Certificate. Competencies (knowledge/skills): Knowledge, and experience in diagnostic workup and management of inpatients and outpatients, including rational prescribing. Appropriate and sufficient clinical experience since obtaining the degree of MBChB Research methodologies. Teamwork skills. Computer literacy
- DUTIES** : Key result areas/outputs: Clinical service provision. Rational prescribing best practice. Provision of evidence-based clinical advice on pharmacotherapy, including assessment and management of drug interactions, medicine use in renal and hepatic impairment, and support in the diagnosis and management of adverse drug reactions. Toxicology and poisoning consultation. Therapeutic drug monitoring service. Participate in the undergraduate and postgraduate teaching program. Participate in pharmacy and therapeutics committees at institutional/regional/provincial/national level. Contribute to evidence reviews in support of applications for additions/deletions/change in indication of medicines to the formulary. Participate in both institutional and national pharmacovigilance processes Participate in pharmacy and therapeutics committees at institutional/regional/provincial/national level.
- ENQUIRIES** : Prof P Sinxadi, Tel No: (021) 406-4096 or email: phumla.sinxadi@uct.ac.za or Prof M Blockman, email: marc.blockman@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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines.

- CLOSING DATE** : 24 April 2026, 17:00 PM
- POST 12/161** : **REGISTRAR (MEDICAL) (INTERNAL MEDICINE)**
(4 Year Contract)
- SALARY** : R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal medicine rotations. Effective leadership & interpersonal skills. FCP (SA) Part 1. Post community service experience in Internal Medicine on an equivalent clinical platform. Previous research experience and publication.
- DUTIES** : Key result areas/outputs: Clinical Service Provision. Participate in the Teaching Programme. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports.
- ENQUIRIES** : Dr D Maughan, Tel No: (021) 406 6422 or email: deborah.maughan@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay

progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines.

<u>CLOSING DATE</u>	:	24 April 2026, 17:00PM
<u>POST 12/162</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mitchells Plain District Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the ability to work after -hours. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Must be able to perform assisted deliveries (vacuums) safely and without supervision. Computer literacy inMS Office mandatory.
<u>DUTIES</u>	:	Key result areas/outputs: Clinical management of all non-acute and emergency O&G presentation to the emergency centres (labor ward and gynae EC). Operating independently (theatre cases include complicated caesarean sections, laparotomies for ectopic pregnancies, evacuation of uterus, postpartum sterilizations). Managing critically ill patients including resuscitation. Management of early pregnancy complications which needs a basic O&G ultrasound competency. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department.

ENQUIRIES : Dr T Hinkel, Tel No: (021) 377-4757

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 a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 24 April 2026, 17:00 PM

POST 12/163 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT GOVERNANCE (INFRASTRUCTURE)**
Directorate: Supply Chain Infrastructure Governance

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

CENTRE : Head Office, located in Bellville

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Procurement and or Built Environment (or equivalent) at NQF 7 level. Experience: Appropriate experience working in an infrastructure-related environment in a supervisory capacity. Inherent Requirements of the job: Sound management and communication skills. Valid Code (B/EB) driver's license and willingness to travel long distances for extended periods. Competencies (knowledge/skills): Extensive knowledge of and practical experience within a SCM Infrastructure environment Extensive Knowledge and experience of Infrastructure procurement legislation and procurement processes. Extensive experience in dealing with complex infrastructure related matters and the ability to analyse and formulate strategic responses to deal with issues. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of working with infrastructure related legislation. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations, cidb legislation, Infrastructure delegations and AOS and all applicable infrastructure procurement legislation. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA).

DUTIES : (key result areas/outputs): Ensure the annual revision of Infrastructure Procurement legislation. Ensure any changes in National or Provincial legislation is adopted within the Departmental legislation for Infrastructure procurement. Ensure Infrastructure Procurement processes is adequate to enable procuring entities to conclude infrastructure related contracts timeously whilst maintaining compliance. Assist Procuring Entities with the interpretation of Delegations and Policies to ensure that it is applied correctly throughout the Infrastructure Procurement Process. Write SOP's, Guidelines, Circulars, SCM Instructions to assist Procuring Entities with Infrastructure procurement and compliance management. Assist with handling complex infrastructure related queries, complaints, disputes and terminations and interact with legal for risk management. Ensure contract cancellations and terminations are addressed and reported timeously. Assist with contract related queries, dispute resolution and supplier relations. Assist with compilation of training material for infrastructure procurement and Supply Chain related processes. Ensure that training needs are identified and addressed timeously. Ensure a central database for training material and guidelines are maintained and accessible to all procuring entities within the Department. Ensure training statistics are accurate and reported to Management. Identify any form of SCM abuse or compliance issues throughout the procurement processes of the Department and ensure that it is addressed and reported accordingly. Ensure training, supervision, leadership and capacitation of the SCM Infrastructure Governance Unit.

ENQUIRIES : Ms R Gouws, email: Patience.Gouws@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 : 24 April 2026, 17:00 PM

<u>POST 12/164</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (OPHTHALMOLOGY) (6/8th POST)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R751 011 (6/8th) per annum Grade 2: R856 914 (6/8th) per annum Grade 3: R991 764 (6/8th) per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Overberg District Office Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: A valid driver's (Code B/EB) license. Competencies (knowledge/skills): Computer literacy in Excel and Word. Ability to work as part of a multidisciplinary team Appropriate and sufficient clinical experience treating patients with ophthalmology problems. Good communication skills (verbal and written). Additional courses in ophthalmology.
<u>DUTIES</u>	:	(key result areas/outputs): District ophthalmology, including Worcester Hospital outreach service, and support to ecosystem. Referral to Specialists and other healthcare professionals to ensure continuation of care of patients. Facilitate and teach the informal programme to build the capacity of staff. Data and administrative duties to ensure the monitoring of progress and implementation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Bezuidenhout or Ms P Robertson, Tel No: (028) 212-5800 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status.
<u>CLOSING DATE</u>	:	24 April 2026, 17:00 PM
<u>POST 12/165</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PSYCHIATRY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (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: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Advanced Psychiatric Nursing Science 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. Inherent requirements of the job: Work shifts on day duty when required to satisfy operational needs. Work night duty on a planned schedule to relief the night manager. A Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills. The ability to communicate (verbal and written).

DUTIES : (key result areas/outputs): Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : Mr V Nel Tel No: (021) 826-5801
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 : 24 April 2026, 17:00 PM

