



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2026
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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE NOTE

: 13 February 2026

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

OTHER POST

POST 01/141

: LEGAL ADMINISTRATION OFFICER (MR5) REF NO: REFS/024255

: R464 634 – R1 111 323 per annum in line with the OSD Framework

: Johannesburg

: A matric plus a Bachelor of Law (LLB) or 4-years legal qualification as recognised by SAQA. Minimum of 8 years of appropriate post qualification legal experience. Postgraduate degree in Law and admitted as an Attorney or Advocate of the Bar Council would be considered an added advantage. Competencies And Skills: MS Office Packages and possess Legislative knowledge of the Framework on Litigation, Drafting of Contracts, Legislative drafting, Working knowledge of civil litigation, criminal procedure and practice, court rules. Have competencies in Communication (Verbal and Written), Trial advocacy, Analytical thinking skills, Policy analysis, Conflict resolution, Research skills and Negotiation skills.

: Provide sound legal advice and litigation support to the department. Investigate and compile relevant documents to the State Attorney. Deal with litigation on behalf of the Department through the State Attorney and manage cases referred to the State Attorney regarding dates and ensure court appearance by officials and avoid prescription. Conduct research and advice on legal problems and proceedings regarding the Department. Conduct research on cases at hand to establish liability and to give an informed opinion. Provide legal opinion and render support to Human Resources Management, Legal and Labour Relations staff in respect to administrative matters, policies and relevant legislation. Facilitation of legislative processes, advice on new legislation and policies to the Department. Advise the MEC on appeal lodged against administrative decisions taken in terms of legislations guiding the

department. Advice on settlement to avoid unnecessary legal costs. Manage consultants and preparations of court documents to ensure accuracy and compliance with strict court rules and deadlines. Appear in court, lead evidence and present legal arguments. Represent the Department during legal proceedings. Determine and deliver persuasive legal arguments to a judge or magistrate, interpreting and applying the law to the specific facts of the case to support their client's position. Ensure compliance to PAIA, PAJA and POPIA and conduct a data inventory and risk assessment to identify what personal information is processed, where it is stored, and who it is shared with. Develop and implement data protection policies and procedures, including a comprehensive privacy notice, data retention schedules, and secure destruction processes. Ensure lawful processing by adhering to the eight conditions for lawful processing, which often requires obtaining explicit, informed consent from data subjects unless another legal justification applies. Compile and publish a PAIA Manual (often combined with the POPIA manual) detailing the organisation's structure, functions, available records, and the procedure for requesting access to information. Assess the request (grant or refuse access based on the specific grounds for refusal outlined in PAIA (e.g. protection of third-party personal information, commercial confidentiality, national security) and compile and publish a PAIA Manual (often combined with the POPIA manual) detailing the organisation's structure, functions, available records and the procedure for requesting access to information. Manage requests for information in accordance with the prescribed procedures and forms, responding within the stipulated timeframes (usually 30 days). Giving instruction to the State Attorney during court proceedings. Compilation of evidence from staff and management. Assist State Attorney to prepare briefs to advocate where necessary. Verify correctness of invoice for payment to the State Attorney. Advice on new Legislation and policies to the Department. Advice through reports of cases handled by the component. Analyse and check prospects of success and give advice to proceed or not to. Liaise with experts on the relevant field of law. Appoint and register an Information Officer (IO) with the Information Regulator. Establish internal appeal procedures for requesters dissatisfied with a decision. Ensure administrative actions are lawful and conducted within the powers granted by empowering provisions. Provide fair procedural in decision-making processes, especially when rights or legitimate expectations are materially and adversely affected. Adhere to the Code of Good Administrative Conduct and integrate PAJA requirements into all administrative decision-making processes (mandatory for public bodies)

ENQUIRIES
APPLICATIONS

: Ms. Miyelani Tshabalala at 063 691 4046
: Please apply online at <https://jobs.gauteng.gov.za/>

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

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are highly encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost due to budgetary constraints.

<u>APPLICATIONS</u>	:	Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs . 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. All applications must be addressed to the Head of Department and may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. Applicants may submit their completed and signed Z83 application forms and CV's directly to the following email address: kznjobssouth@kzndard.gov.za
<u>CLOSING DATE</u>	:	30 January 2026
<u>NOTE</u>	:	Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please use The New Z83 Form which is effective from 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

<u>POST 01/142</u>	:	<u>ASSISTANT AGRICULTURAL PRACTITIONER REF NO: SSC01/2026 (X75 POSTS)</u> (3-year fixed term contract)
<u>SALARY CENTRES</u>	:	R193 359 per annum, (plus 37% in lieu of service benefits) Zululand District King Cetshwayo District uMzinyathi District uMkhanyakude District Amajuba District uMgungundlovu District ILembe District uGu District Harry Gwala District uThukela District eThekwini District
<u>REQUIREMENTS</u>	:	A three-year Diploma in Agriculture (NQF level 06) or higher. Compulsory registration with SACNASP. No experience required. A valid driver's licence. Knowledge, competencies and skills: Knowledge of extension methodology,

good communication skills (verbal and written), basic reporting skills, a basic level of public speaking, understanding of group dynamics and ability to communicate with clients and farmers. Applicants must be prepared to physically visit farmers (farms or projects) within the areas where they will be placed.

DUTIES : To assist in rendering general agricultural advice to internal and external clients and to ensure sustainable development. Assist in demonstration of farming methods, to ensure efficient utilization of resources like soil, water, veld, money, and others. Assist in organizing farmers day and information sessions etc. Assist in conducting farm visits and use visitation tools for impact assessment and the development of farm business plans. Source technical and functional input from specialists as required by producers. Assist in providing clients with information concerning financial assistance. To assist in providing technical support on all agricultural projects, food security initiatives, and land development support programs, assist with planning, advice, facilitation of training and after-care. Assist in identification and mobilize interest groups to form entities or institution. Assist in organizing meetings to identify training needs. Assist to facilitate capacity building and provide aftercare. Assist in the facilitating the development and implementation of business plans. Assist in the establishment and revival or inactive projects. Assist in establishing and maintaining home gardens. To assist in promoting a pluralistic approach and partnerships with relevant agricultural stakeholders and organized agriculture. Assist in gathering and analysing relevant information, assist with identification of problems areas and prioritization thereof, e.g. conduct extension surveys. Assist to facilitate the establishment of cooperatives, farmer's associations, interest groups etc. To assist in the promotion of sustainable production of agricultural products thus working with Agricultural advisors. Facilitate the identification of real and perceived needs. Establish structures to address the needs identified. Assist in building capacity of clients in to enable them to fulfil their own needs. Assist in providing inputs for the implementation of best practice, technologies, and latest trends. Support the implementation of programs. Assist in evaluating the success / effectiveness of production systems. Provide continuous support to ensure sustainable production. Perform administrative and related functions. Study technological advances and best practices to enable him / her to perform the extension function according to the required standards. Keep relevant database up to date (including a register of farmers within the area of operation). Compile and submit monthly and quarterly reports. Comply with the Public Service prescripts, departmental policies, procedures, technologies, and new developments to be able to render efficient and effective extension services. Safe keeping physical assets (where applicable).

ENQUIRIES : Mr NL Ntshangase Tel No: (033) 3438133

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. 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 hardcopy 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 Sipho Zangwa.

CLOSING DATE : 30 January 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 meet any travel and subsistence costs relating to recruitment processes.

MANAGEMENT ECHELON

<u>POST 01/143</u>	:	<u>CHIEF DIRECTOR: GOVERNANCE AND STRATEGY MANAGEMENT REF NO: CD-STR 01 /DEC 2025</u>
		Business Unit: Governance And Strategy Management Re-advertised, Candidates who applied previously may re-apply.
<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 REQUIREMENTS</u>	:	Head Office: Pietermaritzburg An appropriate Bachelor's Degree or equivalent qualification in Public Management / Public Administration/ Business Administration/ Business Management/ Economics or other relevant disciplines at NQF level 7 as recognized by SAQA. Postgraduate qualifications will be an added advantage. A minimum of 5 years' experience at a Senior Managerial level in a Governance and Strategy Planning and Management environment. Completion of the

Nyukela Certificate for entry into the SMS (Senior Management Service) submitted upon appointment. A valid driver's licence. Skills, Training, And Competencies: The successful candidate must have broad knowledge of business administration, compliance management, corporate governance, drafting of agreements, policy management, public entity administration, risk and audit framework management, and strategic planning. Broad knowledge and understanding of the public sector environment and Public Service Systems. Advanced knowledge and a clear understanding of Public Entity management. Broad knowledge of administrative functions in the Public Service. Broad knowledge of Public Service policies and procedures, Provincial and National government functioning, and administrative office procedures. Advanced knowledge of reporting standards, ethics, and practices. Knowledge of the National Development Plan (NDP) and Provincial Growth and Development Strategy (PGDS). Good knowledge of developing strategies and policy implementation according to agreed norms and standards. Knowledge and understanding of the regulatory framework for the Public Service, e.g., Constitution of the Republic of South Africa, Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act. Good stakeholder coordination and engagement, Sound research, knowledge management, strategic capability and leadership, and empowerment. Knowledge and understanding of Employee Performance and Management Systems, Security Management Act, Bill of Rights, Community Outreach, and Public Participation. Knowledge of monitoring and implementation of departmental programs and ensuring proper coordination with line managers at the Head Office level. Strategy Stakeholder Engagement and the ability to communicate at all levels, including Provincial Departments, Senior Management, and Private Sector Organizations. Knowledge of strategic planning and management, Computer literacy, negotiating skills, program 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, Innovative thinking, Decisiveness, and Interpersonal relations. Risk Management. Human Resource Management. Analytical and quantitative method tools. Chairing meetings. Conflict Management, 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.

<u>DUTIES</u>	:	Manage and monitor the strategic and annual planning and reporting processes for the Department •Oversee the development of the systematic inter-governmental relations between all spheres of government, private sector, and international organizations Provide performance, monitoring, and evaluation management Provide effective oversight/governance in the Departmental Public Entities Effective management of the human and financial resources of the office.
<u>ENQUIRIES</u>	:	Mr. S P Khanyi at 083 410 6508
<u>NOTE</u>	:	NB: Females and People with Disabilities who meet the requirements.
<u>POST 01/144</u>	:	<u>DIRECTOR: ECONOMIC ANALYSIS REF NO: DIR- ECO ANALYSIS 02/DEC 2025</u> Business Unit: Chief Directorate: Economic Reviews Re-advertised, Candidates who applied previously may re-apply.
<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 REQUIREMENTS</u>	:	Head Office: Pietermaritzburg An appropriate Bachelor's Degree in Economics at NQF Level 7 as recognized by SAQA; A Post Graduate Degree in Economics will serve as an added advantage. A Minimum of five (5) years' Middle/Senior Management experience focusing on Economic Analysis, Economic Modelling, Economic Research, and Statistical Analysis. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) submitted upon appointment. A valid driver's licence. Skills, Training and Competencies: A rigorous and in-depth knowledge of Economic Analysis, Applied Statistics, and Econometrics, data management, and strategies in the public sector Knowledge of information sharing mechanisms and platforms; A thorough understanding of relevant

legislation, best practices, and frameworks. Sound Knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Municipal Finance Management Act (MFMA), Economic Modelling Packages (such as EViews, Stata and others), Treasury Regulations, Provincial Growth and Development Strategy (PGDS), National Development Plan (NDP), Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. Ability to provide leadership in provincial and national economic analysis, forecasting, economic modelling, applied statistical data analysis, strategic management, and people skills, and use of advanced Excel and other data analysis tools. Ability to interpret and apply policies, advanced knowledge, and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct, Batho Pele principles, budget formulation, financial management/accounting, strategic management, and programme management principles. Skills such as research design, interpreting and analysing quantitative and qualitative socio-economic data, methodologies and implementation, networking and communication, analytical thinking, problem analysis and problem solving, advanced computer literacy, report writing, time management, presentation and verbal communication skill, project development, management and monitoring skills, financial and budget management, planning and organizing, ability to transfer skills and knowledge, offer appropriate advice; Ability to work under pressure. Flexibility to work long and extra hours. Attributes such as innovative, ubuntu, service excellence, ethical conduct, integrity, commitment, and professionalism.

<u>DUTIES</u>	:	Oversee Economic Analysis for the KZN Province; Coordinate and facilitate the development of standards on Economic Analysis; Coordinate the analysis of economic trends using relevant instruments/tools; To provide regular reports on economic trends of the province; Provide leadership in the development and implementation of five year and annual strategy of the economic analysis unit including Operation Sukuma Sakhe (OSS), District Development Model (DDM), GEYODI and Risk Management and Knowledge Management, and human resources performance management.
<u>ENQUIRIES</u>	:	Mr. C Hamadziripi Tel No: (033) 264 2781
<u>NOTE</u>	:	NB: Targeted: Females and People with Disabilities who meet the requirements.
<u>POST 01/145</u>	:	<u>DIRECTOR: STATISTICAL DATABASE AND KNOWLEDGE MANAGEMENT</u> <u>REF NO: DIR-STAT DATABASE 03/DEC 2025</u> Business Unit: Chief Directorate: Economic Reviews Re-advertised, Candidates who applied previously may re-apply.
<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 REQUIREMENTS</u>	:	Head Office: Pietermaritzburg An appropriate Bachelor's Degree in Statistics/ Applied Statistics/ Econometrics/ Applied Mathematics at NQF Level 7 as recognized by SAQA. A Minimum of five (5) years' Middle/Senior Managerial level experience in Applied Statistics, Statistical Database Development, Statistical analysis, and information sharing and presentation. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) submitted upon appointment. A valid driver's licence. Skills, Training And Competencies: The successful candidate must have: An in-depth knowledge of economic statistics, national and international statistical systems, statistical analysis, survey development, quantitative and qualitative data analysis, data manipulation and forecasting Knowledge of information Sharing mechanisms and platforms; Ability to implement knowledge management systems, undertake applied statistical data analysis, strategic Management, and people skills and use advanced Excel in data and knowledge management An extensive knowledge of statistical database development and management A thorough understanding of relevant legislation, best practices, and frameworks. Sound Knowledge and understanding of the Public Service regulatory framework, 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, policies, and strategies. Ability to interpret and apply policies, advanced

knowledge, and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct, Batho Pele principles, budget formulation, financial management/accounting, strategic management, and programme management principles. Strong skills in statistical analysis, data gathering, database development, data analysis, survey development, quantitative and qualitative research, and communication. Ability to transfer skills and knowledge and offer appropriate advice Ability to gather and analyse information; Communication skills: verbal and written. Stakeholder liaison skills, management skills, research skills, presentation skills, policy analysis and development, analytical thinking, interpersonal relations, interpretation of statutes, diplomacy, computer literacy, language skills, and time management skills Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills, planning and organizing Good interpersonal skills, diversity management skills, economic transformation, change leadership, transformation, and conflict management.

<u>DUTIES</u>	:	The successful candidate will be required to: Provide strategic leadership and governance on knowledge management and statistics of the Department Oversee data and knowledge infrastructure management Provide leadership in the provision of data analytics, reporting, and insights Oversee policy implementation, capacity building, and stakeholder engagement Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr. C Hamadziripi Tel No: (033) 264 2781
<u>NOTE</u>	:	NB: Targeted: Females and People with Disabilities who meet the requirements.
<u>POST 01/146</u>	:	<u>DIRECTOR: ECONOMIC IMPACT ASSESSMENT REF NO: DIR- ECON IMP ASSESS 04/DEC 2025</u> Business Unit: Chief Directorate: Economic Reviews Re-advertised, Candidates who applied previously may re-apply
<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 REQUIREMENTS</u>	:	Head Office: Pietermaritzburg An appropriate Bachelor's Degree in Applied Statistics, Economics, Econometrics, Data Science, applied mathematics, and economics at NQF Level 7 as recognized by SAQA. A Postgraduate Degree will serve as an added advantage. Minimum of five years' Middle/Senior Managerial level experience in impact assessment, economic modelling, applied statistics, and data management. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) submitted upon appointment. A valid driver's licence. Skills, Training And Competencies: The successful candidate must have: a thorough knowledge of Economic Impact Assessment, Economic Modelling, data management, and applied statistics, Extensive experience in undertaking economic simulations, econometrics, and economy-wide impact assessments; Knowledge of data analysis and information processing and dissemination; Extensive knowledge and practical experience in undertaking economic research for impact analysis and decision making A thorough understanding of relevant legislation, best practices, and frameworks; A thorough understanding of high impact projects. Sound Knowledge and understanding of the Public Service regulatory framework, 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, policies, and strategies. Ability to interpret and apply policies, advanced knowledge, and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct, Batho Pele principles, Budget formulation, financial management/accounting, strategic management, and program management principles. Ability to transfer skills and knowledge and offer appropriate advice. Ability to undertake impact assessments, economic modelling, applied statistical data analysis, strategic management, and people skills, and use of advanced Excel and other data analysis tools. Ability to gather and analyse information; Communication skills: verbal and written. Stakeholder liaison skills. Management skills, research skills, presentation skills, policy analysis and development, analytical thinking, interpersonal relations, interpretation of statutes, diplomacy, computer literacy, language skills, and time management

	skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills, planning and organizing Good interpersonal skills, diversity management skills, Economic Transformation, change leadership, and Transformation, Conflict Management.
<u>DUTIES</u>	: The successful candidate will be required to: Ensure effective functioning of the Infrastructure research unit through planning, management of resources, risk management, operation Sukuma Sakhe, and implementation of the District Development model Design economic impact assessment tools and systems Undertake ex-ante and ex-post economic impact assessments of programs, interventions, and projects Contribute towards strategic management through the generation of impact assessment reports To develop economic impact assessment policies and strategies aimed at improving service delivery Provide strategic management of the resources of the Impact Assessment. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	: Mr. C Hamadziripi Tel No: (033) 264 2781
<u>NOTE</u>	: NB: Targeted: Females and People with Disabilities who meet the requirements.
	OTHER POST
<u>POST 01/147</u>	: <u>ASSISTANT DIRECTOR: ECONOMIC POLICY DEVELOPMENT REF NO: AD- ECON POL DEV 05/DEC 2025</u> Business Unit Policy and Planning Re-advertised, Candidates who applied previously may re-apply.
<u>SALARY</u>	: R582 444 – R686 091 per annum (Level 10)
<u>CENTRE</u>	: Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	: An appropriate NQF 6 Bachelor's Degree in Urban and Regional Planning or any other relevant Economic Planning qualification at NQF 6 as recognized by SAQA. A minimum of 3 years' administrative experience in Economic Planning, Spatial Policy Development, or Analysis environment. A valid driver's License. Skills, Training and Competencies: The successful candidate must have an in-depth knowledge of Public Policy, Economic Strategy Development, Spatial Policy Development and an understanding of the Economy of the KwaZulu-Natal Province. An in-depth knowledge of the National Development Plan, Project Management Principles, Policy Analysis and Interpretation, Public Policy, and Economic Strategy Development. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Promotion of Administrative Justice Act, Project Management Principle. Skills such as Presentation Skills, Analytical skills, Interpersonal Relations, Computer Skills, Organisation Skills, Research Skills, Financial Management Skills, Report Writing Skills, Problem Solving Skills, Communication skills (verbal and written), Project Management skills, Decision Making Skills, Facilitation Skills. Attributes such as Innovative, time frame driven, Confidentiality, honesty, integrity, and commitment.
<u>DUTIES</u>	: Monitor Global and National Policy Developments to influence Provincial Policy formulation; Provide technical expertise in Policy and Strategy Development; Undertake qualitative and quantitative policy analysis; Collaborate with Provincial and National stakeholders for Policy formulation and Strategy Development and Develop and consolidate database for all Provincial and National Policies and Strategies.
<u>ENQUIRIES</u>	: Mr. C. Hamadziripi: Chief Director: Economic Reviews: Tel No: (033) 264 2781
<u>NOTE</u>	: NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People With disabilities who meet the requirements are encouraged to apply.

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	: <p>Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: https://erecruitment.limpopo.gov.za and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below addresses.</p> <p>For Head office: Polokwane; Towoomba Research Station, Mara Research Station; Tompi Seleka College and Madzivhandila College: The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane, 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.</p> <p>Waterberg District: The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle, 0510 or hand delivered to: NTK Building, Modimolle, 0510.</p> <p>Capricorn District: The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort, 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowakgomo.</p> <p>Sekhukhune District: The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices: Lebowakgomo.</p> <p>Mopani District: The Director Mopani District Limpopo Department of Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani, 0826.</p> <p>Vhembe District: The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or Physical address: Handed in at Makwarela Government offices.</p>
<u>CLOSING DATE</u> <u>NOTE</u>	: <p>30 January 2026 at 16:00 (walk-in) and 00:00 (online)</p> <p>It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new Z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of</p>

employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). 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 date of the interview date. The applicant may submit additional information separately where the space provided on Z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management and development for public service professionalization volume 1, "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". Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSC) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and submit such upon appointment. Failure to comply with the above requirements will result in the disqualification of the application. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made based on the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

<u>POST 01/148</u>	<u>CHIEF DIRECTOR: AGRICULTURE REGULATORY AND TECHNOLOGY DEVELOPMENT REF NO: LDARD 1/11/2025 (X1 POST)</u>
	Re-advertisement, Those who have applied before are encouraged to re-apply if still interested.
<u>SALARY</u>	R1 494 900 per annum (Level 14), all-inclusive package to be structured in terms of applicable rules and guidelines.
<u>CENTRE</u>	Head Office: Polokwane

<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate undergraduate/ Bachelor's degree (NQF level 7) in Agriculture or relevant equivalent qualification as recognized by SAQA. Minimum of 5 years of experience at a senior managerial level in Agriculture. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Experience and knowledge in agricultural research. Understanding of Agricultural Education and Training environment. Proven experience and thorough understanding of agriculture and rural development sector. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change Management, Knowledge Management, Services delivery innovation, problem solving analysis, client orientation and customer focus, communication.
<u>DUTIES</u>	:	Provide high level strategic leadership and direction on policy and programmes development and implementation within the chief directorate. Manage and coordinate the provision of agriculture research and technology development services in animals. Manage and coordinate the provision of agriculture research and technology development services in crops. Manage and coordinate the provision of veterinary services. Manage and coordinate the provision of agricultural training services. Manage and utilise resources (financial, human, and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/149</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: LDARD 2/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), all-inclusive package to be structured in terms of applicable rules and guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Grade 12 plus an appropriate undergraduate / Bachelor's degree (NQF level 7) in Human Resource Management or relevant equivalent qualification as recognized by SAQA. At least a minimum of 5 years' experience at middle/senior managerial level in Human Resource Management. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Sound and in-depth experience and knowledge of relevant prescripts, and application of human resource practices and procedures. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change management; Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication skills.
<u>DUTIES</u>	:	To manage and facilitate the provision of Human Resource Management. Provide efficient administration of Human Resource Provisioning and Utilization Services. Manage and ensure the implementation of Conditions of Services. Ensure operational efficiency through effective and efficient management of Human Resource Planning and Equity. Build sound and sustainable relationships between the employer and the employees, representative bodies and all role-players. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

OTHER POSTS

<u>POST 01/150</u>	<u>DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: LDARD 3/11/2025 (X1 POST)</u> Re-advertisement, Those who have applied before are encouraged to re-apply if still interested.
<u>SALARY</u>	R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE REQUIREMENTS</u>	Head Office: Polokwane Grade 12 plus an appropriate undergraduate (NQF level 6) or relevant equivalent qualification in Risk Management /Audit or a relevant equivalent qualification as recognized by SAQA. Minimum of 3-5 years' experience within Risk Management of which three (3) must be Assistant Director level. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies And Skills: Sound and in-depth knowledge of relevant prescripts, and application of Risk Management, Business Continuity and Integrity Management as well as understanding of the legislative framework governing the Public Service and standards for good practice (King IV, The International Organization for Standardization (ISO). Experience of, and insight into legislation which impacts on risk management. Proven extensive experience in: - Integrating, embedding and implementing effective Risk, Business Continuity and Integrity Management processes and best practices. Extensive knowledge of the following: Business Continuity and Integrity Management processes and implementation. Proven management competencies and experience. Action-oriented and results-driven. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Provide expertise, counsel and advocacy in. Thorough understanding of policy formulation and co-ordination and implementation. Core Competencies: Strategic capability and leadership. People Management and empowerment. Programme and project management. Financial Management. Change management. Process competencies: Knowledge Management. Service delivery innovation. Problem solving analysis. Client orientation and customer focus. Communications. Personal Attributes: Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances.
<u>DUTIES</u>	Development and monitor the implementation of Risk and Integrity Management Programmes. Develop, monitor and analyse Risk Management Reports. Manage Integrity, RWOPS and Lifestyle Audits Reports. Manage, co-ordinate, monitor and facilitation of committees. Manage, Conduct Education and Awareness Campaign on Risk, Integrity and Business Continuity Management. Manage ERM unit and utilise resources (Financial, Human, And Physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/151</u>	<u>SCIENTIST (PRODUCTION) GRADE A: CROP BREEDING AND GENETICS REF NO: LDARD 4/11/2025 (X1 POST)</u>
<u>SALARY</u>	R761 157 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
<u>CENTRE REQUIREMENTS</u>	Toowoomba Research Centre Grade 12 plus a Science degree (Bsc) (Hon) or relevant equivalent qualification as recognised by SAQA. Compulsory registration with the SACNASP as a professional. Minimum of 3 years post qualification experience. Valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Programme and Project management. Scientific Methodologies and models. Research and Development. Computer-aided Scientific applications. Knowledge of legal compliance. Technical report Writing. Creating high Performance culture. Professional judgment. Data analysis. Policy development and analysis. Presentation Skills. Mentoring. Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Financial Management. Customer focus and Responsiveness. Communication. Networking. Computer literacy. People management. Planning and Organising. Conflict management. Change Management. Problem solving and Analysis. Innovation.

<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/152</u>	:	<u>SCIENTIST (PRODUCTION) GRADE A: CROP SOIL AND WATER REF NO: LDARD 5/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R761 157 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
<u>CENTRE REQUIREMENTS</u>	:	Toowoomba Research Centre
	:	Grade 12 plus a Science degree (Bsc) (Hon) or equivalent relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a professional. Minimum of 3 years post qualification experience. Valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Programme and Project management. Scientific Methodologies and models. Research and Development. Computer-aided Scientific applications. Knowledge of legal compliance. Technical report Writing. Creating high Performance culture. Professional judgment. Data analysis. Policy development and analysis. Presentation Skills. Mentoring. Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Financial Management. Customer focus and Responsiveness. Communication. Networking. Computer literacy. People management. Planning and Organising. Conflict management. Change Management. Problem solving and Analysis. Innovation.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/153</u>	:	<u>CONTROL ENGINEERING TECHNICIAN REF NO: LDARD 6/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R551 493 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Mopani District Office
	:	Grade 12 plus a National Diploma in Engineering or relevant equivalent qualification as recognised by SAQA. Compulsory registration with ECSA as a Professional Engineering Technician. Minimum of six years post qualification technical experience. Valid driver's licence. (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Project Management. Technical design and analysis knowledge Research and Development. Computer-aided Engineering applications. Knowledge of legal Compliance. Technical report Writing. Technical consulting. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. People management.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Manage administrative and related functions. Research and development.
<u>ENQUIRIES</u>	:	Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189.
<u>POST 01/154</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HR PROVISIONING AND UTILIZATION REF NO: LDARD 7/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	Grade 12 plus an appropriate NQF level 6 qualification in Human Resource Management, Public Management/ Administration or relevant equivalent qualification as recognized by SAQA. PERSAL training Certificates/ Results. Minimum of 3 years' working experience in HRM environment. Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act,

<u>DUTIES</u>	Public Finance Management Act. Presentation Skills. Report Writing Skills. Communication Skills. Problem Solving Skills. Negotiation Skills. Creativity and Innovation. Time Management. Computer Skills. Knowledge of PERSAL. Provide administrative support on the development of recruitment plan. Provide recruitment and selection processes. Provide transfers and translations. Facilitate packages for SMS and MMS restructured. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/155</u>	<u>SENIOR PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: LDARD 8/11/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R397 116 per annum (Level 08)</p> <p>Head Office: Polokwane</p> <p>Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Human Resource Management, Public Management or relevant equivalent qualification as recognized by SAQA. PERSAL training Certificates / Results. Minimum of 3 years' experience in PMDS environment. Valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Computer Literacy, PERSAL. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on PMDS development. Proven extensive experience in: - PMDS processes and PERSAL. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Good Communication skills; Group dynamics; Facilitation skills; Co-ordination skills; Presentation Skills. Knowledge of PERSAL.</p>
<u>DUTIES</u>	Facilitate PMDS workshops. Administer submission of PMDS documents. Implement PMDS outcomes. Coordinate competency assessment for SMS members. Implementation of pay progression, grade progression for Non-OSD and OSD. Supervise employees to ensure sound physical asset management, facilitate and utilize resources (human and physical) in accordance with relevant directives and legislations.
<u>ENQUIRIES</u>	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/156</u>	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES REF NO: LDARD 9/11/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R397 116 per annum (Level 08)</p> <p>Capricorn District</p> <p>Grade 12 plus an appropriate NQF level 6 qualification in Human Resource Management /Public Management/Administration or relevant equivalent qualification as recognized by SAQA. Minimum of 3 years' experience in Human Resource Management. PERSAL training Certificate. Knowledge, Competencies and Skills: Knowledge of Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills. Knowledge of PERSAL.</p>
<u>DUTIES</u>	Provide Human Resource Provisioning. Provide Conditions of service. Provide Human Resource Planning. Supervise subordinates and utilize resources (human and physical) in accordance with relevant directives and legislation
<u>ENQUIRIES</u>	Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610
<u>POST 01/157</u>	<u>SENIOR ADMINISTRATIVE OFFICER: ASSET AND INVENTORY MANAGEMENT REF NO: LDARD 10/11/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R397 116 per annum (Level 08)</p> <p>Head Office: Polokwane</p> <p>Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Logistics Management/ Financial Management/ Supply Chain Management/ Accounting or relevant equivalent qualification as recognized by SAQA. Minimum of 3 years' experience in Asset and Inventory Management. Valid drivers' licence (with exception of people with disabilities). Knowledge,</p>

<p>Competencies and Skills: Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on Asset and Inventory Management. Ability to implement internal systems and control to ensure sound asset management e.g. BAS, LOGIS etc. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Co-ordination skills.</p>	
<u>DUTIES</u>	: Provide asset and inventory management services. Conduct physical asset verification and maintenance of asset register. Facilitate acquisition process of departmental assets, inventory and consumables. Monitor inventory and consumables. Conduct disposal of assets and inventory. Monitor and ensure the safeguarding and movements of assets. supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/158</u>	: <u>SENIOR STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: LDARD 11/11/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R397 116 per annum (Level 08)</p> <p>: Tompi Seleka College</p> <p>: Grade 12 plus an appropriate NQF level 6 qualification in Supply Chain Management, Logistics Management and Purchasing Management as recognized by SAQA or relevant equivalent qualification as recognized by SAQA. Minimum of 3 years' experience in Supply Chain Management environment. Knowledge, Competencies And Skills: Knowledge of Procurement Policy, Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of Supply Chain Management Framework as well as understanding of the legislative framework governing the Public Service. Financial Systems: BAS and LOGIS. Leadership Skills. Financial Management skills. Written and verbal communication skills. Conflict Management skills. Report writing skills. Interpersonal relation skills. Computer skills. Ability to work in a highly pressured environment.</p>
<u>DUTIES</u>	: Provide demand management services. Provide acquisition management services. Provide purchase management services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/159</u>	: <u>SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT AND ACCOUNTING REF NO: LDARD 12/11/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R397 116 per annum (Level 08)</p> <p>: Capricorn District</p> <p>: Grade 12 plus an appropriate NQF level 6, National Diploma/ Degree in Financial Management /Financial Accounting, Public Finance Management or relevant equivalent qualification as recognized by SAQA. LOGIS and PERSAL certificates/ Results. Minimum of 3 years' experience in Financial Management environment. Valid drivers' license (with exception of people with disabilities). Knowledge, Competencies and Skills: Sound and In-depth Knowledge of Procurement Policy Framework Act, Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of Supply Chain Management Framework as well as understanding of the legislative framework governing the Public Service. Financial management. Leadership Skills. Financial Management skills. Written and verbal communication skills. Conflict Management skills. Report writing skills. Interpersonal relation skills. Computer skills.</p>
<u>DUTIES</u>	: Provide financial planning, budgeting and reporting. Provide financial revenue and debt management. Provide expenditure management. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610

<u>POST 01/160</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT</u> <u>REF NO: LDARD 13/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 6 qualification in Supply Chain Management / Assets Management, Logistics Management or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Asset Management. Knowledge, Competencies and Skills: Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Ability to work in a highly pressured environment.
<u>DUTIES</u>	:	Provide asset and inventory management services. Maintenance of assets. Conduct physical asset verification. Facilitate asset disposal process. Render stores and warehousing services. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610
<u>POST 01/161</u>	:	<u>ADMINISTRATIVE OFFICER: HRD AND TRANSFORMATION SERVICES</u> <u>REF NO: LDARD 14/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF 6 in Public Management/Administration, and Human Resource Development/ Management, Management of Training qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in HRD and Transformation environment. A valid driver's licence (with exception of people with disabilities). Knowledge, Skills and Competencies: Knowledge of relevant prescripts and applications of Employee Health and Wellness programmes, HRD & SDI as well as understanding of the legislative framework governing the Public Service. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills. Facilities and management skills.
<u>DUTIES</u>	:	Provide Human Resource Development. Provide Performance Management Development System (PMDS). Provide employee wellness. Provide Safety, Health, Environment, Risk and Quality. Provide Special Programmes. Provide Service Delivery Improvement.
<u>ENQUIRIES</u>	:	Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610
<u>POST 01/162</u>	:	<u>ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT SERVICES</u> <u>REF NO: LDARD 15/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Waterberg District Office
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 6 qualification in Public Management/ Administration / Facilities Management / Management Assistant Qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in administration. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies And Skills: Strong organizational skills. Communication skills. Interpersonal skills. Experience with technology and software. Knowledge of working procedure in terms of the working government. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Provide office accommodation. Facilitate office automation / equipment. Facilitate maintenance services. Facilitate cleaning services. Administer Switchboard operations. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

<u>ENQUIRIES</u>	:	Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 3298/1077
<u>POST 01/163</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT</u> <u>REF NO: LDARD 16/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Vhembe West
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF level 6 in Supply Chain Management / Asset Management / Public Management/ Administration / Financial Management Qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Administration. A valid driver's license (with the exception of people with disabilities). Knowledge, competencies, and skills: Strong organizational skills, Communication skills, Experience with technology and software. Problem-solving skills. Knowledge of working procedure in terms of the working government. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Supervise and render administrative support services at Agro-ecological zone. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services. Supervise and provide personnel administration clerical support services. Supervise and provide financial administration support services. Supervise and provide transport support services. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
<u>POST 01/164</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR REF NO: LDARD 18/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Toowoomba Research Station
<u>REQUIREMENTS</u>	:	Grade 12 or relevant equivalent qualification as recognized by SAQA. An appropriate tertiary NQF level 6 qualifications in Public Management/Administration will be an added advantage. Minimum of 2 years' experience in Administration. Knowledge, Competencies, And Skills: Knowledge of clerical duties, practices as well as ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working government. Job knowledge, Communication skills (both verbal and written). Good interpersonal relations skills. Flexibility. Teamwork. Computer skills. Planning and organising. Language.
<u>DUTIES</u>	:	Supervise and render an administrative support service. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the Research Centre. Supervise and provide personnel administration clerical support services within the Research Centre. Supervise and provide financial administration support services in the Research Centre. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347
<u>POST 01/165</u>	:	<u>PERSONAL ASSISTANT (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Corporate Management: Head Office-Polokwane Ref No: LDARD 19/11/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	HOD Support Services: Head Office-Polokwane Ref No: LDARD 20/11/2025 (X1 Post)
	:	Grade 12 plus Secretarial Diploma; Administration qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in rendering a support service to a member of Senior Management Services (SMS). Knowledge, Competencies, And Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do

	research and analyse documents and situations. Good grooming and presentation. Self-management and motivation. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration.
<u>DUTIES</u>	: To render a secretarial support service to a member of Senior Management Services (SMS). Provides a secretarial/receptionist support service. Render administrative support services. Provides support regarding meetings. Support the office of a member of Senior Management Services (SMS) with the administration of the budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347
<u>POST 01/166</u>	<u>DISABILITY ASSISTANT OFFICER REF NO: LDARD 17/11/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R269 499 per annum (Level 06) Vhembe district Office : Grade 12 plus NQF level 6 in Office Assistant/ Management, Public Management/ Administration, Business Administration or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Administration. Experience of working with people living with disability will be an added advantage. A valid driver's license. Knowledge, Competencies, and Skills: Knowledge of the public service regulations, Sound and in-depth knowledge of relevant prescripts and understanding of legislative and disability framework governing the public service, Knowledge of Batho Pele Principles. Empathy and ability to work with people living with disabilities. Experience of working with disability assistive devices. Confidentiality and professionalism, Problem-solving skills. Mobility orientation skills, Interpersonal and customer care skills. Supportive, Team player, Computer proficiency, organizational skills, communication skills, Report writing skills.
<u>DUTIES</u>	: Provide disability administrative support. Facilitation of reasonable accommodation to person living with disability. Provide general administration support. Provide logistical support. Ensure compliance with disability legislative frameworks.
<u>ENQUIRIES</u>	: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
<u>POST 01/167</u>	<u>ARTISAN PRODUCTION GRADE A REF NO: LDARD 21/11/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R230 898 per annum, (OSD) Madzivhandila College : Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A Valid driver's license (With exception of people with disabilities). Knowledge, Competencies and Skills: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process, knowledge and skills. Technical analysis knowledge. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing.
<u>DUTIES</u>	: To render technical design, production, operation and maintenance services. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative related functions. Maintain expertise. Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

<u>POST 01/168</u>	:	<u>HR CLERK: HUMAN RESOURCE SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Sekhukhune District Ref No: LDARD 22/11/2025 (X1 Post) Waterberg District Ref No: LDARD 23/11/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualification in HRM will be an added advantage. Knowledge, Competencies and Skills: Knowledge of Human Resource policies and legislations. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
<u>DUTIES</u>	:	Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Provide personnel administration clerical support services within the component. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime and Termination of service). Performance Management.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000 Waterberg District
<u>POST 01/169</u>	:	<u>HR CLERK: CONDITIONS OF SERVICE REF NO: LDARD 24/11/2025 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
<u>REQUIREMENTS</u>	:	Head Office: Polokwane Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualification in HRM will be an added advantage. Knowledge, Competencies and Skills: Knowledge of Human Resource policies, legislation, and practices, as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Understanding of human resource administration practices. Report writing skills. Good communication skills (verbal and written). Computer literacy. Good organizing skills, problem-solving abilities, client orientation, accuracy, and attention to detail.
<u>DUTIES</u>	:	Render effective administrative support in processing service terminations. Administer the leave management process, including the implementation of the Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Process leave gratuities and discounting. Administer service benefits. Administer pension withdrawal processes. Ensure the effective and efficient utilisation of resources.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/170</u>	:	<u>ADMINISTRATIVE CLERK: ADMINISTRATIVE SUPPORT SERVICES (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Waterberg North Ref No: LDARD 25/11/2025 (X1 Post)
	:	Waterberg South Central Ref No: LDARD 26/11/2025 (X1 Post)
	:	Mara Research Station Ref No: LDARD 27/11/2025 (X1 Post)
	:	Capricorn Northwestern Ref No: LDARD 28/11/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognised by SAQA. Certificate / Qualification in Administration / Public Management / Transport Management / Administration will be an added advantage. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organizational skills.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.
<u>ENQUIRIES</u>	:	Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 7173298/1077

Mara Research Station: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610

POST 01/171

**SALARY
CENTRE
REQUIREMENTS**

SUPPLY CHAIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 29/11/2025 (X1 POST)

DUTIES

: R228 321 per annum (Level 05)
Waterberg District
: Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualifications in Supply Chain Management will be added advantage. Knowledge, Competencies and Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer Skills. Communication Planning and organisation. Interpersonal relations Language. Flexibility Good verbal and written. Communication skills. Teamwork.