POST 12/166 : **OPERATIONAL MANAGER NURSING (SPECIALTY: SURGICAL ICU)**

SALARY : R693 096 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 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 Medical and Surgical Nursing Science: Critical Care Nursing: General 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 (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification or a post graduate diploma in the relevant speciality. 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): Basic computer literacy. 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. Knowledge and insight of relevant legislation and policy related to this nursing speciality 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, specialized Nursing service as an Operational Manager. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the 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 self-development.
<u>ENQUIRIES</u>	:	Ms V Dubase, Tel. No. (021) 938-4000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ competency assessment.
<u>CLOSING DATE</u>	:	24 April 2026, 17:00 PM
<u>POST 12/167</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (MEDICINE: NEUROLOGY) (2 POSTS) (20 HOURS SESSIONS)</u> (Contract Until 31 March 2027)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in 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 knowledge and skills in clinical neurology. Excellent knowledge and skills in clinical neurophysiology (NCS, EMG, EEG). Excellent interpersonal, communication, teaching and mentoring skills. Practice of clinical neurology. Practice of clinical neurophysiology (i.e., nerve conduction studies (NCS), electromyography (EMG) electroencephalography (EEG).
<u>DUTIES</u>	:	Key result areas/outputs: Assess and manage neurology patients, and supervise registrars, in general- and various sub-specialist neurology outpatient clinics. Assist in the management and smooth running of these clinics. Assess, appropriately investigate and manage inpatients (e.g. supervise registrars, lead neurology ward rounds and manage in-hospital neurology referrals. Clinically assess, investigate and manage patients attending neurophysiology clinics. Provide supervision and training to neurology registrars at these clinics. Read and report EEGs, and teach neurology registrars these skills. Manage neurology referrals from secondary referral hospitals during office hours. Teach career neurology registrars and medical students the principles and practice of clinical neurology, and participate in student examinations.
<u>ENQUIRIES</u>	:	Dr K Bateman, Tel No: (021) 404-3268 or email: kathleen.bateman@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including) individuals who must apply for change in registration status.
<u>CLOSING DATE</u>	:	24 April 2026, 17:00 PM
<u>POST 12/168</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (INTERNAL MEDICINE) (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 Internal Medicine. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a 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 in Internal Medicine, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist in Internal Medicine, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). Inherent requirements of the job: Valid driver's license and willingness to travel. Computer literacy. Strong administrative, managerial, communication and conflict resolution skills. Competencies (knowledge/skills): Clinical experience in Internal Medicine at a specialist level, with competence in echocardiography. Ability to render high quality clinical care in the in- and out-patient setting, including excellent medical record keeping. Ability to balance the outputs of a large clinical workload with the teaching and supervisory requirements of the position.
<u>DUTIES</u>	:	Key result areas/outputs: Clinical service delivery at specialist level across the full spectrum of Internal Medicine services, including wards, outpatients, emergency centre and specialised clinics. Administrative & clinical governance including OPD management, medical record keeping, data analysis, quality improvement and equipment management. Teaching, training and supervision of junior medical staff and students with participation in the hospital academic program. Domain specific outputs and participation within the Metro East ecosystem, including alignment with all aspects of district-hospital-level Internal / General Medicine – both within the hospital and the Metro East ecosystem.
<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>	:	24 April 2026, 17:00PM
<u>POST 12/169</u>	:	<u>EMS STATION MANAGER GRADE 5 AND 6: DISASTER MEDICINE AND SPECIAL EVENTS</u> Chief Directorate: Emergency And Clinical Support Service
<u>SALARY</u>	:	Grade 5: R562 119 per annum Grade 6: R624 288 per annum
<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services Minimum educational qualification: Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 5: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic (CCA or N.DIP). Grade 6: 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 Code 10 Professional driver's permit. Physical and mental fitness

as an Emergency Services practitioner. Registration as a Paramedic or ECP. Competencies (knowledge/skills): Comprehensive knowledge of SANS 10366, Health Act regulations, Disaster Management Act, PFMA, SCM procedures, MIMMS, incident command systems, and risk assessment methodologies. Strong skills in event planning and coordination, risk assessment, operational deployment, incident command, stakeholder engagement, negotiation and conflict. Proven ability in financial management, including budgeting, cost recovery, quotations, invoicing and procurement compliance. Excellent report writing, data analysis, quality assurance, inspection and audit capabilities. High-level clinical competence within HPCSA Paramedic scope of practice, with CPD compliance. Computer literacy: MS Word, Excel, Outlook (intermediate or higher). Behavioural attributes: leadership under pressure, integrity, professionalism, diplomacy, problem solving, attention to detail, adaptability and commitment to continuous improvement.

DUTIES : (key result areas/outputs): Plan, coordinate and execute special event medical operations, including developing event medical plans, conducting risk assessments, preparing costings. Oversee operational deployment of EMS personnel, vehicles and equipment at events, ensuring effective command, resource allocation and onsite incident management. Facilitate multi-agency stakeholder engagement, representing EMS at NATJOINTS/PROVJOINTS and coordinating with SAPS, Disaster Management, municipalities and event organisers. Manage financial processes including budget submissions, cost recovery, quotations, invoices, monitoring expenditure. Evaluate external event medical plans and monitor compliance, perform inspections, maintain provider registers and issue compliance/non-compliance notices. Ensure clinical governance and maintain professional registration, including CPD compliance, clinical reviews, incident reporting and providing clinical care when required. Support disaster preparedness and special health operations, including participation in disaster exercises, EOC activations, audits and contributing to disaster medicine planning.

ENQUIRIES : Mr C Wylie, Tel. No. (021) 508 4517 / Dr Wayne Smith, Tel. No. (021) 815-8822
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 : 24 April 2026, 17:00 PM

POST 12/170 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (4 POSTS)**
 Cape Winelands Health District

SALARY : Grade 1: R476 367 per annum
 Grade 2: R583 989 per annum (Plus a 8% rural allowance of your annual basic salary)

CENTRE : Equity Ceres (1 Post)
 Bella Vista CC (1 Post)
 Nduli CC (1 Post)
 Tulbagh Clinic (1 Post)

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 of appropriate/recognizable 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 Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: Assist at other clinics (mobiles, satellites, etc) and community (COPC concept)

		within the SD, when there is a need. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
<u>DUTIES</u>	:	(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. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr L Wawini, Tel. No. (023) 316-9600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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.
<u>CLOSING DATE</u>	:	24 April 2026, 17:00PM
<u>POST 12/171</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (OPD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	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 Specialist Nurse (Mental Health). 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: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. It will be required of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. The ability to function independently in a multidisciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	(key result areas/outputs): Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and

consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Maintain accurate completed patient, staff and other appropriate documentation, Management of donations, assets, consumables and non-consumables as delegated. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.

- ENQUIRIES APPLICATIONS** : Mr M Njongonkulu, Tel. No. (021) 503-5077
- NOTE** : 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** : 24 April 2026, 17:00 PM
- POST 12/172** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND DAY WARD)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
- CENTRE** : George Regional Hospital
- 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: Operating theatre technique (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 Peri-operative 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 a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.
- 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 nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
- ENQUIRIES APPLICATIONS** : Ms LK De Goede, Tel. No. (044) 802-4352
- NOTE** : 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 Medical and Surgical Nursing Science: Operating theatre technique (R212) or post graduate diploma accredited with the SANC in Peri-operative Nursing (R635).