ENQUIRIES

: To render supply chain management (SCM) clerical services. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 713 298/1077

POST 01/172

**SALARY
CENTRE
REQUIREMENTS**

REGISTRY CLERK REF NO: LDARD 30/11/2025 (X1 POST)

DUTIES

: R228 321 per annum (Level 05)
Mopani District
: Grade 12 or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Certificate in Record and Archives will be an added advantage. Knowledge, Competencies And Skill: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skill.

ENQUIRIES

: Provide registry services. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189

POST 01/173

**SALARY
CENTRE
REQUIREMENTS**

SWITCHBOARD OPERATOR (X2 POSTS)

DUTIES

: R193 359 per annum (Level 04)
Vhembe Central Ref No: LDARD 31/11/2025 (X1 Post)
Mopani North Ref No: LDARD 32/11/2025 (X1 Post)
: Grade 12 or equivalent qualification as recognised by SAQA. Certificate / Qualification on Telephone etiquette will be an added advantage. Knowledge, Competencies, And Skills: Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle.

ENQUIRIES

: Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Identify and report telephone faults to the supervisor.
: Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.

<u>POST 01/174</u>	<u>DRIVER/MESSENGER REF NO: LDARD 33/11/2025 (X1 POST)</u>
<u>SALARY</u>	: R193 359 per annum (Level 04)
<u>CENTRE</u>	: Head Office: Polokwane
<u>REQUIREMENTS</u>	: Grade 10 or equivalent appropriate qualification as recognised by SAQA. Minimum of 7 -12 months driving experience. A valid driver's license as well as a Professional Driving Permit (PDP). Knowledge, Competencies And Skills: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city (ies) / district in which the functions will be performed.
<u>DUTIES</u>	: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs-books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office.
<u>ENQUIRIES</u>	: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/175</u>	<u>HANDYMAN REF NO: LDARD 34/11/2025 (X1 POST)</u>
<u>SALARY</u>	: R163 680 per annum (Level 03)
<u>CENTRE</u>	: Vhembe District
<u>REQUIREMENTS</u>	: ABET/AET Level 04 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's licence will be an added advantage.
<u>DUTIES</u>	: Maintenance of office buildings and furniture. Maintenance of office equipments.
<u>ENQUIRIES</u>	: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
<u>POST 01/176</u>	<u>CLEANER (X10 POSTS)</u>
<u>SALARY</u>	: R138 486 per annum (Level 02)
<u>CENTRE</u>	: Mopani North Ref No: LDARD 35/11/2025 (X1 Post) Tompi Seleka College Ref No: LDARD 36/11/2025 (X1 Post) Mopani East Ref No: LDARD 37/11/2025 (X1 Post) Mopani District Office (Ref No: LDARD 38/11/2025 (X1 Post) Capricorn Northwestern Ref No: LDARD 39/11/2025 (X2 Posts) Waterberg District Ref No: LDARD 40/11/2025 (X2 Posts), Re-advert Waterberg South Central Ref No: LDARD 41/11/2025 (X1 Post), Re-advert Sekhukhune District Ref No: LDARD 42/11/2025 (X1 Post), Re-advert
<u>REQUIREMENTS</u>	: Grade 10 or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.
<u>DUTIES</u>	: Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and provide water during meetings. Refill aqua cooler/s. Washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610.

Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.

Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.

Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 713 298/1077

Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000

Tompi Seleka College: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 01/177

GENERAL WORKER (X6 POSTS)

**SALARY
CENTRE**

: R138 486 per annum (Level 02)

Capricorn East Ref No: LDARD 43/11/2025 (X1 Post): Re-advert

Mara Research Station Ref No: LDARD 44/11/2025 (X1 Post)

Waterberg North Ref No: LDARD 45/11/2025 (X2 Posts) Re-advert

Sekhukhune South Central (Ref No: LDARD 46/11/2025 (X1 Post) Re-advert

Waterberg South Central Ref No: LDARD 47/11/2025 (X1 Post) Re-advert

REQUIREMENTS

: Grade ABET/AET or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills.

DUTIES

: Perform general assistant work. Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods. Cleaning of government vehicles.

ENQUIRIES

: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610.

Mara Research Station: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 713 298/1077

Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000

ANNEXURE R

PROVINCIAL ADMINISTRATION: MPUMALANGA DEPARTMENT OF CULTURE, SPORT AND RECREATION

<u>CLOSING DATE</u>	:	30 January 2026
<u>NOTE</u>	:	All applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service department. All section of the form must be fully completed and duly signed. Please note the following important guidelines: Z83 Form: All sections of the online Z83 form must be fully completed and duly signed. Please note the following important guidelines: Z83 Form: All sections of the online Z83 form must be fully completed also attach a detailed CV and supporting Documents: Only shortlisted candidates will be contacted. If shortlisted, you will be required to submit: Certified copies of your qualifications, Your RSA ID document, Your Senior Certificate and a valid driver's license (where applicable). Application Details: Applications must be sent in PDF format (maximum size: 5MB) only and indicate in the email subject: Name of Post and Post Reference Number. One post per application form. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to the wrong e-mail address will not be considered. Please note the following: The Department of Culture, Sport and Recreation is an equal opportunity, Sport and Recreation to promote representatives (race, gender and disability) in accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference) 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 SMS interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. Candidates are required to submit Nyukela SMS Pre-entry Certificate prior to appointment. The full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms pre-entry programme/Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: https://dcsr.mpg.gov.za
MANAGEMENT ECHELON		
<u>POST 01/178</u>		
<u>SALARY</u>		
<u>CENTRE</u>		
<u>REQUIREMENTS</u>		
<u>CHIEF DIRECTOR: CULTURAL AFFIARS REF NO: DCSR/24/2026</u>		
<u>DUTIES</u>	:	Manage the Chief Directorate Cultural Affairs, ensure effective planning and evaluation within the programme including Budgeting, Staff Performance Management, Leave Management, Monthly and Quarterly reports, ensure effective and efficient provision Budgeting and management of expenditure, implement PFMA. Oversee the implementation of the development and promotion of designated languages in the province. Oversee the implementation EPWP, ensure that cultural events and commemorative days

are implemented and managed effectively to promote social cohesion. Render effective and efficient financial management.

ENQUIRIES
APPLICATIONS

: Mr. MC Mahlalela Tel No: (013) 766 5343
: Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za

OTHER POSTS

POST 01/179

SALARY **CENTRE** **REQUIREMENTS**

DUTIES

ENQUIRIES **APPLICATIONS**

POST 01/180

SALARY **CENTRE** **REQUIREMENTS**

DUTIES

ENQUIRIES **APPLICATIONS**

POST 01/181

SALARY **CENTRE** **REQUIREMENTS**

DUTIES

ENQUIRIES **APPLICATIONS**

POST 01/182

SALARY **CENTRE**

LIBRARIAN REF NO: DCSR/25/2026

R397 116 per annum
Loueville Public Library
B.Bibl Degree/Diploma in Library and Information Science. General knowledge of library services, computer, people and communication skills. Driver's license.

: Administer functions of the library, market the library service, research on user and prospective user needs, attend to circulation of library material and assist in other functions of the library where required, information storage and retrieval and reporting procedures. Assist with opening of new libraries, develop and revise promotional projects and special/events.

Ms. ST Lushaba Tel No: (013) 766 5245
: Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za

LIBRARIAN REF NO: DCSR/26/2026

R397 116 per annum
Mmamethlake Public Library
B.Bibl Degree/Diploma in Library and Information Science. General knowledge of library services, computer, people and communication skills. Driver's license.

: Administer functions of the library, market the library service, research on user and prospective user needs, attend to circulation of library material and assist in other functions of the library where required, information storage and retrieval and reporting procedures. Assist with opening of new libraries, develop and revise promotional projects and special/events.

Ms. DM Ntuli Tel No: (013) 766 8339
: Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za

LIBRARY ASSISTANT/CYBER CADET REF NO: DCSR/27/2026

R269 499 per annum
Mmamethlake Public Library
Grade 12 and Certificate in IT-related studies, good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating systems software. Experience in IT and of working in a public library will be an added advantage.

: To assist library users on how to do electronic information searches on CD and DVD, encyclopaedia, Internet, do searches for school projects and assignment, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.

Ms. Dina Ntuli Tel No: (013) 766 8339
: Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za.

LIBRARY ASSISTANT/CYBER CADET REF NO: DCSR/28/2026

R269 499 per annum

Loiueville Public Library

<u>REQUIREMENTS</u>	:	Grade 12 and Certificate in IT-related studies, good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating systems software. Experience in IT and of working in a public library will be an added advantage.
<u>DUTIES</u>	:	To assist library users on how to do electronic information searches on CD and DVD, encyclopaedia, Internet, do searches for school projects and assignment, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.
<u>ENQUIRIES</u>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/183</u>	:	<u>CLEANER REF NO: DCSR/29/2026</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Barberton Musuem
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms. ST Lushaba Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/184</u>	:	<u>CLEANER REF NO: DCSR/30/2026</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Mmamethlake Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 01/185</u>	:	<u>CLEANER REF NO: DCSR/31/2026</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Loiueville Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.

<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Ms. ST Lushaba Tel No: (013) 766 5245 Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/186</u>	:	<u>GROUNDSMAN REF NO: DCSR/32/2026</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R138 486 per annum Mmamethlake Public Library
<u>DUTIES</u>	:	An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Maintain gardening services in the premises and surrounding through watering the gardening, prune, trim flowers and tree. Grass mowing, remove weeds and garden fuse. Apply insecticide; cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Repair minor defect of gardening tools. Assist with on/off loading of deliveries. Washing and cleaning of GG's vehicle. Empty dirty dustbin services in the Museum and assist with other tasks/duties as and when required by supervisor.
<u>POST 01/187</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339 Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	<u>GROUNDSMAN REF NO: DCSR/33/2026</u>
<u>DUTIES</u>	:	R138 486 per annum Loiueville Public Library
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures.
<u>POST 01/188</u>	:	Maintain gardening services in the premises and surrounding through watering the gardening, prune, trim flowers and tree. Grass mowing, remove weeds and garden fuse. Apply insecticide; cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Repair minor defect of gardening tools. Assist with on/off loading of deliveries. Washing and cleaning of GG's vehicle. Empty dirty dustbin services in the Museum and assist with other tasks/duties as and when required by supervisor.
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	Ms. ST Lushaba Tel No: (013) 766 5245 Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>DUTIES</u>	:	<u>TRADESMAN-AID REF NO: DCSR/34/2026</u>
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	R138 486 per annum Pilgrim's Rest Museum
<u>POST 01/188</u>	:	An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures.
<u>DUTIES</u>	:	Museum Caretaking, Open the museum to the public to welcome the tourists, Rendering maintenance of objects, Rendering safety of objects, Report damaged or stolen objects, Render hospitality services and give information to tourists.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Ms. ST Lushaba Tel No: (013) 766 5245 Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za

GRADUATE INTERNSHIP PROGRAMME FOR THE YEAR 2026 – 2028 (24 MONTHS)

<u>CLOSING DATE</u>	:	30 January 2026
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NOTE : All applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service department. All section of the Z83 form must be fully completed and duly signed. Applicants are required to submit only Z83 and CV, all other documents are submitted by shortlisted candidates) Shortlisted candidates will be required to submit certified supporting documents on or before the day of the interview. The programme is aimed at providing work experience/exposure to unemployed graduates. Applicants must be South African citizens and not have participated in an internship programme in any government/state institution. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference). Please note the following: The Department of Culture, Sport and Recreation is an equal opportunity to promote representatives (race, gender and disability) in accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply Application Details: Applications must be sent on PDF format (maximum size: 5MB) only and indicate in the email subject: Name of Post and Post Reference Number. One post per application form. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to the wrong e-mail address will not be considered. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: <https://dcsr.mpg.gov.za>

OTHER POSTS

POST 01/189 : **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DCSR/01/2026 (X2 POSTS)**

STIPEND : R94 326 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree in Human Resource Management/Development
DUTIES : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.

ENQUIRIES : Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
APPLICATIONS : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za

POST 01/190 : **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DCSR/02/2026 (X1 POST)**

STIPEND : R94 326 per annum
CENTRE : Gert Sibande Regional Office
REQUIREMENTS : National Diploma/ Degree in Human Resource Management/Development
DUTIES : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.

ENQUIRIES : Mr. Simon Shabangu Tel No: (017) 811 6196
APPLICATIONS : Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za

POST 01/191 : **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DCSR/03/2026 (X1 POST)**

STIPEND : R94 326 per annum
CENTRE : Nkangala Regional Office
REQUIREMENTS : National Diploma/ Degree in Human Resource Management/Development
DUTIES : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.

<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 01/192</u>	:	<u>PLANNING AND PROGRAMME MANAGEMENT REF NO: DCSR/04/2026 (X2 POSTS)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Strategic Management/ or related field
<u>DUTIES</u>	:	Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	:	Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/193</u>	:	<u>LEGAL SERVICES REF NO: DCSR/05/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	LLB Degree/ BCom Law
<u>DUTIES</u>	:	Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	:	Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/194</u>	:	<u>TRANSVERSAL, EMPLOYEE HEALTH & WELLNESS REF NO: DCSR/06/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Social Work
<u>DUTIES</u>	:	Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	:	Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/195</u>	:	<u>COMMUNICATIONS (PUBLICATION & PRODUCTION) REF NO: DCSR/07/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Graphic Design
<u>DUTIES</u>	:	Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	:	Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/196</u>	:	<u>COMMUNICATIONS (MEDIA LIAISON) REF NO: DCSR/08/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Communication/Journalism/Public Relations
<u>DUTIES</u>	:	Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	:	Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za

<u>POST 01/197</u>	<u>LANGUAGE SERVICES REF NO: DCSR/09/2026 (X1 POST)</u>
<u>STIPEND</u>	: R94 326 per annum
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Language Practice (Major in IsiNdebele)
<u>DUTIES</u>	: Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	: Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	: Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/198</u>	<u>ARCHIVES REF NO: DCSR/10/2026 (X3 POSTS)</u>
<u>STIPEND</u>	: R94 326 per annum
<u>CENTRE</u>	: Provincial Archives Building
<u>REQUIREMENTS</u>	: Bachelor of Information Science (Major in Archives & Records Management)
<u>DUTIES</u>	: Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	: Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	: Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/199</u>	<u>ORAL HISTORY REF NO: DCSR/11/2026 (X3 POSTS)</u>
<u>STIPEND</u>	: R94 326 per annum
<u>CENTRE</u>	: Provincial Archives Building
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Indigenous Knowledge Systems (IKS)/Anthropology & History
<u>DUTIES</u>	: Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	: Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	: Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/200</u>	<u>SUPPLY CHAIN MANAGEMENT REF NO: DCSR/12/2026 (X2 POSTS)</u>
<u>STIPEND</u>	: R94 326 per annum
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Supply Chain Management/Asset Management/Logistics.
<u>DUTIES</u>	: Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	: Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	: Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/201</u>	<u>BUDGET REF NO: DCSR/13/2026 (X1 POST)</u>
<u>STIPEND</u>	: R94 326 per annum
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Management Accounting/Accounting
<u>DUTIES</u>	: Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	: Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	: Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/202</u>	<u>SALARIES REF NO: DCSR/14/2026 (X1 POST)</u>
<u>STIPEND</u>	: R94 326 per annum
<u>CENTRE</u>	: Head Office

<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Financial Management/Accounting
<u>DUTIES</u>	:	Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	:	Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/203</u>	:	<u>EXPENDITURE REF NO: DCSR/15/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Financial Management/Accounting
<u>DUTIES</u>	:	Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	:	Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/204</u>	:	<u>SUPPLY CHAIN MANAGEMENT REF NO: DCSR/16/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Nkangala Regional Office
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Supply Chain Management/Asset Management/ Logistics.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 01/205</u>	:	<u>HERITAGE & MUSEUM SERVICES REF NO: DCSR/17/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Degree in Heritage Resource Management / Archaeology / Anthropology / Paleontology
<u>DUTIES</u>	:	Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	:	Mr. Nkosingisize Khumalo Tel No: (013) 766 5374
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/206</u>	:	<u>HERITAGE & MUSEUM SERVICES REF NO: DCSR/18/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pilgrims Rest
<u>REQUIREMENTS</u>	:	Degree in Heritage Resource Management / Archaeology/ Anthropology / Paleontology
<u>DUTIES</u>	:	Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/207</u>	:	<u>SPORT AND RECREATION REF NO: DCSR/19/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Ehlanzeni Regional Office
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Sport Management/Science

<u>DUTIES</u>	: Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	: Ms. Nqobile Tshuma Tel No: (013) 766 5656
<u>APPLICATIONS</u>	: Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za
<u>POST 01/208</u>	<u>SPORT AND RECREATION REF NO: DCSR/20/2026 (X2 POSTS)</u>
<u>STIPEND</u>	: R94 326 per annum
<u>CENTRE</u>	: Nkangala Regional Office
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Sport Management/Science
<u>DUTIES</u>	: Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	: Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	: Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 01/209</u>	<u>SPORT AND RECREATION REF NO: DCSR/21/2026 (X1 POST)</u>
<u>STIPEND</u>	: R94 326 per annum
<u>CENTRE</u>	: Gert Sibande Regional Office
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Sport Management/Science
<u>DUTIES</u>	: Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	: Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	: Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 01/210</u>	<u>ARTS AND CULTURE REF NO: DCSR/22/2026 (X1 POST)</u>
<u>STIPEND</u>	: R94 326 per annum
<u>CENTRE</u>	: Gert Sibande Regional Office
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Visual Arts & Crafts/ Performing Arts/Fine Arts
<u>DUTIES</u>	: Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	: Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	: Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 01/211</u>	<u>ARTS AND CULTURE REF NO: DCSR/23/2026 (X1 POST)</u>
<u>STIPEND</u>	: R94 326 per annum
<u>CENTRE</u>	: Nkangala Regional Office
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Visual Arts & Crafts/ Performing Arts/Fine Arts
<u>DUTIES</u>	: Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.
<u>ENQUIRIES</u>	: Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	: Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HUMAN SETTLEMENTS**

APPLICATIONS

: Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, hsjobs@nwpg.gov.za, 2735, hand deliver to Cnr Provident and University Drive, West wing 2nd floor Garona Building, Mmabatho.