- CLOSING DATE** : 24 April 2026, 17:00 PM
- POST 12/173** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT (2 POSTS)**
Chief Directorate: People Strategy
- SALARY** : R468 459 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree (NQF 6 or higher) in Human Resource Management, Organisational Development, Industrial Psychology or a related field. A recognised Change Management accreditation or certification (e.g. Prosci or similar) will be advantageous. Experience: Appropriate experience in change management, organisational development or a related environment. Inherent requirement of the job: Valid Code 8 (B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of change management principles, models and methodologies. Knowledge of organisational culture and leadership theory and models. Good verbal and written communication skills, including facilitation and report writing. Diagnostic and analytical skills, including the ability to interpret organisational data and identify emerging themes. Good interpersonal, stakeholder engagement and influencing skills. Sound practical computer skills in MS Office (Word, Excel, PowerPoint), Outlook and Teams. Preparedness to work overtime, travel and stay overnight when required.
- DUTIES** : (key result areas/outputs): Ensure change management activities align with departmental strategies, DPSA frameworks and policies through research, analysis, interpretation and advisory support, and contribute to the translation of these frameworks into practical implementation approaches. Facilitation and implementation of Change Interventions and initiatives through stakeholder engagement, coaching and structured facilitation to drive adoption. Co-ordinate and execute organisational surveys to track organisational transformation change and participate in procurement processes. Reporting, Monitoring and Evaluation (M&E) on change management activities and ensure accurate and consolidated information for departmental decision making. Operational planning, People Management and Financial Management responsibilities i.e. day-to-day supervision of staff, workflow and operations management, procurement, contract and asset management, compliance monitoring with departmental policies.
- ENQUIRIES** : Ms F Heunis, Tel. No. (021) 483-6531
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 test.
- CLOSING DATE** : 24 April 2026, 17:00 PM
- POST 12/174** : **ASSISTANT MANAGER: HRM ADVISORY SERVICES**
Directorate: People Strategy, Sub-directorate: People Management Compliance & Training
- SALARY** : R468 459 per annum
CENTRE : This post is currently based on the premises of Karl Bremer Hospital, Bellville Health Park Building
REQUIREMENTS : Minimum educational qualification: Appropriate three-year Diploma or Degree in Human Resources/ People Management field. Experience: Appropriate experience and In-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration. Appropriate supervisory experience. Inherent requirements of the job: Valid Code (B/ EB) driver's license. Willingness to work away from home on continuous basis. Competencies (knowledge/skills): Good verbal as well as written communication skills, analytical and innovative thinking abilities to interpret and effectively present policies and procedures, as well as report writing skills. In depth expert knowledge and ability to research the Public Service Act 1994 as amended, Public Service Regulations, 2016, 2023; collective agreements, People Management (PM) Policies, procedures and practices and PM Procedural Manuals. Practical computer skills in MS

- Office (Word, Excel, PowerPoint), PERSAL, MS Outlook and TEAMS. Ability to function independently as well as in a team and to deal with conflict.
- DUTIES** : (key result areas/outputs): Co-ordinate, facilitate, guide and perform HRM compliance investigations, Risk identification i.t.o. HR Practices and Policies at Health facilities and perform quality control in terms of finalization of complex HR reports and submissions. Effective management of sub-ordinates, provide guidance and advice to HR/PM staff, HR/PM Managers, Line Managers as well as Heads of Institutions pertaining to HRM policies and practices at Health Institutions, District as well as Regional Offices. Develop, analyze and interpret complex interpretations of Departmental and Public Service Policies procedure manuals and compliance investigation tools. Identify training needs, develop training material, implement programs for training of staff as well as conduct and facilitate formal functional training. Perform HRM related Ad hoc investigations, i.e. grievances, complaints via Hotline, response to Public Service Commission related to Conditions of Service, etc and attend to Internal Audit and Auditor General reports – ensure that recommendations have been addressed. Render a client service /help desk to PM Offices at institutions regarding Conditions of Service.
- ENQUIRIES** : Ms R Shade, tel. no. (021) 483-3717
- 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** : 24 April 2026, 17:00 PM
- POST 12/175** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R468 459 per annum
- CENTRE** : Khayelitsha/Eastern Sub-structure
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Degree (NQF L7) /National Diploma (NQF L6) in SCM. Experience: Appropriate experience in Supply Chain Management and support services. Appropriate supervisory and management experience. Inherent requirements of the job: Valid Code B/EB driver’s license. Willingness to travel. Competencies (knowledge/skills): Extensive knowledge of relevant SCM prescripts, departmental Instructions, departmental Accounting Officer Systems policies and procedures. Departmental SCM procurement delegations. Computer literate in MS Office (Excel, Word and PowerPoint), ePS, LOGIS, Vulindlela and BAS. Proven ability to work independently in a high-pressure environment while complying to due dates. Highly developed problem solving and managerial skills.
- DUTIES** : Key result areas/outputs: Overall management and monitoring of Supply Chain Management (SCM) functions and ensure the effective and efficient application of procurement policies and processes, including Procurement, Demand Management, Acquisition Management, Contract Management, Logistics Management, Asset and Disposal Management and the institutionalisation of proper SCM practice within the Sub-Structure. Ensure compliance to all relevant acts and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting on SCM information and performance of the Sub-structure. Ensure the effective and efficient management of SCM systems in the Sub-structure. Emotional Intelligence to deal with stressful situations in an ever-changing environment. Responsible for the overall Human Resource Management of personnel in SCM, Transport and Support Service components.
- 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: Supply Chain Management 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** : 24 April 2026, 17:00PM

POST 12/176 : **SENIOR PERSONNEL PRACTITIONER: PEOPLE MANAGEMENT (HR PLANNING AND EMPLOYMENT PRACTICES)**
Overberg District

SALARY : R397 116 per annum
CENTRE : Overberg District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/ Degree or equivalent. Experience: Appropriate experience in HR Planning, Establishment Administration, Recruitment & Selection Administration and Performance Management. Appropriate previous experience in a supervisory or managerial position. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel and essential skills to do after hour's work. Competencies (knowledge/skills): Ability to communicate effectively. Leadership capabilities, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Ability to manage conflict. The ability to analyse, interpret and apply legislation, policies and prescripts.

DUTIES : Key result areas/outputs: Responsible for HR Planning, Establishment Control, and Compensation management within the district and conduct training in this regard. Assist with Recruitment and Selection, Advertising of posts, DOTS Verifications, Pay Progressions, Grade Progressions, Salary Determination in respect of different OSD and non-OSD categories. Responsible for the Staff Performance Management System process in the District and Permis training in Sub Districts and acts as helpdesk for Permis. Assist the Pre-and Formal Moderating Committees with strategic overview of the performance management process. Give support and guidance to the institutions in the District regarding the HR Planning process. Responsible for the administration of staff establishment within the parameters of the approved post structure, i.e. the creation/ abolishment of posts, the Approved Post List and the HF2 process. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management. Serve as nodal point for maintaining and reporting on integrated HR Information and provide input to the District Health Plan. Effective supervision and development of sub ordinates and provision of a general support service to supervisor and colleagues.

ENQUIRIES : Mr E Sass, Tel no: (028) 214-5805
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. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 24 April 2026, 17:00 PM

POST 12/177 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE TRAINING AND DEVELOPMENT) (2 POSTS)**
Chief Directorate: Supply Chain Infrastructure Governance

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town (Location Bellville Health Park)
REQUIREMENTS : Minimum educational qualifications: Appropriate 3-year National Diploma or Degree in Procurement and or Built Environment or equivalent. Experience: Appropriate experience working in an infrastructure-related environment. Inherent requirements of the job: Valid Code (B/EB) driver's license and willingness to travel long distances for extended periods. Competencies (knowledge/skills): Extensive knowledge of and practical experience in SCM systems such as CIDB, ePS, CSD and WCSEB. Knowledge and experience of Infrastructure procurement legislation and various training materials. Ability to conduct training on infrastructure procurement and related matters and the ability to analyse and respond to queries emanating from training sessions. Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of working with infrastructure related legislation. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations, CIDB legislation, Infrastructure delegations and AOS and all applicable infrastructure procurement legislation. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA).

DUTIES : Key result areas/outputs: Compile various training material and guides for Infrastructure procurement processes and other needs related to infrastructure

procurement. Compile a training prospectus and ensure distribution thereof to all Procuring Entities. Draft SCM Circulars and Instructions to ensure that training guides are circulated to all Procuring Entities that can be used to assist during the procurement process. Ensure that all training material is in line with current legislation and industry's best practices. Update training material according to changes within the industry and legislation. Identify training needs related to infrastructure procurement and facilitate training sessions to address the needs accordingly. Assist infrastructure Procuring Entities by analysing the current procurement processes and identifying gaps that must be addressed through training interventions, to ensure compliance throughout the procurement process. Provide training and support on various systems such as Eps, CIDB, CSD, WCSEB. Maintain a central database of all training material and guides that are accessible by all Procuring Entities within the Department. Compile a debrief document after each training session, indicating questions and answers that can be used to further develop training material and list the action items that were identified during the training session. Ensure action items are addressed timeously and provide feedback to the relevant Entity. Compile and distribute questionnaires to determine the effectiveness of the training material and identify possible areas for improvement. Maintain a database with details of all training sessions conducted. Ensure that training statistics are accurate and reported to Management.

- ENQUIRIES** : Mr S Olivier, email: francois.olivier@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. A practical test may form part of the interview process.
- CLOSING DATE** : 24 April 2026, 17:00PM
- POST 12/178** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE POLICY DEVELOPMENT (2 POSTS))**
Chief Directorate: Supply Chain Infrastructure Governance
- SALARY** : R397 116 per annum
- CENTRE** : Head Office, Cape Town (Location Bellville Health Park)
- REQUIREMENTS** : Minimum educational qualifications: Appropriate 3-year National Diploma or Degree in Procurement and or Built Environment or equivalent. Experience: Appropriate experience working in an infrastructure-related environment. Competencies (knowledge/skills): Extensive knowledge of and practical experience in SCM systems such as CIDB, ePS, CSD and WCSEB. Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of working with infrastructure related legislation. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations, CIDB legislation, Infrastructure delegations and AOS and all applicable infrastructure procurement legislation. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA).
- DUTIES** : Key result areas/outputs: Formulation and implementation of various forms of legislation relating to infrastructure procurement and ensure compliance in the application thereof. Communicate with all stakeholders about proposed changes in legislation. Facilitate meetings with relevant role players to analyse and discuss proposed changes in legislation. Draft changes into policy documents and communicate updated policy documents to all stakeholders after approval. Assist Procuring Entities with the interpretation of Policies, Delegations and other forms of legislation applicable to infrastructure procurement to ensure compliance. Assist Procuring Entities with various procurement methods based on their current SCM capacity. Assist end-users with dispute resolution and ensure the correct procedures are followed in terms of the contract and delegations. Identify potential infrastructure legislation that is causing challenges in the execution of the procurement process and arrange stakeholder engagements to propose possible changes. Draft SCM Circulars and SCM instructions relating to infrastructure procurement. Provide training and support on various forms of legislation relating to infrastructure procurement. Assist end-users with queries related to infrastructure procurement throughout all phases of the infrastructure procurement process. Identify and report any form of SCM abuse or compliance related issues throughout the infrastructure procurement cycle. Provide support to end-users

on various systems related to infrastructure procurement such as Eps, CSD, WCSEB and CIDB. Provide support to end-users on operational challenges related to infrastructure procurement and ensure timeous response to queries. Assist with Management of Non-Supplier performance and the reporting thereof.

ENQUIRIES : Mr S Olivier, email: francois.olivier@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. A practical test may form part of the interview process.
CLOSING DATE : 24 April 2026, 17:00PM

POST 12/179 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES (PAYROLL AND SERVICE BENEFITS) (2 POSTS)**

SALARY : R397 116 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in the PERSAL system. Appropriate Human Resource Administration, in all aspects of personnel and salary administration. Appropriate supervisory experience. Competencies (knowledge/skills): Ability to function independently and within a team context. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Good interpersonal and conflict resolution skills. Knowledge of relevant Legislation. Leadership, organization, creative problem-solving and decision-making skills. Working knowledge of all aspects regarding Human Resources.

DUTIES : Key result areas/outputs: Provide support in the administration processes of E-Disclosure and Declarations. Application of the OSD regulations and prescripts. Coordinate, implement and monitor the relevant policies, procedures, prescripts regarding personnel, salary, commuted overtime, leave and administration in general as applicable in a staff office. Ensure efficient and effective quality and risk management in HR, including audit compliance, databases and reports. Interpret and implement policies, regulations and procedures and provide an effective and efficient assistance and support to clients, personnel, management and supervisors. Provide in-service training of personnel within the relevant section. Management of PERSAL functions. Manage and supervise the general staff office with a very high workload, which are responsible for all personnel and related matters.

ENQUIRIES : Mr CD Wehr, Tel no: (021) 404-2306
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 : 24 April 2026, 17:00PM

POST 12/180 : **SENIOR STATE ACCOUNTANT: EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING (2 POSTS)**
 (12 Month Contract)

Directorate Management Accounting: Sub-Directorate: Strategic Budget Analysis

SALARY : R397 116 per annum plus 37% in lieu of service benefits
CENTRE : Head Office, Cape Town, stationed at Bellville Health Park
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field or data analytics. Experience: Appropriate experience in data analysis, financial administration and/or costing. Appropriate experience in using database management tools like Azure, SQL Server and Power Query will be advantageous. Appropriate experience in utilizing Microsoft Excel. Inherent requirements of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Demonstrated ability to analyse large, complex datasets, perform data cleaning and transformation, and generate actionable insights to support decision-making. Computer literacy with proficiency in MS Excel, Word, PowerPoint and other data management tools. Strong analytical mindset with the ability to translate raw data into meaningful insights, trends and visualisations for non-technical stakeholders. Basic understanding of cost management principles, budgeting and management accounting practices. Ability to work with and generate