**CLOSING DATE
NOTE**

: 30 January 2026, Time (16H00)

: Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subject to security vetting. The candidate will have to disclose his/her financial interests. Candidates are required to submit pre- entry certificate for SMS (Nyukela) before appointment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Completion of new Z83: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A, B,C and D may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, Part E: all fields must be completed, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, www.dpsa.gov.za. The Northwest Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. The posts are open for everyone, but preference will be given to women and persons with disabilities. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGAMENT ECHELON

<u>POST 01/212</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: HS/ 05/ 25/26</u> Component: Human Settlements Developments
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum (Level 14). The inclusive remuneration Package consist of Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Mmabatho) Matric/Grade12 Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Financial and Accounting management and related field. Minimum Five (5) years relevant experience in senior managerial level. A valid driver's license. Must have an Extensive Travelling ability. Competencies/ Knowledge and skills: advanced communication skills, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation, willingness to work extended hours, Problem solving and analysis, knowledge management, negotiation skills and analytical skills are a prerequisite. Financial management and management accounting. Strategic capability leadership. Business plan. Program and project management. People management and empowerment. Change management and stakeholder management. Good understanding of government policies, programmes, strategies, projects and plans, Constitution, Public Service Act, Public Service Regulatory Framework, Public Finance Management Act, Medium Term Expenditure Framework and Budget process, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated practice notes, financial accounting (including principles of GAAP/GRAP), management accounting, cost accounting, internal control, internal and external audit, information systems, Government systems, strategic understanding and knowledge of the application of the constitutional values and principles.
<u>DUTIES</u>	:	The Chief Financial Officer's core functions are to assist the Accounting Officer to carry out his or her financial management responsibilities, in areas ranging from budget preparation to financial reporting and the development and maintenance of internal control policies and procedure. Contribute to the financial aspects of the strategic planning process. Ensure that internal financial targets and budgets are fully consistent with the strategic plan and relevant agreements with Government, manage working capital, assets and liabilities, internal control, accounting and finance, expenditure and revenue management, exercise effective budgetary control. Monitory systems that warn of impending overspending of a vote or main division of any impending under collection of revenue or shortfall in budgeted revenue, meet reporting requirements as required in terms of financial management legislation such as PFMA, Treasury Regulations and DoRA, submit all reports, returns, notices and other information as required by the executive authority, Legislature, the relevant treasury, Auditor-General and internal audit. Manage the departmental budget in accordance with departmental strategy and relevant prescripts, Co-ordinate and ensure effective and efficient performance of the Financial Management and Supply Chain Management function in all components of the Department. Develop and maintain measures to prevent fraud and mal administration, ensure strict adherence to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000). Oversee the preparation and analysis of the Annual Financial Statements for the Department, strategically engage with auditors and provide appropriate and timely responses to audit queries.
<u>ENQUIRIES</u>	:	Ms D Lolokwane Tel No: (018) 388 2391
		OFFICE OF THE PREMIER
<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>CLOSING DATE</u>	:	30 January 2025 at 15H00(walk-in) and 00.00 mid-night(online)

NOTE : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za, which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, however, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being 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. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful.

OTHER POSTS

POST 01/213 : **DEPUTY DIRECTOR: CONFLICT PREVENTION AND MANAGEMENT REF NO: NWP/OOP/2026/01**
Purpose: To ensure implementation of provincial conflict prevention and management strategies

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive package)
: Mmabatho
: Three-year auditing tertiary qualification at NQF level 7 (NQF level and credits) as accredited by SAQA. 6-7 years' experience in conflict prevention and management of which three (3) years should be in conflict prevention and management at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of public service labour relations policies, prescripts practices and related fields. Knowledge of labour legislation. Knowledge of collective bargaining. Knowledge of dispute resolutions and Project Management. Good Communication skills; Computer skills writing skills; Problem solving skills; Management skills; Ability to interpret and apply policy and relevant legislation.

DUTIES : Facilitation of conflict management and resolution. Conducting of advocacy on dispute, conflict and strike management procedures and relevant jurisprudence. The provision of provincial labour relations support services in relation to conflict prevention and management. The monitoring, evaluation

<p>and aligning of the efficacy of the provincial conflict prevention and management programmes. The dissemination of relevant information relating to contemporary labour cases, laws and articles on labour relations matters.</p> <p>ENQUIRIES APPLICATIONS</p> <p>POST 01/214</p> <p>SALARY CENTRE REQUIREMENTS</p> <p>DUTIES</p> <p>ENQUIRIES APPLICATIONS</p> <p>POST 01/215</p> <p>SALARY CENTRE REQUIREMENTS</p> <p>DUTIES</p> <p>ENQUIRIES APPLICATIONS</p> <p>POST 01/216</p> <p>SALARY CENTRE REQUIREMENTS</p>	
:	Mr. B Malawane Tel No: (018) 388 3707 E-Mail: ooprecruitment1@nwpg.gov.za
:	DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWP/OOP/2026/02 Job Purpose: To manage and facilitate the provision of demand, acquisition and Logistics management services
:	R896 436 per annum (Level 11), (all-inclusive package) Mmabatho
:	Three- year appropriate tertiary qualification at NQF level 6 and/or equivalent qualifications (NQF level and credits). 6-7 years' experience in SCM to which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Knowledge of SCM prescripts and understanding of legislative framework of procedures within SCM. Knowledge of PFMA/ Treasury regulations, Knowledge of departmental policies, Knowledge of accounting principles and knowledge of financial system. Managerial skills, Analytical and ability to interpret and apply policies, People management and negotiation skills.
:	Develop and monitor the implementation of Supply Chain policies. Conduct demand management planning. Manage acquisition processes. Monitor Supply Chain Management risks and performance. Monitor contracts and open order accounts and supplier performance.
:	Mr. L Mathe Tel No: (018) 388 4240 E-Mail: ooprecruitment2@nwpg.gov.za
:	SENIOR STATE ACCOUNTANT REF NO: NWP/OOP/2026/03 Purpose: To implement Management Accounting systems and procedures in the Office of the Premier
:	R397 116 per annum (Level 08) Mahikeng
:	Three-year tertiary qualification in Financial Management or Accounting at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Financial Management and Accounting of which 1 year should be at supervisory level. Knowledge, Skills & Competencies: Public Finance Management Act; Public Service Regulations; Treasury Regulations. Basic Accounting systems; experience in cash flow, budgeting and expenditure control. Computer literacy skills (Excel, Word, PowerPoint); Communication skills (written and verbal)
:	Consolidate, check, collect and prepare financial support information for completion of the budgeting (MTEF) and planning purposes. Prepare requests for roll-over, virements/ shift processes, Adjustment budget estimates, monthly forecasting and produce adjusted cash flow. Coordinate management and monitoring of budget revenue and expenditure trends. Authorization of journals and the provision of revenue services.
:	Mr. N Rapoo Tel No: (018) 388- 2516 E-Mail: ooprecruitment3@nwpg.gov.za
:	SENIOR ADMINISTRATION OFFICER: STRATEGY AND PLANNING(VERIFIED) REF NO: NWP/OOP/2026/04 Purpose: To Administer and Facilitate advice on medium and long-term strategic planning to support the imperatives of the national development plan and rebranding, repositioning and renewal
:	R397 116 per annum (Level 08) Mahikeng
:	Three-year tertiary qualification in Public Administration at NQF level 6 and /or equivalent qualification (NQF level and credits). 2 – 4years' experience in strategy and management of which 1 year should be at supervisory level. Knowledge, Skills & Competencies: Knowledge of Public Service Act, Public Service Regulations, Labour Relations, PFMA and Public Finance Regulations. Good communication skills, Problem solving skills, Report writing skills, Computer skills, Coordination and Planning and organization skills.

<u>DUTIES</u>	:	Administer and facilitate strategic planning in line with Provincial and National Planning Frameworks. Facilitate and provide planning support to provincial departments and municipalities. Coordinate submission of Plans i.e. SP, APP& AOP in line with Planning Framework. Ensure continuous engagement with all stakeholders on Provincial Priorities, frameworks, and planning processes. Managing and keeping records of the directorate. Arrange and facilitate capacity building for strategy and planning in provincial and local government. Develop and facilitate the provincial spatial plan in line with provincial priorities.
<u>ENQUIRIES</u>	:	Mr. M Pitso Tel No: (018) 388- 2491
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment4@nwp.gov.za
<u>POST 01/217</u>	:	<u>PERSONAL ASSISTANT: DDG: PLANNING PERFORMANCE MONITORING EVALUATION AND INTERVENTION REF NO: NWP/OOP/2026/05</u>
		Job Purpose: To render a secretariat support service to the Deputy Director General.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Mmabatho
	:	Three-year tertiary qualification in management assistant at NQF level 6 and/or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written) skills, excellent customer relations skills, good telephone etiquette, computer skills, problem solving skills, report writing skills and interpersonal skills. Must have the ability to take initiatives and work independently, under pressure and Long hours. Knowledge of financial administration and Project Management.
<u>DUTIES</u>	:	Provides secretarial and receptionist support services in the Office of the Deputy Director General (DDG). Manage the DDG's schedule of appointments and meetings. Render general administrative support services. Provides support to the DDG regarding meetings. Manage the DDG's travel arrangements and handle all correspondence. Keep abreast with legislative prescripts/ policies & procedures applicable to the work terrain. Perform financial and SCM tasks which include keeping track of the DDG Office budget and procurement. Conduct routine research when required.
<u>ENQUIRIES</u>	:	Mr. JT Maweleta Tel No: (018) 388 5749
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment5@nwp.gov.za
<u>POST 01/218</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING AND ADMINISTRATION REF NO: NWP/OOP/2026/06</u>
		Job Purpose: To provide clerical financial administration services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Mmabatho
	:	Matric/ grade 12 or equivalent qualification. Experience in Accounting/ Financial Management environment and of BAS, WALKER and PERSAL systems will be added advantage. Ability to work independently. Ability to accurately analyze data (numbers). Good interpersonal and organizational skills. Ability to communicate clearly and discreetly in person and in writing. Computer literacy (MS Office: Word, Excel and PowerPoint, e-mail). Valid (Code B/EB) driver's license. Knowledge, Skills and Competencies: Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). An understanding of the Standard Chart of Accounts (SCOA). Ability to work independently and under pressure. Good administration skills.
<u>DUTIES</u>	:	Prepare and/or compile payments in preparation for processing of transactions on financial systems. Processing subsistence and transport claims (S&T). Preparing corrective journals on the BAS system. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the monthly, quarterly, and annual financial reporting. Posting and emailing of proof of payments to third parties. Filing (manual and electronic) and retrieval of salary related records. Assist with all general and financial administrative tasks.
<u>ENQUIRIES</u>	:	Ms. MP Molefe Tel No: (018) 388 5070

<u>APPLICATIONS</u>	: <p>E-Mail: ooprecruitment6@nwpq.gov.za</p>
DEPARTMENT OF SOCIAL DEVELOPMENT	
<u>APPLICATIONS</u>	: <p>(Hand Delivery): All posts attached to Provincial Office should be addressed to: The Acting Director: Human Capital Management. Department of Social Development, Private Bag x 6, Mmabatho, 2735 or hand delivered to Ground Floor, Provident House Building, University Drive, Mmabatho 2735 for attention Mr L Segole. The E-mailed applications will be accepted or considered.</p> <p>All posts attached to Dr Ruth Segomotsi Mompati District Should be addressed to: The District Director: Dr Ruth Segomotsi Mompati. Department of Social Development, Private Bag X12, Vryburg, 8600 or hand delivered to: Dr RSM District Office, Corner North & Molopo Street, Vryburg, for attention Ms. MY Sethibe. The E-mailed applications will be accepted or considered.</p> <p>All posts attached to Ngaka Modiri Molema District should be addressed to: The District Director: Ngaka Modiri Molema. Department of Social Development, Private Bag x 04, Mmabatho, or hand delivered to: Ngaka Modiri Molema District Office, Corner Nelson Mandela Drive & Martin Street, Mahikeng, for attention Mr. BR Mogorosi. The E-mailed applications will be accepted or considered.</p> <p>All posts attached to DR Kenneth Kaunda District should be addressed to: The District Director: Dr Kenneth Kaunda, Department of Social Development, Private Bag X5059, Klerksdorp, 2750 or hand delivered at Jade Square Building, Cnr OR Tambo and Margaretha Prinsloo Street, Klerksdorp for Attention Ms N Tamele. The E-mailed applications will be accepted or considered.</p> <p>All posts attached to Bojanala District should be addressed to: The District Director: Bojanala District, Department of Social Development, Private Bag X82106, Rustenburg, 0300 or hand delivered at Office number 12, Kgwebo Drive, Mabe Office Park, Rustenburg for Attention Ms NB. Modise. The E-mailed applications will be accepted or considered.</p>
<u>CLOSING DATE</u>	: <p>30 January 2026 @ 16H00</p>
<u>NOTE</u>	: <p>Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully completed in all areas signed and dated. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are only submitting Z83 and CV, all other documents are submitted by shortlisted candidates only. A detailed Curriculum Vitae must clearly indicate the positions held, period in the position and key responsibilities with three contactable referees. 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 communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications and the evaluation certificate will be required on or before the day of the interview following communication from HR. Candidates must indicate the number of the post/reference number in their applications and correct E-mail address per post. On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for Online Submission must include Only Z83 Form and Updated Curriculum Vitae be in PDF Format, as one document. Failure to do so, your application will be disqualified. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. OSD posts will be remunerated in accordance with relevant directives. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be</p>

invited for interviews. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. Applicants must also disclose or inform the Department whether they perform any additional remunerative work outside normal duties. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government (submitted prior to appointment) which can be accessed via this link: <https://www.thensg.gov.za>. All shortlisted candidate(s) for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommended candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. directions on how to fill in the new z83 form NB: Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate and the post applies for by completing all relevant fields. Part F is compulsory to be completed for applicants seeking re-employment into Public Service as it requires an applicant to specify if any conditions may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A, B, C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory.

MANAGEMENT ECHELON

<u>POST 01/219</u>	:	<u>DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: SD/1/1/25/E</u>
		Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R1 266 714 per annum (Level 13). The Inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement within three months of appointment and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office - Mahikeng Grade 12 Certificate. An undergraduate Bachelor's Degree NQF level 7) in Human Resource Management / Public Administration / Public Management / Human Resource and Industrial Psychology as recognised by SAQA with five (5) years' extensive working experience in HCM at the Middle/Senior Managerial level. Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government). Client focused HR Strategist. A thorough understanding of policy formulation and coordination. Proven experience in or thorough understanding of the social development system/sector. A good background in turnaround and change management strategies Experience in and insight into legislation that impacts on human resource practices and procedures. Knowledge of Government systems (PERSAL). A valid driver's license. Competencies: A results-driven, customer-focused approach, with excellent planning, organisational communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report-writing skills. People management. Financial

<u>DUTIES</u>	management. Strategic planning. Project management. Change and knowledge management. Negotiation skills.
	Provide leadership and strategic direction in the Directorate. Ensure the provision of comprehensive organisational development support. Manage and co-ordinate the implementation of departmental transformation programmes. Co-ordinate and integrate the service delivery programmes of the Department. Manage and utilise resource practice and administration. Manage overall employee relations. Develop and manage employee health and wellness. Manage and co-ordinate human capital planning, salaries and information systems services that support the departmental strategy. Design and manage strategic human resource training and development services. Manage and utilise resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	Mr TPL Mosieleng Tel No: (018) 388 1958/3787
<u>APPLICATIONS</u>	E-Mail: SegoleL@nwpq.gov.za
	OTHER POSTS
<u>POST 01/220</u>	<u>SOCIAL WORK MANAGER GRADE 1 NGAKA MODIRI MOLEMA DISTRICT AND BOJANALA DISTRICT REF NO: SD/ 01/4/25/E (X2 POSTS)</u>
	Chief Directorate: District Coordination and Institutional Support Management
<u>SALARY</u>	R970 686 per annum, (OSD Package). The Inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE</u>	Ngaka Modiri Molema District Office (Mahikeng) Bojanala District Office (Rustenburg)
<u>REQUIREMENTS</u>	Grade 12. An appropriate recognized Bachelor's degree in Social Worker. A minimum of 10 years' recognizable experience in Social Work. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted). Computer literacy, A valid driver's license. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.
<u>DUTIES</u>	Ensure that Social Work Service is provided through the promotion of Social Change, problem solving in human relationships and empowerment of people to enhance wellbeing. Facilitate the development and planning of Programmes and Interventions to render Social Work Services through the efficient, economical and effective use of resources. Manage Social Work unit to ensure efficient and effective social work service is delivered through utilization of resources (human, finance and equipment) in accordance with relevant directives and legislation. Provide integrated social work services within the defined areas with regard to care, protection and development of vulnerable groups in partnership and collaboration with relevant stakeholders Health, Correctional Services, South African Police Services and other departments. Evaluate and Monitor compliance to policies, and transversal social work services norms and standards, South African Council for Social Service Professions (SACSSP) and other relevant legislating policies and procedures. Keep up to date with new development in the Social Work and management fields and continuous professional development through inter-sectoral collaboration, stakeholder management and ensure that the department contributes to integrated services delivery.
<u>ENQUIRIES</u>	Mr KI Kgobe Tel No: (018) 388 5719
<u>APPLICATIONS</u>	E-Mail: SegoleL@nwpq.gov.za
<u>POST 01/221</u>	<u>DEPUTY DIRECTOR: GENDER AND TRANSFORMATION REF NO: SD/1/2/25/E</u>
	Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	R896 436 per annum (Level 11). The Inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund,

	medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	<p>: Provincial Office- Mahikeng</p> <p>: Grade 12 Certificate or equivalent. Advanced Diploma/ Bachelor's Degree (NQF level 7) qualification in Public Management / Public Administration / Social Science as recognised by SAQA coupled with five (5) years relevant experience in Gender Focal Point & Diversity Management of which three (3) years should be Assistant Director level. A valid driver's license. Knowledge: Project Management. Understanding of government's broader transformation of policies and initiatives. Knowledge of promoting Human Rights. Knowledge of Gender and Disability Mainstreaming. Knowledge of Moral Regeneration and Social Cohesion. Skills: Computer Literacy (MS Word, Excel, Power Point). Report Writing. Change Management. Good stakeholder engagement skills.</p>
<u>DUTIES</u>	<p>: Manage and coordinate external & internal educational awareness campaigns for designated groups therefore women, children, youth, older person and persons with disabilities, financial workshops, career guidance and any other awareness related to safety of people in support of Human Rights Priority Programmes. Coordinate submission of reports on employment to reach 50% of women in Senior Management Services and 2% in the employment of people with disability. Develop plans and coordinate reports on implementation of gender Equality Strategic Framework, Job Access Strategic Framework, HoD's 8 principle Action Plan and report on harassment in the workplace. Participate in commemoration of international and national days as per calendar events. Provide sound strategic leadership and Direction. Manage the Sub-Directorate.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Mr PM Mosadi Tel No: (018) 3883578/1660</p> <p>: E-Mail address: SegoleL@nwpq.gov.za</p>
<u>POST 01/222</u>	<p>: <u>ASSISTANT MANAGER COMMUNITY DEVELOPMENT GRADE 1 REF NO: SD/ 1/12/25/I (X3 POSTS)</u></p> <p>Chief Directorate: District Coordination and Institutional Support Management Directorate: Ngaka Modiri Molema District and Dr Ruth Segomotsi Mompati District</p>
<u>SALARY CENTRE</u>	<p>: R602 361 per annum, (OSD Package)</p> <p>: Naledi Service Point (X1 Post)</p> <p>: Taung Service Point (X1 Post)</p> <p>: Ditsobotla Service Point (X1 Post)</p>
<u>REQUIREMENTS</u>	<p>: An Appropriate Bachelor's Degree in Community Development/ Developmental Studies or related field. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification. Computer literacy. A valid driver's license. Competencies: Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organizing; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development.</p>
<u>DUTIES</u>	<p>: Coordinate the identification, facilitation, and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through effective and economic utilization of resources. Conduct research relating to community development work. Interpret, implement and give guidance on policies, legislation related to community development. Manage relations with all relevant role players, internal and external. Monitoring and evaluation of programmes. Manage resources (human, financial, assets). Ensure the provision of sound partnership mobilization systems.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Mr KI Kgobe Tel No: (018) 388 5719</p> <p>: E-mail: SegoleL@nwpq.gov.za</p>