- reports from large datasets to support planning and decision-making. Good report writing and communication skills. Ability to work independently as well as collaboratively with stakeholders. Intermediate to advanced Excel skills.
- DUTIES** : Key result areas/outputs: Perform data exploration, cleaning and transformation to ensure high-quality datasets for financial and operational analysis. Identify and analyze financial and budgetary risks through the review of expenditure and operational data. Prepare cost estimates, financial assessments and supporting documentation to inform planning and budgeting processes. Develop and monitor service volume and expenditure indicators to assess their impact on resource utilisation and expenditure efficiency. Develop and maintain financial reporting models and tools to support routine financial monitoring and forecasting. Extract, validate and consolidate data from multiple financial and operational systems for reporting purposes. Maintain and update large financial datasets and databases to ensure data accuracy and integrity. Monitor and support cash flow management and expenditure control for specific programmes or business units. Provide technical support and guidance to sectors/institutions on projection techniques and the interpretation of financial reports.
- ENQUIRIES** : Mr J De Beer, Tel no: (021) 815-8610
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 : 24 April 2026, 17:00 PM
- POST 12/181** : **PRIMARY HEALTH CARE ADMINISTRATIVE SUPPORT**
 Chief Directorate: Metro Health Services
- SALARY** : R397 116 per annum
CENTRE : Du Noon CHC
REQUIREMENTS : Minimum educational qualification: Grade 12 (or equivalent). Experience: Extensive experience in administration and support services within a health/public sector environment. Inherent requirements of the job: Standby duties as required. Competencies (knowledge/skills): Knowledge of public sector legislation, including PFMA, Public Service Act, Labour Relations Act, POPIA, OHS Act and SCM prescripts. Computer literacy (MS Office and applicable systems such as PERMIS, LOGIS, BAS, etc.). Sound knowledge of administrative processes, people management practices, financial and supply chain processes, information management, facility infrastructure maintenance, and applicable public service prescripts. Strong organisational, planning, communication and interpersonal skills are essential, along with proven contract management experience. Ability to draft and implement standard operating procedures. Good verbal and written communication skills. Ability to work under pressure and meet strict deadlines. Strong leadership and people management capability. Ability to analyse data and compile management reports.
- DUTIES** : Key result areas/outputs: Ensure effective and compliant patient administration and support services, including reception, cleaning services, information management, healthcare waste management and transport. Manage people, performance, leave administration and staff development in line with public service prescripts. Oversee supply chain, inventory and asset management to ensure audit readiness and uninterrupted service delivery. Coordinate infrastructure maintenance and provide utilities oversight to maintain a safe and functional facility environment. Lead quality assurance and continuous improvement initiatives to ensure regulatory compliance across support services.
- ENQUIRIES** : Mr R Hall, Tel no: (021) 200-4501
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 : 24 April 2026, 17:00 PM
- POST 12/182** : **EMS SHIFT LEADER GRADE 3 TO 6 (3 POSTS)**
 Chief Directorate: Emergency and Clinical Support Services
- SALARY** : Grade 3: R335 226 per annum
 Grade 4: R397 308 per annum
 Grade 5: R480 108 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 6: R589 443 per annum</p> <p>: Emergency Medical Services, Metropole and Rural Districts</p> <p>: Minimum educational qualification: Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Grade 4: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 5: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Paramedic (CCA or N.DIP). Grade 6: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's license. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Current Professional driver's permit. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.</p>
<u>DUTIES</u>	<p>: Key result areas/outputs: Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services, and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required.</p>
<u>ENQUIRIES</u>	<p>: EMS Eastern District Office – Mr M Petersen, tel. no. (021) 361-6568 / Ms N Mlatsha, tel. no. (021) 816-8807</p> <p>EMS Garden Route District Office - Mr J Jansen, tel. no. (044) 802-2517/ Ms L Jacobs, Tel no: (044) 802-252</p> <p>EMS West Coast District Office – Mr E Pedro, tel. no. (022) 433-8853 / Ms S Andrew, Tel no: (022) 433-8853.</p>
<u>APPLICATIONS</u>	<p>: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")</p>
<u>NOTE</u>	<p>: No payment of any kind is required when applying for this post.</p>
<u>CLOSING DATE</u>	<p>: 24 April 2026, 17:00 PM</p>
<u>POST 12/183</u>	<u>ADMINISTRATIVE OFFICER: ADMISSIONS</u>
<u>SALARY</u>	<p>: R325 101 per annum</p>
<u>CENTRE REQUIREMENTS</u>	<p>: Groote Schuur Hospital, Observatory</p> <p>: 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 of the post. Experience: Appropriate experience in a Hospital Fees environment. Competencies (knowledge/skills): Sound knowledge of Hospital Fees Memorandum Chapter 18, HIS CLINICOM/AR/Cognos) and BAS, UPFS, PMFA and Treasury Instructions. Knowledge of reconciliation between BAS and Billing system. Computer literacy (MS Word, Excel). Good interpersonal and labour relations abilities. Knowledge of Budgeting. Good Management Skills.</p>
<u>DUTIES</u>	<p>: Key result areas/outputs: Manage and control of the fees Follow-up department, staffing and reporting to line managers. Manage the debiting and crediting of all patient fees received from debtors, funders and other third</p>

parties, ensuring staff under the manager is allocated correct workloads. Manage the outstanding Private funded accounts/ high-cost accounts outstanding including engaging with relevant stakeholders (i.e. Medical Schemes, State Accounts, Case Managers and Patients). Ensure all follow-up procedures as per Hospital Fees Manual and Financial Instructions is maintained. Control and manage document batching.

ENQUIRIES : Mr MA Khan, 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 : 24 April 2026, 17: 00PM

POST 12/184 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PAYROLL AND SERVICE BENEFITS)**

SALARY : R325 101 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration. Appropriate experience in the PERSAL system. Experience in all aspects of personnel and salary administration. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. Good interpersonal and conflict resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL).

DUTIES : Key result areas/outputs: Provide assistance and support to clients, personnel, management and supervisors. Render effective support to supervisor. Application of the OSD. Ensure efficient and effective quality and risk management in PM department, including audit compliance. Train and develop sub-ordinates. Approve PERSAL transactions. Act as revisor of Persal work. Administer and ensure effective and efficient implementation of Human Resource Management policies and prescripts. Responsible for the monitoring and evaluation of staff in terms of the Staff Performance Management Systems (SPMS). Supervise, plan and co-ordinate the section with regards to the relevant policies, procedures, prescripts with regards to personnel, salary administration, PILIR, leave, termination WCA, acting allowance, debt management, commuted overtime paysheet management, and administration of general service conditions in a staff office.

ENQUIRIES : Mr CD Wehr, Tel no: (021) 404-2306
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 : 24 April 2026, 17: 00PM

POST 12/185 : **PRINCIPAL PERSONNEL OFFICER: (EMPLOYEE SOURCING)**
 Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Southern/Western Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Supervisory experience. Inherent requirements of the job: Driver's License (Code B/EB). Competencies (knowledge/skills): Computer literacy (PERSAL, MS Word, Excel, Outlook, e-Recruitment system) Ability to execute duties accurately and thoroughly. Knowledge of Departmental Recruitment and Selection policy. Good interpersonal and problem-solving skills. Attention to detail.

DUTIES : Key result areas/outputs: Supervise the advertisement of posts, recruitment and selection process, verification and criminal record checks. Administer an establishment control function and confirm post details. Perform secretarial duties before, during and after interviewing processes. Administer the drafting of motivations and contracts. Apply knowledge of people management policies, procedures and directives with regard to the recruitment and selection process. Maintain and update databases. Capturing of adverts on SCUBED. Handle correspondence and enquiries (written and verbal). Effective support to

supervisor, Community Health Centre's and Hospitals and training of staff. Staff Performance Management and training and development of Sub-ordinates. Supervision of staff.

ENQUIRIES : Ms A Jacobs, Tel no: (021) 202-0957
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 : 24 April 2026, 17:00PM

POST 12/186 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL INPATIENT)**
Garden Route District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum (Plus non-pensionable rural allowance of 8% of your annual basic salary).

CENTRE : Riversdale 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 SANC as a Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other wards in the hospital and to work at the clinics in the Sub-district when 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. Excellent communication skills (both written and verbal).

DUTIES : Key result areas/outputs: Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care.

ENQUIRIES : Mr NL Mphato, Tel no: (028) 713 -8643
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 : 24 April 2026, 17:00 PM

POST 12/187 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: NURSE TRAINING RELIEF)**
Chief Directorate: Rural Health District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Worcester Regional 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 SANC as a 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 requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.

DUTIES : Key result areas/outputs: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.

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).