<u>POST 01/223</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER –MR 6 REF NO: SD/1/3/25/E</u> Chief Directorate: Corporate Services Directorate: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R586 956 per annum, (OSD Package) Provincial Office - Mahikeng
	:	Grade 12 Certificate or equivalent. LLB Degree NQF Level 7 as recognised by SAQA. At least eight (8) years appropriate post qualification legal experience. Extensive experience at Supervisory level in Civil Litigations, legislative drafting, drafting of legal opinions, labour relations practices in the Public Service, contract drafting and interpretation. Valid driver's license and willingness to travel. Knowledge: Sound knowledge of the legislative frameworks that governs the operations of the public services environment. A sound knowledge of on the drafting of legislations and regulations. A sound knowledge on the interpretation of statutes and regulations and other legal instruments. A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations. A comprehensive knowledge on the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies. Skills: Good interpersonal relations. Report writing. Case investigation and project management skills. Good conflict resolutions and mediation skills. Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative and civil litigation processes.
<u>DUTIES</u>	:	Study the impact and implications of Legislations and Regulations and advice the Department accordingly. Examine the various forms of Legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice and opinions in relation to legislations and regulations. Manage the legislative review process in collaboration with the State Law Advisers. Edit and certify legislations in collaboration with the State Law Advisers Office. Render legal support services in respect of litigation matters for and against the Department. Furnish legal advice and opinions on litigation matters that affect the Department. Perform generic management functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Ntuane Tel No: (018) 388 2010 E-Mail address: SegoleL@nwpq.gov.za
<u>POST 01/224</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: SD/1/5/25/I</u> Chief Directorate: Financial Management and Administration Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Provincial Office- Mahikeng
	:	Grade 12 Certificate coupled with Advanced Diploma or Degree (NQF Level 6/7) in Supply Chain Management / purchasing / Bachelor of Commerce. Minimum of 3-5 years' recognizable experience in Acquisition Management of which 3 must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and Walker Systems.
<u>DUTIES</u>	:	Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issued in terms of government regulations. Develop, implement and monitor acquisition policies, procedures and process in line with SCM prescripts. Manage the development and maintenance of database of service providers and ensure compliance with Central Supplier Database (CSD), e-tender portal system and provincial SCM prescripts requirements. Monitor contracts, supplier performance and compile acquisition monthly reports. Manage the department bid administration and ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.
<u>ENQUIRIES APPLICATIONS</u>	:	MS GA Mogwai Tel No: (018) 388 2798/2796 E-Mail: SegoleL@nwpq.gov.za

<u>POST 01/225</u>	: <p><u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: SD/1/6/25/I</u></p> <p>Chief Directorate: Corporate Services Directorate: Strategic Planning Policy Research Monitoring and Evaluation</p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R468 459 per annum (Level 09)</p> <p>Provincial Office - Mahikeng</p> <p>Grade 12. National Diploma or Degree in Public Administration / Public Management / Bcom Economics / Accounting. Specialization or Major Course in Monitoring and Evaluation will be an added advantage. 3-5 years' experience in the field of Monitoring and Evaluation of which 3 years must be at supervisory experience. A valid driver's license. Competencies: Computer literacy. Sound organizational interpersonal skills. Ability to work effectively and efficiently under pressure in order to meet deadlines with limited supervision. Supervisory skills and the ability to work in a team would be an added advantage.</p>
<u>DUTIES</u>	: <p>Compile and analyse Departmental monthly, quarterly and Annual Reports as per Treasury regulations. Conduct performance information verifications and validations. Facilitate and coordinate the Departmental Performance Reviews. Capture non-financial data on the Provincial Information Management System and EQPR System. Develop and implement the Monitoring and Evaluation Framework. Conduct and Coordinate Departmental Evaluation Projects. Compile NPO quarterly reports, analyse NPO data, monitor and conduct site visits for NPO's. Review NPO monitoring reports from programmes and monitor Departmental operational plans. Coordinate M&E forum meetings on operational plans as well as Departmental Quarterly performance reviews. Develop Action Plans and Operational Plans and PIA findings.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Dr LM Gasealahwe Tel No: (018) 388 2556</p> <p>E-Mail: SegoleL@nwpq.gov.za</p>
<u>POST 01/226</u>	: <p><u>ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: SD/1/7/25/I</u></p> <p>Chief Directorate: Corporate Services Directorate: Risk Management</p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R468 459 per annum (Level 09)</p> <p>Provincial Office - Mahikeng</p> <p>Grade 12/Matric. B Com Law/ LLB/ Auditing/ Risk Management. 3- 5 years' experience in Risk Management field and investigations of which 2 years must be at supervisory level. A Valid driver's license. Competencies: Knowledge of relevant legislation frameworks and policies in the Public Service. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills.</p>
<u>DUTIES</u>	: <p>Implement and maintain anti-fraud and corruption policies and procedures. Conduct fraud and corruption investigations. Promote and conduct anti-fraud and corruption awareness campaigns. Liaise with relevant stakeholders with regard to anti - fraud and corruption matters. Manage Human and Financial Resources.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Ms. R. Phogojane Tel No: (018) 388 2905</p> <p>E-Mail: SegoleL@nwpq.gov.za</p>
<u>POST 01/227</u>	: <p><u>ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: SD/1/8/25/I</u></p> <p>Chief Directorate: Corporate Services Directorate: Risk Management</p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R468 459 per annum (Level 09)</p> <p>Provincial Office - Mahikeng</p> <p>Grade 12. B Com Degree in Risk Management, B Comm Law/ Auditing. 3- 5 years' experience in one of the following fields: Ethics Management, Fraud Investigations and/or Fraud prevention, Risk Auditing, Risk Management, of which two years must be at Junior Management. Good understanding of the Public Service Act, Regulations, Public Finance Management Act (PFMA), Public Administration Management Act, Treasury Regulations, Public Service Integrity Management Framework. Computer Literacy (MS word, excel and PowerPoint). A valid drivers. Competencies: Knowledge of relevant legislation frameworks and policies in the Public Service. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills.</p>

<u>DUTIES</u>	: <p>Implement Ethics Policies and Strategies. Management of financial disclosures of SMS and other designated officials. Manage remunerative work outside public service and gift registers. Promote integrity and ethical behaviour in department; Advise employees on ethical matters. Investigate where unethical behaviour is identified and maintain the database. Implement awareness programmes to educate officials on ethics, good governance and anti-corruption measures. Overall office resource management (financial, human, assets, material).</p>
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: <p>Ms. R. Phogojane Tel No: (018) 388 2905/1608 E-Mail: SegoleL@nwpq.gov.za</p>
<u>POST 01/228</u>	: <p><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: SD/1/9/25/I</u> Chief Directorate: Financial Management and Administration Directorate: Financial Accounting</p>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	: <p>R468 459 per annum (Level 09) Provincial Office - Mahikeng Grade 12. Advanced Diploma / Bachelor Degree / National Diploma in Financial Accounting / Management Accounting/Internal Auditing /Financial Management. Three (3) to Five (5) years' experience in Public Service Financial Accounting environment of which 3 years must be at supervisory level. PERSAL System and BAS certificates should be attached and a valid driver' licence. Knowledge: Knowledge of the PFMA, Treasury Regulations, BAS, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. Skills: Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.</p>
<u>DUTIES</u>	: <p>Coordinate and administer salary allowances and deductions. Administer SARS related matters. Administer financial salary transactions on PERSAL System and BAS System. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Execute interdepartmental claims timeously. Supervise personnel.</p>
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: <p>Ms TH Nodali Tel No: (018) 388 2377 E-Mail address: SegoleL@nwpq.gov.za</p>
<u>POST 01/229</u>	: <p><u>ASSISTANT DIRECTOR: PHYSICAL INFRASTRUCTURE AND PLANNING REF NO: SD/1/10/25/I</u> Chief Directorate: Corporate Services Directorate: Infrastructure And Planning</p>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	: <p>R468 459 per annum (Level 09) Provincial Office - Mahikeng A minimum of a B-Tech in any of the Built Environment disciplines. Registration with the relevant professional councils (Candidate or Professional) will be an added advantage. A valid Driver's license. Experience: 3 -5 years appropriate experience. Experience in managing both capital and maintenance projects, social facilitation, community and stakeholder liaison (clients / stakeholders). Experience in conflict management Knowledge: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Resolutions. Public Service Delivery Documents. Performance Management Development System. Construction Manual. Knowledge of government policies and planning systems. Construction projects. Ribbon Development Act. Public Finance Management Act. Occupational Health and Safety Act. Skills: Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Sound report writing. Presentation skills.</p>

<u>DUTIES</u>	Managing implementation of both capital and maintenance projects, ensuring that all stages of the FIDPM (Framework for Infrastructure Delivery Procurement Management) are adhered to in the implementation of projects. Compiling specifications for routine maintenance and verifying specifications compiled by works inspectors. Financial planning of both capital and maintenance projects including monthly reporting on all projects allocated. Managing the departmental leased portfolio by ensuring that landlord adhere to the terms of the lease agreements. Manage the activities of contractor on project sites. Plan and monitor the implementation of condition assessments for buildings infrastructure. Assist in the implementation of projects including contract management in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage day-to-day operational aspects of a project.
<u>ENQUIRIES</u>	Mr O Kgobokoe Tel No: (018) 388 1625
<u>APPLICATIONS</u>	E-mail: SegoleL@nwpq.gov.za
<u>POST 01/230</u>	<p><u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: SD/1/11/25/E</u></p> <p>Chief Directorate: Financial Management and Administration Directorate: Internal Control</p>
<u>SALARY</u>	R468 459 per annum (Level 09)
<u>CENTRE</u>	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	Grade 12. National Diploma / Bachelor Degree in Financial Accounting / Management Accounting/Internal Auditing /Financial Management. Three 3-5 years' experience in Public Service Financial Accounting environment of which 3 years must be at supervisory level. Knowledge of Risk Management, Internal Control strategies /frameworks/ policies. Completion of the General Internal Auditing (including IAT learnership – 3 years) learnership from the IIA plus 2-year internal audit experience PERSAL System and BAS certificates should be attached and a valid driver' licence. Knowledge: Knowledge of the SCM Framework and Financial systems. Knowledge and understanding of PFMA, PPPFA, Treasury Regulations, Walker / BAS and other departmental policies, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. Skills: Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.
<u>DUTIES</u>	Supervise and participate in the development of strategic internal audit plans. Coordinate and maintain the efficient and effective controls and achieving the objectives of the department. Engage in continuous professional development activities relevant as required or prescribed by new developments in the internal audit environment. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Management of irregular, fruitless and wasteful expenditure. Conduct monitoring and capacity building on NPO funded projects Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Manage staff and resources.
<u>ENQUIRIES</u>	Ms S Isake Tel No: (018) 388 1641/2480
<u>APPLICATIONS</u>	E-Mail address: SegoleL@nwpq.gov.za
<u>POST 01/231</u>	<p><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SD/1/13/25/I</u></p> <p>Chief Directorate: Districts and Institutional Support Management Directorate: Dr Ruth Segomotsi Mompati District Office</p>
<u>SALARY</u>	R468 459 per annum (Level 09)
<u>CENTRE</u>	Dr RSM District Office
<u>REQUIREMENTS</u>	A Bachelor's degree (NQF Level 6/7) Finance / Supply Chain Management / Bachelor of Commerce qualification. 3-5 years' experience in Supply Chain environment of which 3 years must be at supervisory level. Extensive knowledge of the public sector procurement processes, rules and regulations. Sound understanding of the PFMA, PPPFA (of 2000), Treasury Regulations, Supply Chain Management (SCM) Policy and other related prescripts. A valid driver's license. Competencies: A results-driven, customer-focused approach, with excellent planning, organizational, communication (written and verbal) and

presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint) and accounting systems (BAS). The ability to work under pressure and deliver to tight deadlines. Leadership skills. Research and policy formulation. Analytical and innovative thinking. Communication skills (written and verbal). Presentation and facilitation skills. Executive report-writing skills. A results-driven, customer-focused approach, with excellent planning and organizing skills.

<u>DUTIES</u>	: Ensure sound and strategic Supply Chain Management services and resources in the Department. Manage financial logistics, and Demand and Acquisition Services for the Department. Develop and implement effective systems aimed at improving service turnaround times. Comprehensively manage the procurement system of the Department (e-Procurement/BAS). Assist in ensuring compliance with the policies and procedures of the Department. Ensure and manage the development of monitoring tools that conform to procurement standards and regulations. Effectively coordinate year-end closure and prepare working paper files for audit purposes. Work closely with client offices, other components within the Supply Chain Management units and service providers to ensure seamless service delivery. Effectively manage monthly reports on accruals and commitments. Ensure and manage effective and efficient SCM contractual obligations of the Department with other stakeholders. Provide training and support to subordinates, chief users and decentralized offices. Provide management information, statistics and reports to all relevant stakeholders. Perform any other duties as directed.
<u>ENQUIRIES</u>	: Mr KI Kgobe Tel No: (018) 388 5719
<u>APPLICATIONS</u>	: E-Mail SegoleL@nwpq.gov.za
<u>POST 01/232</u>	: <u>ASSISTANT DIRECTOR: MISS REF NO: SD/ 1/14/25/E</u> Chief Directorate: Corporate Service Directorate: Support Services
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: Grade 12 Certificate plus National Diploma in Security Risk Management, Security and Advisory Course (SSA), Security Grade A (PSIRA) 3-5 years' experience in security management environment of which 3 years' experience is at supervisory level. Valid driver's license, required skills and Knowledge: Physical Security and Information Security measures. Security Principles and practices. Knowledge of MPSS and MISS., Problem solving and analysis. Decision making. Team leadership. Financial management, Communication skills, computer skills, people management, planning, organizing and conflict management.
<u>DUTIES</u>	: Assist in management of district security operations. Implement departmental security policy and procedures as well as Security Measures, eg MISS, MPSS etc, in head office and district offices. Develop and implement training and awareness programme with assistance. Interact with related and relevant authorities, i.e. South African Police services and State Security Agency Manage capacity of Security management, SAPS and SSA provincial office. Manage contracted in-house security service provider, monitor performance of security service provider as per service level agreement. Coordinate security logistic and prestige events. Coordinate security screening of Companies and vetting of Department of Social Development employees. Conduct security assessment and inspection in district offices. Manage physical security appraisals and information security audits. Advise and attend to the security breaches. Investigate related security cases. Supervision of Human Resource. Ms M. Mampane at 066 086 5885 E-Mail SegoleL@nwpq.gov.za
<u>ENQUIRIES</u>	: Ms M. Mampane at 066 086 5885
<u>APPLICATIONS</u>	: E-Mail SegoleL@nwpq.gov.za
<u>POST 01/233</u>	: <u>ASSISTANT DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: SD/ 1/15/25/I</u> Chief Directorate: Districts and Institutional Support Management Directorate: Dr Kenneth Kaunda District Office
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Dr Kenneth Kaunda District Office
<u>REQUIREMENTS</u>	: A Bachelor's degree or National Diploma in Human Resource Management or equivalent qualification. A minimum of 3-5 years' experience in human resource

management of which 3 years must be at supervisory level. Computer literacy, presentation skills, planning and organizing, and communication skills. Sound and in-depth knowledge of relevant prescripts as well as understanding of legislative framework governing the public service e.g. PFMA, Public Service Act and Regulations, and Labour Relations Act etc. Be able to interpret Policies, Knowledge of PERSAL system. A valid driver's license. Competencies: an understanding of administrative policies, including the PFMA, Treasury Regulations and PSA, Credible knowledge of Human Resource Practices and Administration, Human Resource Capacity building and Utilisation, Human Resource Planning, Employee Health and Wellness, as well as People Management and Labour Relations, Programme and Project management skills. Operational planning capabilities, facilitation, communication and leadership skills. Empowerment skills, service delivery improvement skills and report writing skills.

<u>DUTIES</u>	:	Ensure implementation of Human Resource Management directives, policies, strategies, and plans. Coordinate implementation of employee Performance Management Development System, Training and Development. Oversee implementation of conditions of service, recruitment and selection, labour relations, and employee wellness programmes in the district. Manage Human, Financial, and other resources. Perform any other duties as directed.
<u>ENQUIRIES</u>	:	Mr KI Kgobe Tel No: (018) 388 5719
<u>APPLICATIONS</u>	:	E-Mail SegoleL@nwpq.gov.za
<u>POST 01/234</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: SD/ 1/22/25/I (X2 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Dr Ruth Segomotsi Mompati District
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Khuseleka
<u>REQUIREMENTS</u>	:	Dr RSM District Office Bachelor's Degree or National Diploma in Commerce / Accounting or Auditing. 2-3 years' work experience within the field. Competencies: Knowledge of Walker and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy.
<u>DUTIES</u>	:	Assist in providing budgetary and expenditure control services and prepare related documentation to the Directorate. Ensure compliance with prescripts. Control, manage and execute the timely payment of all corporate services within the District or Institution. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you.
<u>ENQUIRIES</u>	:	Mr KI Kgobe Tel No: (018) 388 5719
<u>APPLICATIONS</u>	:	E-Mail SegoleL@nwpq.gov.za
<u>POST 01/235</u>	:	<u>SENIOR STATE ACCOUNTANT INTERNAL CONTROL REF NO SD/1/25/25/I</u> Directorate: Financial Management and Administration Sub-Directorate: Internal Control
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma, Bachelor's Degree (NQF Level 6/7) as recognised by SAQA in Internal Auditing /Financial Accounting / Management Accounting. 3-4 years relevant experience in a Financial Accounting/ Internal control/Internal Audit environment. Valid driver's Licence. Competencies: An In-depth Knowledge and understanding of relevant prescripts and process governing public services such as PSR and PSA. Knowledge of Supply Chain prescripts and frameworks. Treasury regulations, PFMA, Financial Manuals. Internal Control and Risk Management Methodologies & Strategies. Knowledge of management links of Government Financial Systems (BAS, PERSAL & WALKER). Policy development, interpretation and implementation. Computer literacy. Sound planning and organising skills. High level of reliability and commitment. Basic written and verbal communication skills. Excellent time management skills. Report writing and Presentation skills.
<u>DUTIES</u>	:	Co-ordination of internal and external audits. Monitoring of Departmental Post Audit and PIA Action Plans. Ensure that there are tight internal control systems within the department. Facilitate process of prevention, identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFWE)

<u>ENQUIRIES</u>	in the department. Monitoring of Non-profit Organisation funded by the Department. Record keeping and reporting. Supervise subordinates and resources.
<u>APPLICATIONS</u>	: Ms S Isake Tel No: (018) 388 1641/2480 E-Mail: SegoleL@nwpq.gov.za
<u>POST 01/236</u>	: <u>SENIOR STATE ACCOUNTANT REF NO: SD/ 1/27/25/I</u> Chief Directorate: Financial Management and Administration Directorate: Financial Accounting
<u>SALARY</u>	: R397 116 per annum (Level 08)
<u>CENTRE</u>	: Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	: Grade 12. National Diploma / B-degree in accounting / Auditing / Financial Management. 2 years' experience in the field of salaries environment. A valid driver's licence. Competencies/Knowledge and skills: Knowledge of relevant prescripts, PFMA, PSR and Treasury Regulations that governs public sector. Interpersonal. Computer literacy. Analytical skills. Time Management and Coordination skills. Honesty and Integrity. Presentation and report writing skills. Verbal and written communication skills. Ability to work in a team. A valid driver's license. competencies: Knowledge of applicable policies, knowledge of relevant prescripts such as MCS, PFMA etc. Knowledge of BAS System; extensive knowledge of PFMA and DORA. Interpersonal. Computer literacy. Communication and interpersonal skills. Honesty and Integrity. Report writing skills. Ability to work in a team.
<u>DUTIES</u>	: Capturing and/or approval of salaries and S&T claims. Ensure that all deduction and allowance received are implemented on time. Authorise all deduction and allowance without any delay. Administer effective payroll/salaries management. Ensure that all tax reconciliations are prepared on time and submitted to SARS. Ensure that manual IRP5 are created on the system. Make sure that IRP5 are distributed on time and reprint by request. Ensure that payroll reconciliation prepared on time. Management of payroll certificates. Request reports monthly from BAS system for salary related control accounts. Perform monthly, quarterly and yearly BAS/PERSAL reconciliations. Assist with accruals and payables relating to salaries and S&T claims during preparation of Interim and Annual financial statements. Management of subordinates within the salaries unit.
<u>ENQUIRIES</u>	: Ms TH Nodali Tel No: (018) 388 2377/1565
<u>APPLICATIONS</u>	: E-Mail SegoleL@nwpq.gov.za
<u>POST 01/237</u>	: <u>SENIOR ADMIN OFFICER OD AND SERVICE DELIVERY REF NO: SD/1/28/25/I</u> Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	: R397 116 per annum (Level 08)
<u>CENTRE</u>	: Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	: Grade 12 Certificate coupled with Bachelor's Degree / Advanced Diploma in Public Administration / Public Management / Human Resource Management. At least 2-3 years' relevant experience in the field. A valid driver's License.
<u>DUTIES</u>	: Coordinate the development of Service Delivery Improvement Plans, Service Delivery Model and Service Charter. Conduct client survey and employee satisfaction survey. Conduct monitoring and evaluation of complaint and complement management system. Assist with the implementation of the ministerial directives on service delivery programmes. Implement and monitor Batho-Pele Principles programmes. Monitor compliance in districts, Institutions and service points. Conducting awareness on Batho-Pele Principles and service standards. Implement a capacity building programme on Batho-Pele in the province. Supervise subordinates and resources.
<u>ENQUIRIES</u>	: Mr I Mokoena Tel No: (018) 388 2557
<u>APPLICATIONS</u>	: E-Mail SegoleL@nwpq.gov.za
<u>POST 01/238</u>	: <u>SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS MANAGEMENT REF NO: SD/ 1/29/25/I</u> Chief Directorate: Financial Management and Administration Directorate: Supply Chain Management
<u>SALARY</u>	: R397 116 per annum (Level 08), (an all-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	: <p>Provincial Office Grade 12 Certificate coupled with Advanced Diploma / Degree in Supply Chain Management /Logistics/purchasing / Bachelor of Commerce. 2-3 years related Logistics Management experience. Valid Driver's license. Knowledge of relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems.</p>
<u>DUTIES</u>	: <p>Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Assist in the implementation and monitoring of logistics management policies, procedures and process in line with SCM prescripts. Assist in the coordination of the processing and requisitions of goods and services timeously. Assist in the safekeeping and distribution of goods. Coordinate the control of stock. Ensure timely processing of invoices. Compile monthly and quarterly reports. Supervise the activities of subordinates. Perform any other duties as directed.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Ms GA Mogwai Tel No: (018) 388 2798/2796 E-Mail: SegoleL@nwpg.gov.za</p>
<u>POST 01/239</u>	: <p><u>SOCIAL WORKER GRADE 1 REF NO: SD/ 1/17/25/I (X9 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Districts and Service Points</p>
<u>SALARY CENTRE</u>	: <p>Grade 1: R325 200 per annum, OSD Package Rustenburg Service Point (X2 Posts) Greater Taung Service Point (X3 Posts) Ditsobotla Service Point (X2 Posts) Tswaing Service Point (X1 Post) Kagisano Molopo (X1 Post)</p>
<u>REQUIREMENTS</u>	: <p>Grade 12. Bachelor of Social Work that allows professional registration with the South African Council for Social Services Profession (SACSSP) as a Social Worker. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted) Computer literacy. A valid driver's license. The following knowledge and skills are required for appointment: Understanding social dynamics, human behaviour and social systems. Social Intervention and empowerment. Social support. Protecting vulnerable individuals. Understanding Social Work legislation. Communication (written and verbal). Team work and collaboration. Planning and organizing. Diversity Management. Understanding social work values and principles.</p>
<u>DUTIES</u>	: <p>Provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. To provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Conduct assessment aimed at identifying conditions in individuals, groups, families and communities that justify relevant Interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individuals, groups and families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further amended interventions to address the identified conditions.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Mr KI Kgobe Tel No: (018) 388 5719 Email: SegoleL@nwpg.gov.za</p>
<u>POST 01/240</u>	: <p><u>SIGN LANGUAGE PRACTITIONER REF NO: SD/ 1/23/25/I</u> Chief Directorate: Districts and Institutional Support Management Directorate: Bojanala District</p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R325 101 per annum (Level 07) SONOP Old Age Home Grade 12. National Diploma in South African Sign Language Interpreting qualification as recognised by SAQA., Certificate on SASL Interpreting – Level 2 of Interpreting. Must have at least four (2) years relevant experience in interpretation services. Appropriate linguistic qualification that allows registration with the South African Translators Institute (SATI) as a home for language professionals in South Africa. Competencies: South African Sign Language Interpretation Theory (SASL. Knowledge of Deaf Culture. Candidate must be able to understand and communicate in English and any other</p>

dominant language in the province e.g Setswana. Highly proficient and ability to accurately interpret spoken languages in Setswana and English to South African Sign Language and vice versa. Able to accurately and idiomatically turn the message from the source language into the target language without any additions, omissions or other misleading factors that alter the intended meaning of the message from the speaker. Demonstrate excellent communication interpersonal and leadership skills, ability to work independently. Extensive knowledge of SASL interpreting. Code of Ethics or Ethical Code which embodies those values and sets out how interpreters are expected to behave. The candidate must be computer literate (Microsoft Word, Power Point and Excel) with basic knowledge of administration work, willingness to work irregular hours and able to work under pressure.

DUTIES : To provide SASL interpreting services to the Deaf employee. Interpret during meetings, trainings, workshops conferences and events. Doing telephone interpreting. Support and provide SASL interpreting services in the department to the Deaf community. Interpret for the deaf community during the departmental events such as conferences, summits and workshops. Interpreting for the deaf clients during consultation services organised by social workers at respective service points and districts. Interpret for the deaf organisation in the signing of Service Level Agreement and during monitoring meetings. To facilitate and create awareness in the department with the issues regarding SASL interpreting. Create awareness on the proper way of using SASL interpretation services. Give advice to the departmental staff on interpreting process. Perform administrative duties for the special needs directorate.

ENQUIRIES
APPLICATIONS : Ms D Cindi Tel No: (018) 388 4848
: E-Mail SegoleL@nwp.gov.za

POST 01/241 : **STATE ACCOUNTANT REF NO: SD/ 1/24/25/I (X4 POSTS)**
Chief Directorate: Districts and Institutional Support Management
Directorate: Districts

SALARY
CENTRE : R325 101 per annum (Level 07)
: Naledi Service Point (X1 Post)
: Moses Kotane (X1 Post)
: Moretele (X1 Post)
: Kgetleng (X1 Post)

REQUIREMENTS : Bachelor's Degree or National Diploma in Commerce / Auditing or Grade 12 certificate plus a minimum of 2-3 years' experience in Accounting or Auditing. A Valid driver's license. Competencies: Knowledge and understanding of PFMA and Treasury Regulations. Computer literacy, Communication skills, report writing, interpersonal, presentation and assessment skills. Innovative and effective problem solving skills.

DUTIES : Assist in providing budgetary and expenditure control services and prepare related documentation to Provincial Office. Ensure compliance with prescripts. Control, manage and execute the timely payment of all corporate invoices in the district. Accurately allocate expenditure in the system. Prepare and capture payment requisitions. Pre authorize payments on the Basic Accounting System (BAS) and submit documents for final authorization. Control, manage and execute timely payment of all invoices in the district. Manage expenditure for subsistence and travelling, and other general expenses. Capture and process salary related allowances. Implement effective action plans and procedures to ensure that timelines for submissions are met. Supervise subordinates and resources.

ENQUIRIES
APPLICATIONS : Mr KI Kgobe Tel No: (018) 388 5719
: E-Mail SegoleL@nwp.gov.za

POST 01/242 : **STATE ACCOUNTANT MANAGEMENT ACCOUNTING REF NO: SD/ 2/26/23/I**
Chief Directorate: Financial Management and Administration
Directorate: Management Accounting

SALARY
CENTRE
REQUIREMENTS : R325 101 per annum (Level 07)
: Provincial Office (Mahikeng)
: Grade 12. Advanced Diploma /B Degree (NQF7) or equivalent qualification) with a major in Accounting/ Financial Accounting and Cost and Management Accounting up to third year level. Knowledge and understanding of Public

<p>Finance Management Act (PFMA), Treasury Regulations and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. A Valid driver's license (with exception of disabled applicants).</p>	
<u>DUTIES</u>	: The successful candidate will be responsible for the following: Budget formulation-assist with the compilation and facilitating budget process (main budget and adjustment budget) in the Office. Monitor budget implementation (actual against budget)-monitor spending and receipts against expenditure and income budget respectively. Assist to consolidate and prepare supporting documents for completion of the budgeting processes (MTEF, ENE and AENE). Coordinate the process of monitoring of cash flow. Capture budget shifts and virements. Assist the process of the loading of budget (MTEF), adjustment budget estimates (AENE) and budget shifts/ virements on the BAS System. Compile and verify the accuracy of In-Year Monitoring (IYM) reports monthly and quarterly and submit to the supervisor and Manager for review. Adhere to ad-hoc requests from the Manager. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements. Supervise subordinates and resources.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: Ms SP Maponya Tel No: (018) 388 1507 E-Mail: SegoleL@nwpg.gov.za
<u>POST 01/243</u>	: <u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: SD/ 1/18/25/I (X9 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Districts
<u>SALARY</u>	: R325 101 per annum (Level 07)
<u>CENTRE</u>	: Madibeng Service Point (X1 Post) Mahikeng Service Point (X1 Post) DR Kenneth Kaunda (X2 Posts) Mamusa Service Point (X1 Post) Taung Old Age Home (X2 Posts) Sonop Old Age Home (X1 Post) Reamogetswe CYCC (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12. Bachelor Degree or National Diploma in Supply Chain Management / Commerce /Accounting or equivalent. 2-3 year's work experience in supply chain management. Knowledge & Skills: Job knowledge. Computer skills (SCM systems). Planning and organization. Interpersonal relations. Good verbal and written communication skills. Team work. Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Knowledge of Walker, BAS.
<u>DUTIES</u>	: Maintain asset register. Bar coding of assets. Ensure compliance to Supply Chain and Asset Management policies. Compile monthly reconciliation reports. Assist to handle transfer and disposal assets. Procurement of goods and services in accordance of the procurement regulations. Control and issue vouchers. Supervise and render demand management clerical services. Supervise and undertake logistical support services. Ensure proper filling and safekeeping of documents. Management of personnel and resources.
<u>ENQUIRIES</u>	: Mr KI Kgobe Tel No: (018) 388 5719
<u>APPLICATIONS</u>	: Email: SegoleL@nwpg.gov.za
<u>POST 01/244</u>	: <u>PROFESSIONAL NURSE REF NO: SD/ 1/19/25/I (X4 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Dr Ruth Segomotsi Mompati and Dr Kenneth Kaunda Districts
<u>SALARY</u>	: R324 384 per annum, (OSD Package)
<u>CENTRE</u>	: Taung Old Age Home (X2 Posts) JB Marks Treatment Centre (X2 Posts)
<u>REQUIREMENTS</u>	: A qualification that allows for registration with SANC as Professional Nurse. Appropriate or recognisable experience in nursing after registration with the SANC as Professional Nurse and proof of payment of annual fees for current cycle. Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice.
<u>DUTIES</u>	: Provision of holistic/comprehensive specialised nursing care. Manage the utilisation of resources effectively. Provision of educational services. Provision of effective support to nursing. Work as part of multidisciplinary team to ensure quality nursing care. Perform clinical nursing practice in accordance with the

scope of practice and nursing standards as determined by the relevant health facility. Provide emergency care (overtime/standby). Ensure the implementation of, and adherence to Patients' Rights Charter and Batho Pele principles. Manage medication. Monitor admission and discharge criteria. Ensure proper record-keeping. Ensure quality services delivery. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups.

ENQUIRIES
APPLICATIONS

POST 01/245

: Mr KI Kgobe Tel No (018) 388 5719
E-mail SegoleL@nwpq.gov.za

COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: SD/1/16/25/I (X9 POSTS)

Chief Directorate: Districts and Institutional Support Management
Directorate: Districts and Service Points

SALARY
CENTRE

: Grade 1: R278 169 per annum, OSD Package
Moses Kotane Service Point (X1 Post)
Matlosana Secure Care (X3 Posts)
JB Marks Service Point (X1 Post)
Maquassi Hills Service Point (X2 Posts)
Gretaer Taung Service Point (X1 Post)
Tswaing Service Point (X1 Post)

REQUIREMENTS

: Grade 12. An appropriate 3-year relevant qualification in Community Development / Development Studies or Social Science. Computer literacy. A valid driver's license.

DUTIES

: Implementation of legislation and policies to assist with interventions in wards where people interact with environments in order to promote self-empowerment. Conduct research relating to community development work. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Keep up to date with new developments in the Community Development field to enhance service delivery.

ENQUIRIES
APPLICATIONS

POST 01/246

: Mr KI Kgobe Tel No: (018) 388 5719
Email: SegoleL@nwpq.gov.za

CHILD AND YOUTH CARE TEAM LEADER REF NO: SD/1/20/25/I (X4 POSTS)

Chief Directorate: District And Institutional Support Management

SALARY
CENTRE

REQUIREMENTS

: R203 748 per annum, (OSD Package)
Matlosana Child and Youth Care Centre
: An appropriate NQF level 4 (Grade 12). Recognized FET Certificate/ Diploma (a degree in Child and Youth Care would be an added advantage). A minimum of 7 years' experience in Child and Youth Care work after obtaining the required qualification. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted). A valid driver's license. Proof of Current registration with the SACSSP council as Child and Youth Care worker. Experience in Secure Care will be added advantage. Competencies: Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.

DUTIES

: Supervise Child & Youth Care Workers. Manage work performance development of supervisee. Oversee the admission and related activities of children and youth to the care facility. Oversee the access of children/ youth to medical services. Oversee the implementation of planned activities, residential developmental and therapeutic programmes. Oversee basic life space work. Undertake inspections during a shift and report on incidents and challenges identified. Perform administrative work relevant to the job. Oversee the completion of daily registers e.g log books, medication registers, incident reports etc. Ensure the attendance registers are signed and kept up to date. Perform all the administration functions required by the job.

ENQUIRIES
APPLICATIONS

: Mr KI Kgobe Tel No: (018) 388 5719
E-Mail: SegoleL@nwpq.gov.za

<u>POST 01/247</u>	:	<u>CHILD AND YOUTH CARE WORKER GRADE 1 REF NO: SD/1/21/25/I (X6 POSTS)</u>
		Chief Directorate: District and Institutional Support Management
<u>SALARY</u>	:	R184 320 per annum, (OSD Package), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	JB Marks Treatment Center (X1 Post) Reamogetswe Child And Youth Care Center (X3 Posts) Khuseleka One Stop Center (X1 Post) Reamogetswe Secure Care Centre (X4 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 and certificate in Child and Youth Care. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted) Experience in CYCC will be added advantage. Current registration with the SACSSP council as Child and Youth Carebworker. Competencies: Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.
<u>DUTIES</u>	:	Provide a secure, caring and therapeutic developmental programme for young people. Build positive relationship with young people. Render developmental work with young people and their families. Responsible for daily logging and report writing. Engage young people in developmental programmes. Ensure adequate supervision. Conduct life space interviews. Work within a multidisciplinary team to ensure the formulation and implementation of individual developmental plans for young people. Escort young people to hospital clinics and other referrals. Perform all the administration functions required by the job.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Mr KI Kgobe Tel No: (018) 388 5719 E-Mail: SegoleL@nwpq.gov.za

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 01/248**

: **MEDICAL SPECIALIST (SUB-SPECIALTY) GRADE 1 TO 3 (CHILD AND ADOLESCENT PSYCHIATRY)**
 Chief Directorate: Metro Health Services

SALARY

: Grade 1: R1 553 670 per annum
 Grade 2: R1 773 222 per annum
 Grade 3: R1 936 806 per annum
 (A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS

: Lentegeur Hospital
 Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Sub-specialist in Child Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Subspecialist in Child Psychiatry, after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee), as a sub-specialist in child psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Subspecialist in Child Psychiatry, after registration with the HPCSA, a Medical Subspecialist in Child Psychiatry (or a recognised foreign Health Professional Council in respect of a foreign qualified employee), as a sub-specialist in child psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Subspecialist in Child Psychiatry after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Subspecialist in Child Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Subspecialist in Child Psychiatry. Inherent requirements of the job: Willingness to travel within the District and Metro Region. Willingness to do off-site outreach and support and strengthen the catchment area ecosystem. Valid Driver's Licence. Competencies (knowledge/ skills): Appropriate experience in the assessment and management of child psychiatric disorders as a medical specialist. Proven leadership abilities. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Computer literacy and the ability to conduct online meetings and presentations.