CLOSING DATE : 24 April 2026, 17:00 PM

POST 12/188 : **PHARMACIST'S ASSISTANT: GRADE 1 TO 3 (POST BASIC) (INSTITUTIONAL)**
 Cape Winelands Health District

SALARY : Grade 1: R264 750 per annum
 Grade 2: R306 411 per annum
 Grade 3: R330 540 per annum

CENTRE : Worcester CDC
REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). 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 as Pharmacist's Assistant (Post Basic) with the SAPC. **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the BVSD and provide relief as Pharmacist's Assistant (Post Basic). Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management

- DUTIES** : Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs. Key result areas/outputs: Pharmaceutical service delivery according to legislation and scope of practice. Effective medicine supply management (Receiving, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Provision of health information, adherence counselling and advice on correct usage and storage of medication. Assistance with waste management and rational usage of resources. Compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assistance with the Chronic Dispensing Unit (CDU) processes.
- ENQUIRIES APPLICATIONS** : Ms N Mbila, Tel no: (023) 814-0290
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** : 24 April 2026, 17:00 PM
- POST 12/189** : **PHARMACIST ASSISTANT GRADE 1 TO 3 (POST BASIC) (INSTITUTIONAL)**
Cape Winelands Health District
- SALARY** : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum
- CENTRE REQUIREMENTS** : Stellenbosch Sub-district
Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). 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 as Pharmacist's Assistant (Post Basic) with the SAPC. **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the Stellenbosch subdistrict and provide relief as Pharmacist's Assistant (Post Basic) and to work as an Indirectly supervised pharmacist assistant at PHC facilities. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical- and pharmaceutical- and stock management knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
- DUTIES** : Key result areas/outputs: Pharmaceutical service delivery according to legislation and scope of practice. Effective medicine supply management (Receiving, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Provision of health information, adherence counselling and advice on correct usage and storage of medication. Assistance with waste management and rational usage of resources. Compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assistance with the Chronic Dispensing Unit (CDU) processes.
- ENQUIRIES** : Ms E Wessels, Tel no: (021) 815-8307

<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>	:	24 April 2026, 17:00PM
<u>POST 12/190</u>	:	<u>PHYSIOTHERAPIST GRADE 1 TO 3 (4 SESSIONS PER WEEK) (2 POSTS)</u> (3-Year Contract) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R262 per hour Grade 2: R306 per hour Grade 3: R358 per hour
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital 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 HPCSA as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as 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 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. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A minimum of 21 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. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Experience with the Infant Neuromotor Assessment (INA) as a screening tool as well as experience in infant assessment and treatment of infants. Ability to work independently and in a multi-disciplinary team. Computer literacy.
<u>DUTIES</u>	:	Key result areas/outputs: Assess and treat patients within a tertiary level Neonatology Service including High Care units as well as in Neonatal High Risk follow up outpatient clinic. Be responsible for administration related to patient care as well as departmental administration. Management of assets in allocated work area. Assist in the clinical teaching/supervision of undergraduate students and post graduate paediatricians training in infant assessment.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr AD Daniels, Tel no: (021) 659-5562 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>	:	24 April 2026, 17:00 PM
<u>POST 12/191</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (CARPENTRY AND WOOD-MACHINE JOINERY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital Minimum educational qualification: Appropriate trade test Certificate (Carpentry). Experience: Grade A: No experience required. Grade B: At least

18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid driver's license. Willingness to perform standby duties and overtime should the need arise. Competencies (knowledge/skills): Good communication skills. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Ability to supervise workshop staff.

- DUTIES** : (key result areas/outputs): Carry out routine inspections, maintenance and repairs including alterations and installation of building/carpentry/furniture, fittings and in the manufacturing of assistive devices. Assist Artisan Foreman with administration duties, planning and schedules. Complete and return repair requisitions and assist in ordering and controlling in workshop, materials and tools. Do quality checks on all maintenance and repair work performed and keep register of all work done. Liaise with all relevant personnel in ensuring New Somerset Hospital is within regulations regarding all carpentry and wood machine joinery. Supervise and training of staff.
- ENQUIRIES** : Mr AA Challis, tel. no. (021) 402-6530
- 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** : 24 April 2026, 17:00PM

POST 12/192 : **ADMINISTRATION CLERK: SUPPORT**
Garden Route District

- SALARY** : R228 321 per annum
- CENTRE** : Heidelberg Clinic
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration and reception environment. Appropriate experience in Patient Registration, Records Management and Archive policies Appropriate experiences in Information Management Systems (PHCIS, Tier.net, SINJANI, Ideal Clinic). Inherent requirement of the job: Valid (Code B/EB) driver's licence Willingness to rotate between Reception and Information Management. Willingness to do relieve duties in other facilities in Hessequa Sub District. Competencies (knowledge/skills): Knowledge and experience in departmental systems, i.e Health Information Systems (PHCIS, SINJANI, Tier.Net, Ideal Clinic). Knowledge of Registry, Reception Services, Medical Records, Disposal and Record Management Policies. Microsoft Package (MS Excel, Word, Power Point) Good communication skills (verbal and written)

DUTIES : Key result areas/outputs: Leadership and governance by ensuring implementation of DOH policies, guidelines and SOP's. Effective and efficient management of Reception Services and Registry functions. Client service and support. Data management. SCM and Equipment management.

- ENQUIRIES** : Ms E Braaf, Tel no: (028) 713 -8644
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment.
- CLOSING DATE** : 24 April 2026, 17:00 PM

POST 12/193 : **ADMINISTRATION CLERK: ADMISSIONS**
Cape Winelands Health District

- SALARY** : R228 321 per annum
- CENTRE** : Montagu PHC Clinic, Langeberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in PHC Facility. Experience in PHCIS, NHLs, Sinjani, Ideal Clinic and IPWIS. Experience in filing system. Inherent requirement of the job: Willingness to work on mobile clinic and overtime when needed. Valid (Code B / EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written).

DUTIES : Key result areas/outputs: General administrative support for fixed PHC Clinic and 3 Mobile clinics. Compile and capture headcounts, HIV and TB data and

statistics daily, weekly, and monthly on relevant systems. Appointment folders drawn and prepared according to appointment lists at least one workday before the time. All folders drawn checked for complete personal details, completed or updated if needed and enough stickers in folder. Facility folder is to be opened for all new clients, correct stationery is placed in the folders, personal details of client completed and stickers to be printed. Registry maintenance – correct refiling of active folders as received back in registry within two days and removal, archiving and disposal of inactive files according to policy. Answering the phone and dealing with enquiries, making appointments for the services in the facility and for the mobiles.

ENQUIRIES : Ms MP Williams, Tel no: (023) 626-8548
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.

CLOSING DATE : 24 April 2026, 17:00 PM

POST 12/194 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
 Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Brackengate Transitional Care Facility
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management & Finance Administrative processes. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to travel and work overtime when required. Competencies (knowledge/skills): Knowledge of LOGIS, EPS, CSD, WCSEB, ESL and BAS Systems. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's System of the Department of Health including delegations. Computer literacy (MS Word, Excel, PowerPoint). Good communication and interpersonal skills. Ability to function independently as well as in a multi-disciplinary team.

DUTIES : Key result areas/outputs: Manage acquisition of goods or services. Assist end-users with compilation of specifications. Ensure effective and efficient procurement are done in time, as per approved Budget. Capture requisitions and other documentation of the Supply Chain (LOGIS) system. Warehouse management. Monthly SCM reporting. Communicate and take minutes for the Quotation Committee. Capturing and processing of LOGIS and BAS payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Follow up on outstanding commitments. File all relevant documentation and ensure audit compliance. Handle supplier queries and regular communication with end-users. Provide support to colleagues and supervisors.

ENQUIRIES : Ms S Mkweta, Tel no: (021) 370-2328
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 : 24 April 2026, 17:00 PM

POST 12/195 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
 Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate information management experience in a health environment. Appropriate CLINICOM experience. Competencies (knowledge/skills): Good communication skills. Computer skills in MS Office. Good interpersonal, verbal and written communication skills. Ability to work independently, and as part of a team. Ability to maintain confidentiality, problem-solving and conflict management with good organisational skills. Official must have a good understanding of the daily running of the information

		management department in a health environment and a good understanding of the department protocols and policies.
<u>DUTIES</u>	:	Key result areas/outputs: System administration and control of Health Information Systems. Do data quality checks, folder audits and provide information management statistics. Render IT support to the hospital. Give technical advice in purchasing of IT equipment from Government tenders and control and administration of DITCOM applications. Give training to hospital staff relating to IT, Health Information Systems and orientate staff regarding trouble shooting errors. Communicating and liaising with various stakeholders regarding information management and IT issues or support. Provide office administration to supervisor and the information management department.
<u>ENQUIRIES</u>	:	Mr L Baartman, Tel no: (021) 826-5863
<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>	:	24 April 2026, 17:00 PM
<u>POST 12/196</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (OBSTETRICS AND GYNAECOLOGY)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to manage conflict in calm manner (ability to de-escalate). Ability to work independently and execute tasks with high efficiency. Good interpersonal skills and ability to work with multiple stakeholders in hospital environment. Good secretarial and administrative skills. Good computer literacy in MS Office (word, excel, PowerPoint, Teams, Outlook).
<u>DUTIES</u>	:	Key result areas/outputs: Manage the office of the Manager: Medical Services, Mother Women Child and Adolescent Health Care. Provide administrative support to the Manager. Provide meeting support to the Manager. Provide manager with quality assurance support (complaints and audits). Act as Medical Intern administrator in support of medical intern manager.
<u>ENQUIRIES</u>	:	Dr A Osman or Dr L Schoeman, Tel no: (021) 404-6020 or email: ayasha.osman@uct.ac.za / leanne.schoeman@uct.ac.za or marilyn.koks@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	24 April 2026, 17:00 PM
<u>POST 12/197</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex (Brooklyn Chest Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirements of the job: A valid (code B/EB) driver's licence. Willingness to travel. Willingness to assist and perform walk-round duties within the hospital premises. Competencies (knowledge/skills): Knowledge and experience in Health Information Systems and data capturing (Sinjani, CLINICOM and Ideal Health Facility). Extensive knowledge of computer skills in MS Office. Good interpersonal and communication skills. Ability to produce accurate and reliable outputs within a pressured and deadline driven environment. Attention to detail.
<u>DUTIES</u>	:	Key result areas/outputs: Provide administrative support to the information management, quality assurance and office of CEO. Provide basic IT and desktop support to end users. Ensure efficient training and meeting coordination and support. Perform data handling and project support.
<u>ENQUIRIES</u>	:	Mr CB Plaatjies, Tel no: (021) 508-7400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro

Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- CLOSING DATE** : 24 April 2026, 17:00 PM
- POST 12/198** : **ADMINISTRATION CLERK: ADMISSIONS FEES DEPARTMENT (PATIENT ADMINISTRATION)**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
: Groote Schuur Hospital, Observatory
: 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 in fees department 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 APPLICATIONS** : Mr R Swail, Tel no: (021) 404-2333
: 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.
: 24 April 2026, 17:00 PM
- POST 12/199** : **PERSONNEL OFFICER (EMPLOYEE BENEFITS)**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
: Southern/Western Sub-Structure Office
: Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in recruitment and selection. Competencies (knowledge/skills): Ability to work under pressure, meet deadlines and to maintain confidentiality. Computer literate (i.e MS Word, Excel, Outlook, E-recruitment system and PERSAL). Good interpersonal, decision-making, problem-solving skills and the ability to function in team as well as independently. Ability to execute duties accurately and thoroughly.
- DUTIES** : Key result areas/outputs: Perform all administrative duties pertaining to the employee sourcing section e.g. assist with the compilation of advertisements, capturing of adverts on e-Recruitment system, recruitment and selection processes, logistical arrangements for all posts, verifications of documents, transfers and general administrative duties, including handling of correspondence and enquiries. Perform secretarial duties before, during and after interviewing processes. Liaise with relevant role players with regards to recruitment and selection matters. Assist with the drafting of motivations and submissions. Maintain and update databases. Capture adverts on the SCUBED system. Provide an effective support service to supervisor, managers and assist managers with the E-recruitment system.
- ENQUIRIES APPLICATIONS** : Ms A Jacobs, Tel no: (021) 202-0957
: 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** : 24 April 2026, 17:00PM

- POST 12/200** : **ADMINISTRATION CLERK: ADMISSIONS**
West Coast Health District
- SALARY** : R228 321 per annum
CENTRE : Swartland Hospital
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 experience in a hospital and patient fees environment. Inherent requirements of the job: Willingness to work overtime and as reliever for the Admissions section. Competencies (knowledge/skills): Good interpersonal and organisational skills, and computer literacy (MS Office). Good verbal and written communication skills. Knowledge of Uniform Patient Fees Schedule (UPFS), Hospital Memorandum 18 and Public Finance Management Act (PFMA). Knowledge of CLINICOM and AR systems.
- DUTIES** : Key result areas/outputs: Register patients and assess patients according to Hospital Memorandum 18 and UPFS manual. Render effective cashier services. Maintain patient appointment system. Render effective medical records service. Render support function to supervisor.
- ENQUIRIES** : Mr V Ratshana, Tel no: (022) 487-9244
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 subjected to a practical test.
- CLOSING DATE** : 24 April 2026, 17:00PM
- POST 12/201** : **ADMINISTRATION CLERK: SUPPORT (WARDS)**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in administration in a hospital environment. Inherent requirements of the job: Ability to work within a team. Willingness to rotate and assist in other areas as required. Competencies (knowledge/skills): Must be computer literate and skilled in Microsoft Word and Excel. Good interpersonal /communication skills (read and write). Ability to work under pressure and to meet deadlines. Ability to do problem solving and to keep confidentiality. Good planning and organisational skills. Sound knowledge of clerical and administrative processes.
- DUTIES** : Key result areas/outputs: Assist with patient administration processes, according to the departmental procedures for information management on CLINICOM (admissions, discharges, inter hospital transfers, appointments, abscondment and deaths. Record and report daily patient head count on manual registers. Ensure discharge forms and UPF charge sheets are completed with the correct ICD10 codes and support the capturing of UPFS and related billing processes. Responsible for resources (consumables and assets) according to the supply chain procedures. Handle patient and public enquiries, receive direct telephone calls, and communicate effectively with patients, families and staff. Provide administrative support to the ward and multidisciplinary teams (i.e. photocopying, filing of documentation, minute taking etc.) Assist in the compilation and summarizing of statistical data and submit monthly reports and perform other lawful duties as delegated by the supervisor.
- ENQUIRIES** : Ms P Fourie, Tel no: (021) 370-2489
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** : 24 April 2026, 17:00PM
- POST 12/202** : **STAFF NURSE GRADE 1 TO 3 (WARD 7 AND 8, PSYCHOGERIATRIC (2 POSTS))**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum

<u>CENTRE REQUIREMENTS</u>	Grade 3: R306 798 per annum Alexandra Hospital 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/recognizable experience in nursing 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. 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): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	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.
<u>ENQUIRIES APPLICATIONS</u>	Ms B Wiener, Tel no: (021) 503-5000/5030 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration with the SANC (including individuals who must apply for change of registration status). Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	24 April 2026, 17:00 PM
<u>POST 12/203</u>	<u>STAFF NURSE GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	Hopefield CC Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled 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/recognizable experience in nursing 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. Inherent requirements of the job: Valid (Code B/EB) driver's license. Good interpersonal relations, willingness to travel and relief in other clinics when needed. Competencies (knowledge/skills): Knowledge of the Nursing Act and relevant regulations Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation. Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	Key result areas/outputs): Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Community Participation.
<u>ENQUIRIES APPLICATIONS</u>	Ms CM Jooste, tel. no. (022) 814-0020 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in