DUTIES

: Provide comprehensive clinical care for child and adolescent patients, including assessment, diagnosis, treatment, and rehabilitation in both inpatient and outpatient settings. Lead multidisciplinary teams, coordinate care across disciplines, and establish effective clinical leadership structures within the service. Strengthening referral pathways and collaborating with district and metro health services to support continuity of care and mental health service development. Ensure adherence to clinical governance protocols, supervise staff in quality assurance practices, and implement risk management systems. Monitor and manage clinical resources, staffing, and performance indicators in alignment with institutional goals and the Functional Business Unit (FBU) model. Provide teaching and supervision for undergraduate and postgraduate students, support in-service training, and promote research within the Child and Adolescent Psychiatry service.

ENQUIRIES

: Ms M Jacobs Tel No: (021) 370-1314

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status). No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/249</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 1: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willing to participate in the after-hours call system (Mowbray Maternity Hospital and GSH gynaecology). Competencies (knowledge/ skills): Ability to manage all Obstetrics and gynaecology cases competently. Ability to teach and supervise obstetrics surgical procedures and assist in the management of obstetric surgical complications. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator or research supervisor. Computer literacy.
<u>DUTIES</u>	:	Ensure an efficient and cost-effective obstetric service and render quality patient care. Conduct ward rounds and oversee the daily operations of the obstetric department. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical developments. Assist in the investigation and management of adverse incidents and patient complaints/medicolegal cases.
<u>ENQUIRIES</u>	:	Dr TA Campbell Tel No: (021) 659-4924
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for

appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including)individuals who must apply for change in registration status". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/250</u>	:	MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Inherent requirements of the job: Valid Driver's licence. Willingness to participate in the commuted overtime system (after hours and weekends). Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of Otorhinolaryngology and head and neck diseases as well as regional level elective ENT services. Specialist surgical skills including microscopic and endoscopic procedures. Specialist level knowledge of both outpatient and emergency ENT conditions. Specialist level competencies in diagnostic and interventional laryngoscopy. Ability to successfully provide an independent Otorhinolaryngology specialist service on a regional hospital level.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of general ENT Surgery at regional level. Provision of clinical service delivery at specialist level of elective ENT Surgery (regional level) Participation in appropriate outreach programmes. Supervision of clinical and operative activities of ENT surgeons in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of academic requirements for registrars in ENT, conduct and supervise research projects. Training and teaching of medical officers and otorhinolaryngology registrars and relevant burden of disease Research and Audits.
<u>ENQUIRIES</u>	:	Prof H Bougard Tel No: (021) 402-6444, Email: heather.bougard@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/251</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (NUCLEAR MEDICINE)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Nuclear Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Nuclear Medicine. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Nuclear Medicine. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Nuclear Medicine. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Nuclear Medicine. Inherent requirement of the job: A valid driver's license. Competencies (knowledge/skills): Ability to work in a team. Experience in management of general nuclear medicine, PET/CT imaging and radio nuclide therapy. Computer literacy, database management. Strong moral and ethical record in nuclear medicine. The ability to work in a busy tertiary care hospital providing specialist paediatric nuclear medicine services. Ability to supervise registrars and other related trainees in acquiring paediatric nuclear medicine skills. Strong academic record in terms of teaching and research supported by courses, publications and presentations. Commitment to attaining and teaching advanced skills in nuclear medicine. Sound clinical knowledge and skills in Nuclear Medicine. molecular imaging and targeted radionuclide therapy. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedures pertaining to radiopharmaceuticals, their theragnostic applications and clinical trial framework.
<u>DUTIES</u>	:	Offer comprehensive provision of nuclear medicine care by diagnosing and treating diseases using radioactive materials and techniques. Prepare comprehensive interpretive reports of findings. Check and approve the quality of diagnostic images before patients are discharged. Establish and enforce radiation protection standards for patients and staff. Interpret imaging data and confer with other medical specialists to formulate diagnoses. Prescribe radionuclides and dosages to be administered to individual patients particularly for targeted radionuclide therapy. Review procedure requests and patients' medical histories to determine applicability of procedures and radioisotopes to be used. Direct nuclear medicine technologists or technicians regarding desired dosages, techniques, positions, and projections. Participation in relevant multidisciplinary meetings where nuclear medicine has a key role. Involved in the teaching and training of undergraduate and postgraduate students. Involvement in the research and development of nuclear medicine, including clinical trials. This post will allow the opportunity to work in general nuclear medicine both in paediatric and adult nuclear medicine, PET/CT and targeted radionuclide therapy.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Dr S More Tel No: (021) 658-4169 or email: Stuart.More@uct.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application 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

<p>applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.</p>	
<u>CLOSING DATE</u>	:
<u>POST 01/252</u>	: <u>MEDICAL OFFICER: GRADE 1 TO 3 (NEONATOLOGY)</u> (1-Year Contract)
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a 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: Commuted overtime is compulsory. Competencies (knowledge/skills): Good governance principles and documentation practices. Commitment to providing empathetic, holistic care and advocating for patients. Capability to handle a demanding clinical workload with effective time management, organisation, and prioritisation skills. Strong interpersonal skills, with a proven ability to work in a team and communicate effectively with colleagues, patients, and their families. Post community service experience in General Paediatrics or Neonatology.
<u>DUTIES</u>	: Provide comprehensive medical care to neonates, including managing acute neonatal emergencies, performing resuscitation and stabilisation procedures, and treating neonates with chronic and complex medical conditions under supervision. Actively participate in daily ward rounds, collaborating with consultants and multidisciplinary teams to develop and execute plans under supervision. Supervise and provide guidance to junior medical staff and medical students, enhancing their clinical skills and knowledge in neonatology. Contribute to quality improvement initiatives aimed at optimising patient outcomes and advancing best practices within the neonatal unit. Communicate effectively with patients' families, offering support, information, and empathy during critical times.
<u>ENQUIRIES</u>	: Dr S Pillay Tel No: (021) 404-6025 or email: shakti.pillay@uct.ac.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in

a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital.

<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/253</u>	:	REGISTRAR (MEDICAL) (ANAESTHETICS) (X2 POSTS) (4-Year Contract Post)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory (X1 Post) New Somerset Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Completion of FCA Part 1. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Experience in Anaesthesiology and Perioperative Medicine. Diploma in Anaesthesia (DA). Effective leadership & interpersonal skills. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge & appropriate use of equipment.
<u>DUTIES</u>	:	Provision of safe anaesthetic care to patients. Intensive Care Therapy. Pre-op assessment of patients & advice to surgeons regarding work up. Post-operative analgesia & recovery of patients from anaesthesia. Learn the art and science of anaesthesia practice & ICU Medicine. Learn critical skills required by an anaesthetist. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of theatre lists/staff, especially after hours. Involvement in research/audits relating to anaesthesia, intensive care and pain management. Prof G Nethathe, email: gladness.nethathe@uct.ac.za
<u>ENQUIRIES</u>	:	
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The Department of Health is guided by the principles of

Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.

<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/254</u>	:	<u>REGISTERED COUNCILLOR GRADE 1 TO 3 (X2 POSTS)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R712 599 per annum Grade 2: R811 662 per annum Grade 3: R916 437 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Mossel Bay Sub-district, Knysna/Bitou Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional of South Africa as a Registered Councillor. Experience: Grade 1: None after registration with the health Professional council of South Africa as a Registered councillor. Grade 2: A minimum of 8 years appropriate experience as a councillor after registration with Health Professional Council (HPCSA). Grade 3: A minimum of 16 years appropriate experience as a councillor after registration with Health Professionals council as a Registered Councillor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Good communication skills (Verbal and written). Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Computer literacy (i.e. MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Work with and contribute within Multi-disciplinary Team (MDT).
<u>DUTIES</u>	:	Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers, as part the sub district and district mental health teams.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Crause Tel No: (044) 803-2700 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be

<p>considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.</p>	
<u>CLOSING DATE</u>	: 30 January 2026
<u>POST 01/255</u>	: <u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Cape Winelands District
<u>SALARY CENTRE REQUIREMENTS</u>	: R693 096 per annum De Wet Nuy CC (Mobile and Satellite Clinics), Breede Valley Sub-district Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife Post basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health assessment, treatment and care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above (R48). Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies and principles. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.) Ability to communicate effectively.
<u>DUTIES</u>	: Manage, control, act in all the following facets of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts, and protocols regarding the mentioned facets. Plan and manage to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan and to meet the operational requirements of the health facility and participate in Community awareness and health screening activities. Recording, collection, verification and timeous submission of accurate data and continuous positive support to the Primary Health Care Manager.
<u>ENQUIRIES</u>	: Ms A Theron Tel No: (023) 348-1316
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test. "The pool of applications will be considered for vacancies within Breede Valley Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 30 January 2026
<u>POST 01/256</u>	: <u>HEALTH DATA SCIENTIST</u> Directorate: Health Intelligence
<u>SALARY CENTRE REQUIREMENTS</u>	: R582 444 per annum Head Office, Cape Town (Based at 4 Dorp Street, Cape Town) Minimum educational qualification: A graduate qualification in a relevant discipline (Mathematics, Data Science, Data Engineering, Computer Science, Actuarial Science, Statistics, Engineering or similar). Experience: Appropriate experience in health information systems and health data interoperability. Appropriate SQL programming experience. Appropriate experience working with large datasets (hundreds of millions of records) and in programming and/or software development. Appropriate statistical expertise and/or broader software programming experience. Appropriate experience working with stored procedures and views. Appropriate experience working with a scripting language e.g. Python, SQL, Java, Ruby, and/or R. Appropriate experience with

<p>technical communication and presentation of findings and ideas. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Competence in working in a swiftly changing environment and modifying plans accordingly. Advanced knowledge and proficiency with cloud technology including Azure SQL, and interactive data visualization software such as Power BI. Ability to apply data extraction, transformation and loading (ETL) techniques with appropriate automation as required. Analytic skills to conceptualize and execute data extraction and analysis tasks. Ability to conceptualize, design and implement efficient data-driven reports. Demonstrate strong verbal and written communication skills with the ability to effectively create, edit, and review relevant reports and presentations.</p>	
<u>DUTIES</u>	: Utilize domain expertise, analytical skills, and software knowledge to support the development and maintenance of data take-on processes and curation of routine health data. Be actively involved in data beneficiation, interpretation, inference, analysis, and reporting. Analyze and present data in a clear and compelling way, using graphical representations and data visualizations. Process and deliver data extraction requests of varying complexity. Provide supervision and mentorship to junior staff members. Develop and implement training programs, user guides, and other products that promote understanding of the Provincial Health Data Centre digital tools, reports and dashboards.
<u>ENQUIRIES</u>	: Dr M Ismail, email: Muzzammil.Ismail@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 30 January 2026
<u>POST 01/257</u>	: <u>CLINICAL PROGRAMME COORDINATOR: GRADE 1 (HIV/AIDS)</u> West Coast District
<u>SALARY</u>	: Grade 1: R549 192 per annum
<u>CENTRE</u>	: Swartland Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (i.e. MS Word, PowerPoint and Excel).
<u>DUTIES</u>	: Co-ordination and implementation of the sub-district integrated comprehensive health services i.e. HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 days strategy, adolescent, women's and men's health services and establishing health services linkages on all service platforms at Sub-district level. Provide oversight, supervision and support to health facilities iro the implementation of quality assurance policies, guidelines, protocols, norms and standards. Involvement with skills development and training to support integrated health services provision. Responsible for the strengthening and coordination of internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. -Monitoring and Evaluation of Integrated Health services performance as well as the effective implementation of appropriate projects to improve the primary health care services and outcomes in the sub-district.
<u>ENQUIRIES</u>	: Mr RA Christoffels Tel No: (022) 482-2729
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 30 January 2026

<u>POST 01/258</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY: CLINICAL FACILITATOR) (X2 POSTS)</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in the specialty. Inherent requirements of the job: Excellent communication skills: verbal, written and report writing. Competencies (knowledge/skills): Extensive knowledge of Nursing Act, policies, procedures and protocols pertaining to peri-natal care. Insight into perinatal training initiatives (EOST, ESMOE,) Competent in facilitation, mentoring, coaching, and presentation skills. Knowledge of basic and post basic training programmes. Computer literacy.
<u>DUTIES</u>	:	Facilitate and teach all training in relation to perinatal care and development programmes of the nursing and support personnel in the Nursing Component as well as other departments as required. Facilitate student education and training with accredited service providers and tertiary institutions as well as placement to ensure achievement and maintenance of competence. Facilitate all induction and mentorship programmes in conjunction with HRD. Facilitate in-service training, skills update and competencies and skills of nursing personnel in perinatal care services. Deliver a support service to the Nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development. Facilitate developmental research in nursing science with specific interest in perinatal care nursing science.
<u>ENQUIRIES</u>	:	Ms M Holland Tel No: (021) 659-5550
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Short listed candidates will be subjected to a written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/259</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u>
		Chief Directorate: Metro Health Services (3-Month Contract)
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Klipfontein/Mitchells Plain Sub-structure Office Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and

Midwife. A post-basic nursing qualification with a duration of at least a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with the professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: A valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. NIMART training or experience. Effective communication skills.

<u>DUTIES</u>	:	Assist with the managing and provision of clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.
<u>ENQUIRIES</u>	:	Ms S Patel-Abrahams Tel No: (021) 370-5008
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical, and oral assessment.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/260</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE) (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirement of the job: To work shifts including weekends, public holidays and night duty. To rotate to other units within the Operating theatre. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to stand for long hours and lift heavy equipment.

<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in a operating theatre, wards/units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.
<u>ENQUIRIES</u>	:	Ms J Watson Tel No: (021) 404-5161
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Medical and Surgical Nursing Science: Operating Theatre. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/261</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Heideveld CDC (X1 Post) Hanover Park CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: Grade 1: 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 Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: A valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. NIMART training or experience. Effective communication skills. Assist with the managing and provision of clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.
<u>DUTIES</u>	:	Assist with the managing and provision of clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.
<u>ENQUIRIES</u>	:	Ms S Patel-Abrahams Tel No: (021) 370-5008
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical, and oral assessment.
<u>CLOSING DATE</u>	: 30 January 2026
<u>POST 01/262</u>	: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY) Garden Route District
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: PHC Support & Outreach Knysna/ Bitou Sub-district (Stationed at Knysna Hospital)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Ophthalmic Nursing Science. Registration with the professional council: Registration with the SANC a Professional Nurse. Experience: Grade 1 : A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2 : A minimum of 14 years' appropriate/recognizable experience in nursing 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 in Ophthalmic Nursing Science. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal).
<u>DUTIES</u>	: Provision of optimal, holistic, specialised Ophthalmology nursing care within a professional and legal framework in the Knysna/Plettenberg Subdistrict (i.e. hospital, mobiles and satellites). Effective utilisation of resources. Participation in training. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery.
<u>ENQUIRIES</u>	: Ms PM Peters Tel No: (044) 302 - 8436
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Ophthalmic Nursing Science with the South African Nursing Council. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 30 January 2026

<u>POST 01/263</u>	:	ASSISTANT DIRECTOR: HEALTH SUPPORT (INFORMATION MANAGEMENT AND MONITORING AND EVALUATION) Chief Directorate: Emergency and Clinical Services Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Service Priorities Co-ordination Minimum educational qualification: Appropriate relevant 3-year National Diploma/ Degree or equivalent qualification. Experience: Appropriate experience in public health data systems. Appropriate experience in training and change management. Inherent requirements of the job: Valid Driver's licence. Willingness to travel to the districts and national office (DOH). Willingness to work overtime when required. Competencies (knowledge/skills): Excellent knowledge of common Electronic Health Systems in use at CCT, MHS and RHS (including SPV). Advanced Microsoft office (Excel, PowerPoint and Word) skills. Ability to interpret, analyse and present health information. Good numerical, communication, analytical thinking skills and interpersonal skills.
<u>DUTIES</u>	:	Monitoring and Evaluation. Information Management and M&E Strategic support. Implementation support on priority programmes and conditional grant indicators. Project management and planning. Information Management policy alignment and systems integration.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr H Goeiman Tel No: (021) 815-8741 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Assistant Director: Health Support posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/264</u>	:	BIOKINETICIST GRADE 1 TO 3 (INCREASING WELLNESS) Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Service Priorities Co-ordination, Increasing Wellness and Impact Assessment Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Biokineticist. Registration with the professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Biokineticist. Experience: Grade 1: None after registration with the HPCSA as a Biokineticist. One-year relevant experience after registration with the HPCSA as a Biokineticist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Biokineticist. A minimum of 11 years relevant experience after registration with the HPCSA as a Biokineticist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A Minimum of 20 years relevant experience after registration with the HPCSA as a Biokineticist. A minimum of 21 years relevant experience after registration with the HPCSA as a Biokineticist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Willingness to work overtime when required. A Valid Drivers license and the ability to drive. Willingness to travel within the province. Competencies (knowledge/skills): Knowledge and experience in wellness promotion programmes. Knowledge and application of regulations, policies, procedures and indicators relevant to integrated Health and Wellness promotion programmes. Good understanding of the Public Health system. Strong monitoring and evaluation skills. Good numeracy, literacy, and communication abilities. Effective project management capabilities. Basic financial management skills. Proficiency in information technology. Facilitation, writing, research, conceptualisation, analysis and communication. Analytical and problem-solving skills. Computer literacy in

	Microsoft Office suite and digital platforms. Sound interpersonal, networking and negotiating skills. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work without supervision and handle a high work volume. Creativity, self-motivation, assertiveness, initiative and ability to work independently and in a team. Appropriate and relevant experience in public health, programmed development and review, project management, communications, community services or primary health care services, community development, participatory approaches, behavior change, stakeholder engagement, health and wellness promotion, and cross sectoral partnership.
<u>DUTIES</u>	: Provide operational and strategic support for the effective development, implementation, and evaluation informing policy to realize health and wellness promotion objectives aligned to priorities across the life course. Operationalize processes for the effective development, implementation, maintenance and evaluation of Health and Wellness Promotion objectives aligned to priorities across the life course to mobilise services and multisectoral stakeholders, to strengthen the Start Well, Live Well and Age Well departmental philosophy. Administer Health and Wellness Promotion M&E and Reporting. Provide logistical, administrative and support to the wellness promotion programmes.
<u>ENQUIRIES</u>	: Ms K Fortune Tel No: (021) 815-8853
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Biokineticist: Grade 1 to 3 (Increasing Wellness) posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates may be subjected to a practical assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 30 January 2026
<u>POST 01/265</u>	: CASE MANAGER Chief Directorate: Rural Health Services
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: George Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate three-year health related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment and Managed Health Care policies and protocols. Appropriate experience in ICD-10 diagnostic and procedural code assignment. Competencies (knowledge/skills): Knowledge of Uniform Patient Fee Schedule, ICD-10 and the Medical Schemes Act 131 of 1998 and Regulations i.e. (PMB Legislation). Knowledge of EDI (Electronic Data Interchange), Managed Health Care standards and patient billing. To monitor the quality and ensure accuracy of Diagnostic and Procedural Coding. Computer Literacy (MS Word/Excel). Good communication skills (verbal and written).
<u>DUTIES</u>	: Efficiently and effectively communicate and update clinical information for externally funded patients as well as the evaluation and monitoring of ICD 10-Coding for externally funded patients. Perform hospital Case Management functions w.r.t. pre-authorisation and authorisation, benefit management, and review of clinical information for externally funded clients as well as providing quotes for elective procedures. Identify PMB diagnosis or ICD-Code to ensure claims are paid from the correct benefit, as well as when benefits are exhausted. Efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures including the conducting of clinical audits of patient accounts to ensure accuracy of invoices for the submission to external funders. Supervision of staff as well as co-ordinating

the workflow processes between clinical and admin personnel relating to Case management which include ICD10-coding, PMB's and account queries as well as quality client care and compilation of statistical reports for hospital management. Provide assistance to Hospital Fees staff regarding medical scheme authorisations, liaising with medical schemes and MediKredit regarding rejected claims as well as in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients.