- a specific category with the relevant council (including individuals who must apply for change in registration status”
- CLOSING DATE** : 24 April 2026, 17:00 PM
- POST 12/204** : **STAFF NURSE GRADE 1 TO 3 (NURSING RELIEF)**
Cape Winelands Health District
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
- CENTRE REQUIREMENTS** : Stellenbosch Hospital
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. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as Staff Nurse. Inherent requirements 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 APPLICATIONS** : Ms. J Skippers, Tel no: (021) 808-6190
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** : 24 April 2026, 17:00PM
- POST 12/205** : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2 (2 POSTS)**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : Grade 1: R217 092 per annum
Grade 2: R252 840 per annum
- CENTRE REQUIREMENTS** : Observatory Forensic Pathology Institute (OFPI), Forensic Pathology Services
Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2:** 10 year's appropriate experience. Inherent requirement of the job: Valid Code B/EB driver's license. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing to work shifts and overtime. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Ability to be trained in 4X4 Vehicle handling. Ability to be trained in photography. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Willingness to be trained in Forensic Pathology Business Processes. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Computer and software literacy. Will be required to deliver testimony in court proceedings.
- DUTIES** : Key result areas/outputs: Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the

		Manager with regard to Corporate and Clinical Governance functions of the Observatory Forensic Pathology Institute.
<u>ENQUIRIES</u>	:	Mr RH Pietersen, email: Richard.Pietersen@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. The pool of applicants will be considered for vacancies within Forensic Pathology Service, Observatory Forensic Pathology Institute for a period 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>	:	24 April 2026, 17:00 PM
<u>POST 12/206</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7) Experience: Appropriate housekeeping experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts including weekends and public holidays, overtime and ability to lift heavy objects. Competencies (knowledge/skills): Must have knowledge of hospital cleaning protocols and procedures. Ability to manage and supervise employees. Knowledge of hospital cleaning machinery, consumables and equipment's. Knowledge of hospital environmental hygiene, infection prevention and control. Knowledge of hospital health care waste risk and linen management. Knowledge of disciplinary procedure.
<u>DUTIES</u>	:	(key result areas/outputs): Maintain a high standard of cleanliness and hygiene within with hospital environment. Oversee and control health care waste risk and linen. Effective and efficient management and control of cleaning equipment, material and machinery. Supervision of permanent staff and outsourced cleaning staff. Provide general support to supervisor.
<u>ENQUIRIES</u>	:	Ms A Gonya- Morara, Tel no: (021) 360-4229/4412
<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>	:	24 April 2026, 17:00 PM
<u>POST 12/207</u>	:	<u>NURSING ASSISTANT: GRADE 1 TO 3 (VARIOUS WARDS) (8 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	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 SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts and public holidays. Annual receipt and license 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.
<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 M Franken, Tel No: (021) 658-5187
<u>APPLICATIONS</u>	:	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).
- CLOSING DATE** : 24 April 2026, 17:00 PM
- POST 12/208** : **TRADESMAN AID**
Central Karoo District
- SALARY** : R163 680 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational requirement: Grade 10 (or equivalent). Experience: Appropriate knowledge of hospital plant, laundry equipment and machinery. Inherent requirement of the job: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Central Karoo District. Competencies (knowledge/skills): Ability to function independently, plan (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Ability to communicate effectively both verbal and written.
- DUTIES** : Key result areas/outputs: Routine Maintenance and repairs of equipment, plant, and tools. Electrical, Mechanical, Plumping, Building and Infrastructure maintenance and repairs. Ensure an organised and neat workshop / office space. Job Requisitions and Administrative duties and functions. Adhere to Occupational Health and Safety standards. Support to Supervisor.
- ENQUIRIES** : Mr C Makwela, Tel No: (023) 414 - 8200
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 applicants will be subjected to practical test
- CLOSING DATE** : 24 April 2026, 17:00 PM
- POST 12/209** : **STERILISATION OPERATOR PRODUCTION**
Chief Directorate: Metro Health Services
- SALARY** : R163 680 per annum
CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Experience: Appropriate experience within the central sterilization supply department. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a co-operative way within a team context.
- DUTIES** : Key result areas/outputs: Effective application of sterilisation processes and techniques and promote adhere to infection control as well as health and safety regulations. Decontamination, packing and sterilization of instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines & equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments, equipment.
- ENQUIRIES** : Mr R Geswindt, Tel No: (021) 377-4410
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 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** : 24 April 2026, 17:00PM

POST 12/210 : **CLEANER**
West Coast Health District

SALARY : R138 486 per annum
CENTRE : Malmesbury CDC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a Health facility. Inherent requirements of the job: Willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): The ability to communicate. The ability to do physical tasks and operate heavy duty cleaning and household equipment.

DUTIES : Key result areas/outputs: Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling, cleaning windows and interior walls; maintenance of general neatness and hygiene of the clinic area. Effective and efficient utilization and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policy. Support Waste Management Render support to the Operational Manager with general housekeeping duties such as control of cleaning and household equipment and care of linen. Attend in-service training appropriate to service delivery. Adheres to loyal service ethics.

ENQUIRIES : Mr R Christoffels, Tel No: (022) 482-2729
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 : 24 April 2026, 17:00PM

POST 12/211 : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate driving experience, including transportation of employees and delivery of goods. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Valid Public Driving Permit (PDP). Physically fit and able to lift and load heavy items. Work overtime as per needs requirement and perform standby duties after hours, including weekends and public holidays. Competencies (knowledge/skills): Must be able to speak clearly, read and write accurately. Knowledge of Transport regulations (Handbook 1 of 2019). Ability to accept accountability, responsibility and to work independently. Good interpersonal and safe driving skills.

DUTIES : Key result areas/outputs: Transport goods, services, clients, medication, equipment and personnel from one point to another. Transport of patients with an escort. Deliver and collect all daily posts to the relevant institution on a daily basis. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting vehicles, and timely reporting of defects. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Support to the supervisor and Clinics when required.

ENQUIRIES : Mr J Levy, Tel No: (021) 902-8077
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 similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 24 April 2026, 17:00 PM

POST 12/212 : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience within a healthcare environment. Inherent requirement of the job: Valid Public Drivers Permit (IPDP). Code (B/EB/C1) driver's license. Work overtime and perform standby duties. Competencies (knowledge/skills): Knowledge of Government Motor transport Handbook version 1 of 2019. Good

knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills.

DUTIES : Key result areas/outputs: Transport goods, services, medication, equipment, bloods and personnel from one point to another. Conduct routine cleaning, maintenance, inspecting on vehicles and timely reporting of defects. Ensure optimal utilization of vehicles. Render an effective messenger and support service.

ENQUIRIES : Ms L Shoosmith, Tel No: (021) 832-5211

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 : 24 April 2026, 17:00 PM

POST 12/213 : **GROUNDSMAN**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum

CENTRE : Eerste River Hospital

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a health-related environment. Appropriate experience of workshop tools. Inherent requirement of the job: Willingness to travel. Physically fit to do manual labor. Willingness to work overtime. Competencies (knowledge/skills): Ability to handle tools, parts, and materials. Ability to work in a team and independently. Knowledge of Occupational Health and Safety.

DUTIES : Key result areas/outputs: Effective maintenance and cleaning of grounds. Moving of assets and equipment in a safe manner. Effective removal of domestic and medical waste. Clear areas where work has been carried out. Responsible for the maintenance of machinery and equipment within the grounds department. Ensure that tools and materials are available when needed. Administration and support to colleagues and supervisor.

ENQUIRIES : Mr J Levy, Tel No: (021) 902-8077

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 : 24 April 2026, 17:00 PM