ENQUIRIES
APPLICATIONS

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CLOSING DATE

POST 01/266

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ENQUIRIES
APPLICATIONS

NOTE

CLOSING DATE

POST 01/267

SALARY
CENTRE
REQUIREMENTS

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Ms L Kombrink Tel No: (044) 802 - 4332

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

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

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30 January 2026

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SENIOR ADMINISTRATIVE OFFICER: FINANCE AND MEDICAL RECORDS (PATIENT ADMINISTRATION AND HOSPITAL FEES)

Chief Directorate: Rural Health Services

:

R397 116 per annum

:

George Regional Hospital

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Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience in the Revenue (Hospital Fees and Patient Administration) and Medical Records field. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, CLINICOM, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility and willingness to travel and work after hours when required. Good organizational and administrative skills and the ability to function in a team and under pressure.

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Manage Patient Administration Services and Medical Records with the aim of improving data quality and patient information and records according to Finance instructions, circulars, and policies. Manage the Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of personnel under your control.

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Ms L Kombrink Tel No: (044) 802-4332

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

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No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

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30 January 2026

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SENIOR ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT (PAYROLL AND SERVICE BENEFITS)

:

R397 116 per annum

:

Groote Schuur Hospital, Observatory

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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.
<u>DUTIES</u>	: Provide support in the administration processes of E-Disclosure, ORW 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.
<u>ENQUIRIES</u>	: Mr CD Wehr Tel No: (021) 404-2306
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 30 January 2026
<u>POST 01/268</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u> Chief Directorate Metro Health Services
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Human Resource Management. Experience: Appropriate experience in Labour Relations and Human Resource development. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Ability to work independently and under pressure. Computer literacy.
<u>DUTIES</u>	: Conduct disciplinary investigations and act as an initiator in disciplinary hearings. Handle individual and collective grievances. Interpret various Labour Relations statistics. Deal with conflict and disputes. Facilitate the development, implementation and evaluation of the Workplace skills plan and the Annual training Report. Render a secretariat service to the Skills Development Committee as well as the Institutional Management and Labour Committee. Attend HRD and Labour relations forum meetings.
<u>ENQUIRIES</u>	: Ms F Carelse- Johnson Tel No: (021) 377 4307
<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>	: 30 January 2026
<u>POST 01/269</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (GENERAL SERVICES)</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a hospital environment. Appropriate supervisory experience. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills. Computer literacy (MS Office, Word, Excel). Ability to work under pressure and meet tight deadlines. Ability to take initiative, work independently, and demonstrate strong ethical conduct. Ability to apply performance management, labour relations and leave administration frameworks. Ability to draft and implement SOPs and manage

<p>contracts. Knowledge of contract management and supply chain management processes. Knowledge of general services legislation and operations (e.g., death administration, pest control). Understanding of Quality Assurance, Occupational Health Standards, and Infection Prevention and Control. People management, conflict management and supervisory skills. Strong planning, organizational and administrative skills.</p>	
<u>DUTIES</u>	: Manage various general support service components, including but not limited to pest control, death administration, grounds and gardening, pneumatic tube system, porter services and reprographics. Perform all administrative and supervisory duties applicable to the operational areas and provide effective support to the Assistant Director and Deputy Director. Ensure adherence to labour relations, financial management, and human resources processes and policies. Participate in audits, compliance activities, and governance reviews. Participate in and chair meetings relevant to the general services portfolio. Oversee contract management processes, including performance monitoring, compliance, and renewals.
<u>ENQUIRIES</u>	: Ms CB Johnson Tel No: (021) 938-5327
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates may be subjected to a practical/competency assessment test.
<u>CLOSING DATE</u>	: 30 January 2026
<u>POST 01/270</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (WELLNESS/ COPC)</u> Cape Winelands Health District
<u>SALARY</u>	: Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	: Mbekweni CDC Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1 : None. Grade 2 : A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3 : A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, CDC and within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	: Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	: Ms EJ Williams Tel No: (021)862-4520
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before

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

<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/271</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Saldanha Sub-district (Stationed at Laingville Clinic) Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and midwife. Experience: Grade 1: None Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing 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: Valid (Code B/EB) driver's licence. Willingness to travel. Willingness to assist in all Primary Health Care facilities when required. Willingness to work overtime. Competencies (knowledge/skills): Computer Literacy (MS Word and Excel) Ability to work independently and in a multi-disciplinary team. Knowledge of the Nursing Act, Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation.
<u>DUTIES</u>	:	Treatment of patients on Primary Health Care level with regards to Curative Services, ie. Notifiable Diseases, Mental Health and Chronic Diseases. Provide direction and supervision for the implementation of quality comprehensive nursing care within the PHC Context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the PHC team. Utilize human, material and physical resources efficiently and effectively. Participate in training programs and research activities. Maintain workplace discipline of subordinates.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Ms BD Breedekamp Tel No: (022) 709-5066 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Saldanha Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/272</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (POST NATAL WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

<p>with the SANC as a Professional Nurse Professional Nurse and Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime if needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Computer literacy. Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.</p>	
<u>DUTIES</u>	: To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Provide support to Nursing Services. Participate in training and research. Ensure proper record keeping and perform administrative duties.
<u>ENQUIRIES</u>	: Ms L Dreyer Tel No: (021) 659-4903
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 30 January 2026
<u>POST 01/273</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FEMALE/CHILD WARD AND NURSING SUPPORT) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	: False Bay Hospital, Southern/Western Sub-structure Minimum educational qualification: Basic R425 qualification (i.e. diploma /degree in nursing) that allows registration with the SANC as a Professional Nurse. Registration with the Professional Council: Registration with SANC as Professional Nurse and Midwife. Experience: Grade 1 : None Grade 2 : A minimum of 10 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Professional Nurse. Grade 3 : A minimum of 20 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, night duty and on public holidays. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/ skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Basic computer literacy (MS Word, Excel and Outlook) Must have good communication skills. Interpersonal skills.
<u>DUTIES</u>	: Provide quality of care to all patients within PN scope of practice. Ability to promote quality patient care through the implementation of laws, protocols, guidelines and standards Maintaining professional growth, ethical standards and self-development. Maintain accurate clinical records, statistical registers and referral records Utilise human, material and physical resources efficiently and effectively. Maintain and participate in inter-professional and multi-disciplinary teamwork but be able to work independently and supervise and mentor lower categories of staff.
<u>ENQUIRIES</u>	: Ms B Tyutu Tel No: (021) 832-5206

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/274</u>	:	PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (PALLIATIVE CARE) Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum (plus, a non-pensionable rural allowance of 8% of the basic annual salary)
<u>CENTRE REQUIREMENTS</u>	:	Robertson Hospital, Witzenberg Sub-district Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as Professional Nurse and midwife or Psychiatry (where applicable). Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel across the Sub-district. Willingness to complete the online course in Palliative Care once appointed. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. 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.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.
<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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Witzenberg Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/275</u>	:	PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (PALLIATIVE CARE) Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum (plus, a non-pensionable rural allowance of 8% of the basic annual salary)
<u>CENTRE REQUIREMENTS</u>	:	Cape Winelands Health District (stationed at Ceres Hospital) Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as Professional Nurse and midwife or Psychiatry (where applicable). Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel across the Sub-district. Willingness to work overtime and flexi time when necessary. Willingness to complete the online course in Palliative Care once appointed. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. 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.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. MP Williams Tel No: (023) 626-8542 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category

with the relevant council (including individuals who must apply for change in registration status). “The pool of applications will be considered for vacancies within Witzenberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.”

<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/276</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Symphony Way CDC (X1 Post) and Morning Star CDC (Durbanville) (X1 Post), Northern/Tygerberg Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Competencies (knowledge/ skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of Nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms. G Naude Tel No: (021) 204-9462 (Symphony Way CDC) Ms. L Rose-Benjamin Tel No: (021) 829-8335 (Morning Star CDC)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.” This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/277</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Metro East Hub, Lentegeur Hospital)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) (Manual). Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): The ability to communicate eloquently. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85) and SANS 10142-1. Ability to fault-find and repairs down to component level.
<u>DUTIES</u>	:	Service, repair and fault finding of Electrical Fence, CCTV, Access control and Fire detection. Service, repair and fault finding of various alternative power supplies (Generators/UPS/Inverters). Service, repair, fault finding and installation of various motors/pumps and motor control circuits. Compile and submit inspection reports as required on all electrical equipment stipulate on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in service training to Handyman, Tradesmen Aid and Interns. Assist with the executing of all electrical projects.
<u>ENQUIRIES</u>	:	Mr MM Vister Tel No: (021) 370-1118
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/278</u>	:	<u>ADMINISTRATION CLERK: FINANCE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Creditor Management and Asset and Liability Accounting. Competencies (knowledge/skills): Knowledge of the Basic Accounting System (BAS), LOGIS, Assets and Liabilities Suspense Accounts, Public Finance Management Act and Treasury Regulations and Instructions. Computer literacy.
<u>DUTIES</u>	:	Processing of BAS and Logis Creditor Payments within 30 days and in compliance with Financial Prescripts. Provide input and prepare Annual Financial Statements and Interim Financial Statements. Keeping record of expenditure items by means of excel spreadsheets used to monitor certain cost drivers. Processing of Journals to correct expenditure allocations. Monitoring and Clearing of Asset & Liability Accounts on a daily basis and reporting on a monthly basis. Performing Cashier functions, including management of Petty Cash and Receipts.
<u>ENQUIRIES</u>	:	Ms N Mzukwa Tel No: (021) 659-5559
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/279</u>	:	<u>PRINCIPAL FOOD SERVICES SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9 (Std. 7) and Food Certificate. Experience: Appropriate and

relevant Supervisory experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts and overtime. Relieve the Food Service manager i.e. Manage the Food Service Unit in the absence of the Food Service Manager. Competencies (knowledge/skills): Sound organising and supervisory skills to effectively utilise the Food Service team. Knowledge of HACCP (Hazard Analysis Critical Control Points and Food Safety Principles). Knowledge of therapeutic diets, food theory, preparation and cooking methods, production, quality and portion control according to standardised recipes in a large-scale Industrial Food Service Unit. Computer literacy (Office Word and Excel), writing and numerical skills.

DUTIES : Implement and control strategic management of Food Services with regards to giving inputs into the strategic and operational plans of foodservices. Implement and control operational Food Services with regards to the preparation and distribution of normal, therapeutic diets and milk feeds to the wards, according to prescribed standardized operational procedures and policies. Implement and control quality and risks within Food Services by monitoring safety measures for food preparation, equipment and general hygiene of the Food Service Unit. Implement and control People management within Food Services by completing SPMS reports, duty rosters, annual leave schedules, training of sub-ordinates, scheduling staff meetings and following disciplinary procedures. Implement and control financial management within Food Services by ordering of stock and making use of the computerised costing systems for the procurement process (LOGIS) and completion of statistics.

ENQUIRIES
APPLICATIONS : Mr R Broekhuizen Tel No: (021) 918-1385
: 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 vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 30 January 2026

POST 01/280 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT) (X2 POSTS)**

SALARY
CENTRE
REQUIREMENTS : R228 321 per annum
: Western Cape College of Nursing, Central Administration office, Stikland
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate People Management experience. Appropriate PERSAL experience and Recruitment and Selection. Inherent requirement of the job: Prepared to work overtime when required. Valid Driver's License. Competencies (knowledge/skills): Good interpersonal, decision making and problem-solving skills. Ability to work in a team as well as independently. Ability to work under pressure.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management and verification of documents. Responsible for capturing transactions on PERSAL and audit personnel- and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e. PILIR, RWOPS, appointment and service terminations. Recruitment and selection.

ENQUIRIES
APPLICATIONS : Mr DP Bending Tel No: (021) 831-5829
: 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.
: 30 January 2026

POST 01/281 : **ADMINISTRATION CLERK: INFORMATON MANAGEMENT**
Garden Route District

SALARY
CENTRE : R228 321 per annum
: PHC Support & Outreach Knysna & Bitou Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge of and experience in information management systems (Ideal Clinic/TIER.NET/Sinjani/PHCIS). Computer literacy (Ms Office: Word, Excel, and PowerPoint). Good communication skills (verbal and written). Ability to function independently and within a team environment.
<u>DUTIES</u>	:	Responsible for data management, i.e. collection, collation, capturing and reporting. Perform an administrative role as a member of the information management team. Assist with data management for quality monitoring. Interpret and analyse data trends. Participate in health information coordinating activities and maintain data retrieval efficiency. Effective patient administration.
<u>ENQUIRIES</u>	:	Ms PM Peters Tel No: (044) 302 - 8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/282</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (EMPLOYEE SERVICES AND TALENT SOURCING)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management (Recruitment and Selection). Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Knowledge of Recruitment and Selection policies and circulars pertaining to employee services and talent sourcing. Excellent communication skills (written and verbal).
<u>DUTIES</u>	:	Responsible for facilitating recruitment and selection processes. Serve as an HR representative during interviews and short-listing meetings. Assist with scrutinise motivations for procedural and substantive correctness and fairness of recruitment process. Provide informal training to the panel when the need arises. Provide advice regarding the application of Recruitment and Selection policies and prescripts. Apply knowledge of human resource management policies, procedures and directives to ensure correct application by the selection panel. Maintain and update database. Assist with telephonic and written queries.
<u>ENQUIRIES</u>	:	Ms V De Jager Tel No: (021) 938-5194
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/283</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Metro East Hub, Based at Lentegeur Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in support services and routine administration in a Production/Maintenance environment. Appropriate experienced in a Helpdesk environment. Competencies (knowledge/skills): Computer literacy in MS Excel, Word and Outlook. Strong ability to coordinate. Pro-active, meticulous, organised and able to see tasks through to completion. Excellent communication and interpersonal skills. Displaying an ability to organise data in both MS Excel and MS Word where required. Minute taking, Filing, Ability to capture handwritten/printed documentation. Accurate and proficient at typing.

<u>DUTIES</u>	General proficiency with web-based applications. Ability to interact with clients at all levels.
	: Render an administrative support service to the Workshop Unit. Coordinate administrative tasks as required until completion. Coordinate meetings and other related requirements for the Unit. Record keeping and filing of correspondence and documents. Order and manage equipment, assets and supplies for the Unit. Minute taking at all Support Services meetings. Keep a database for all Workshop requisitions and do regular follow-ups. Assist with daily queries from facilities and substructure offices. Liaise with all role players at Substructures and facilities who requires maintenance assistance. Generate reports as requested by manager. Managing of tools and equipment in tool store. Record keeping of attendance registers and Leave application forms.
<u>ENQUIRIES</u>	Mr M Vister Tel No: (021) 370-1118
<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>	30 January 2026
<u>POST 01/284</u>	
	<u>STAFF NURSE GRADE 1 TO 3</u>
	Garden Route District
<u>SALARY</u>	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	Plettenberg Bay Clinic, Knysna/Bitou Sub-district Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with the professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work extended hours, after hours, outreaches on projects. Willingness to rotate to the hospital facility and other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation. Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Participate in infection prevention and control.
<u>DUTIES</u>	
	Ms JA Stander Tel No: (044) 302-8400
<u>ENQUIRIES</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>APPLICATIONS</u>	
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	30 January 2026
<u>POST 01/285</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>	Radie Kotze Hospital, Bergriver Sub-district Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with

a professional council: Registration with the South African Nursing Council (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 overtime, shifts, weekends and public holidays. Willingness to rotate within all wards/departments within the hospital according to operational needs. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate good communication with patients, supervisors and colleagues. Good organizing skills.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Effective functioning within the multi-disciplinary team.

ENQUIRIES
APPLICATIONS : Sr T Fredericks Tel No: (022) 814-0462
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 30 January 2026

POST 01/286 : **STAFF NURSE GRADE 1 TO 3 (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE REQUIREMENTS : New Somerset Hospital
Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Qualification that allows 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 an Enrolled Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled 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 rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Appropriate knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills.

DUTIES : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Effective record keeping.

ENQUIRIES
APPLICATIONS : Ms S Basardien Tel No: (021) 402-6485
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/287</u>	:	<u>ARTISAN ASSISTANT</u> Directorate: Engineering and Technical Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum Head Office, Cape Town (Metro East Hub, Based at Lenteguer Hospital) Minimum requirement: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs in the following Trades (Carpentry, Plumbing, Bricklaying, Painting, Electrical, mechanical, Airconditioning). Inherent requirements of the job: A valid driver's licence (Code B/EB)(Manual). Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Perform standby duties. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to fault-find and repairs.
<u>DUTIES</u>	:	Carry out minor maintenance and repairs of building fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties when needed. Give service training to Tradesmen Aid and Interns.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Vister Tel No: (021) 370-1118 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.
<u>CLOSING DATE</u>	:	30 January 2026
<u>POST 01/288</u>	:	<u>ECM SCANNING OPERATOR (ENTERPRISE CONTENT MANAGEMENT)</u> Chief Directorate: Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum George Regional Hospital Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in CLINICOM. Appropriate experience in ECM. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Knowledge of Enterprise Content Management (ECM) Solution and knowledge of batching, preparation, scanning and quality assurance of files. Knowledge of correct processes for the handling of patient medical records. Good communication and interpersonal skills. Computer literacy (MS Office: Word, Excel, Outlook).
<u>DUTIES</u>	:	Ensure that returned folders are processed into batches and tracked on ECM tracking tool. Prepare Episode Folders for scanning and scan folders. Ensure that Electronic Folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Support to Supervisor and other Departments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Cornelison Tel No: (044) 802-4524 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be

considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

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