



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 33 OF 2025**

**DATE ISSUED 12 SEPTEMBER 2025**

### **1. Introduction**

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

### **2. Directions to candidates**

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

### **3. Directions to departments**

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

### **4 SMS pre-entry certificate**

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

### **AMENDMENTS**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING (CENTRAL JOHANNESBURG TVET COLLEGE):** Kindly note that the following six (6) posts were advertised in the Public Service Vacancy Circular 31 dated 29 August 2025, Assistant Director: Partnerships and Linkages with Ref No: CJC/PLI/16/2025; Assistant Director: Student Registration & Management Information System with Ref No: CJC/SRM/17/2025; Senior Management Information Systems Officer with Ref No: CJC/SMIS/18/2025; Senior State Accountant: Management Accounting: Ref No: CJC/SSAM/19/2025; Senior Information Technology Technician with Ref No: CJC/SIT/20/2025; Information Technology (IT) with Ref No: CJC/ICT/21/2025; the closing date has been extended to 19 September 2025.

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 28 dated 08 August 2025 that closed on 22 August 2025, (1) Chief Civil Engineer Grade A with Ref No: 2025/59, Centre: Durban regional office and Public Service Vacancy Circular 31 dated

29 August 2025 with closing date of 12 September 2025, (2) Senior Accounting Clerk: Finance (Batch Controller) with Ref No: 2025/85, Centre: Bloemfontein regional office, are withdrawn.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL: DEPARTMENT OF TREASURY:** Kindly note that the following post advertised in Public Service Vacancy Circular 32 dated 05 September 2025, Assistant Director: BAS: (X1 Post) with Ref No: KZNPT 25/38 has been withdrawn.

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**DEPARTMENT OF BASIC EDUCATION**

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

<b><u>APPLICATIONS</u></b>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at <a href="mailto:Recruitment@dbe.gov.za">Recruitment@dbe.gov.za</a> . Please visit the Department of Education's website at <a href="http://www.education.gov.za">www.education.gov.za</a> or the Department of Public Service and Administration Vacancy circulars at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr M Segowa/Ms N Monyela
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>NOTE</u></b>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (Only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

**MANAGEMENT ECHELON**

<b><u>POST 33/01</u></b>	:	<b><u>CHIEF DIRECTOR: MEDIA LIAISON AND NATIONAL AND PROVINCIAL COMMUNICATION REF NO: DBE/07/2025</u></b> Branch: Office of the Director General Chief Directorate: Media Liaison and National and Provincial Communications
<b><u>SALARY</u></b>	:	R1 494 900 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The applicant must be in a possession of a relevant Bachelor's degree (NQF level 7) or equivalent qualification in Communication as recognised by SAQA; The incumbent must have five (5) years' experience at a Senior managerial level in the communication field; Extensive experience in media and communications fields; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem-Solving and Analysis; Client Orientation, Customer Focus and Communication Skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management, Promotion Communication, Innovation, Creativity and ability to prepare speeches; The candidate must be confident, trustworthy, accurate, adaptable and diplomatic; Applicant must have a valid driver's licence and willing to travel extensively.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for overseeing and providing strategic direction to all Communication Directorates in order to ensure efficient delivery of communication services to the Ministry and the Department of Basic Education; Overseeing and providing strategic in the development and implementation of communication campaigns for the Ministry and the Department of Basic Education; Building and sustaining a positive reputation for the Minister and the Department of Basic Education; Managing unplanned and urgent communication matters for the Minister and the Department of Basic Education; Arranging media and press conferences; Responding to

media enquiries; Responding timeously to deadlines and to providing quality inputs into matters that affect the Minister and the Department of Basic Education; Ensuring effective management and utilisation of the appropriate communication channels for the Ministry and the Department of Basic Education; Ensuring that the delegated tasks and assignments for the Minister, Deputy Minister, Director-General, HEDCOM and CEM aimed at enhancing the programmes and projects within the Department of Basic Education and the Provincial Education Department, are undertaken; Ensuring that the appropriate financial administrative and personnel management of the Department of Basic Education, as well as the relevant Public Service and Administration Policies and the PFMA.

**ENQUIRIES  
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294  
: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 33/02**

: **CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF NO: DBE/08/2025**  
Branch: Finance and Administration  
Chief Directorate: Legal and Legislative

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 494 900 per annum  
: Pretoria  
: The applicants must be in a possession of a relevant Bachelor of Law Degree (NQF Level 7) or equivalent qualification as recognised by SAQA; A Master's Degree in Law will be an advantage; At least 10 years working experience in the Legal field and with a minimum of 5 years' experience at a Senior Managerial Level; Experience in Education Law is a pre-requisite; The candidate must be admitted as an Attorney or Advocate; The post requires a person with excellent leadership and strategic management skills; Excellent communication skills (verbal and written); Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); Research and policy formulation; Presentation skills; Analytical and problem-solving skills; Candidate must be confident, trustworthy, accurate, adaptable and diplomatic. A valid driver's license; Ability to work long hours and travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

**DUTIES**

: The successful candidate will be responsible for managing two Directorates: Legal Services and Legislative Services; Providing litigation support for Provincial Education Departments as well as drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE); Providing legal advice to the entire Department; Coordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation; Administering legislation of statutory bodies; Rendering a legal interpretation and advisory service to the DBE; Managing court cases on behalf of the Minister and DG of DBE; Drafting advice on national and international agreements and negotiating the terms of the agreement with parties.

**ENQUIRIES  
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294  
: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All

shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

<b><u>POST 33/03</u></b>	:	<b><u>CHIEF DIRECTOR: EDUCATION HUMAN RESOURCE AND DEVELOPMENT REF NO: DBE/09/2025</u></b> Branch: Teachers, Education Human Resources and Institutional Development Chief Directorate: Education Human Resources Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 494 900 per annum Pretoria Applicants must be in a possession of a Bachelor's degree (NQF Level 7) or equivalent qualification as recognised by SAQA; 5 years' experience at senior managerial level; A post-graduate degree will be an added advantage; Experience in the education sector; Understanding of policies governing Teacher Development process as well as the ability to analyse data. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic Capability and Leadership; People management and Empowerment; Financial management; Knowledge management; People management and Empowerment; Financial Management and Change Management.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for overseeing the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development (ISPFTED) as well as monitoring the performance of the South African Council for Educators (SACE) in relation to its management of the CPTD management information system; Overseeing the training and development of educators in Mother – Tongue based Bilingual Education (MTBbRL) as well as Mother- Tongue based Bilingual Education (MTBbE); Overseeing the management of Professional Learning Communities as well as the Teacher Union Collaboration (TUC); Overseeing the management of the Fundza Lushaka Bursary programme, the National Teacher Award (NTA) and the National Teacher Induction Programme (NTIP); Overseeing the quality of programmes offered by Higher Education and Training (DHET) as well as Higher Education Institutions (HEIs); Supporting Education Programme on skills for Changing World as well as the use of relevant platforms such as the online Teacher Development Platform; Ensuring that all programmes provided to teachers are SACE endorsed; Providing strategic leadership in the management and administration of the Chief Directorate, including in the (Medium Term Development Plan), Annual Performance Plan (APP); Managing staff performance in line with their performance agreement of the Chief Directorate; Managing the budget of the Chief Directorate; Providing reports to oversight structures as required.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294 A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

<b><u>POST 33/04</u></b>	:	<b><u>CHIEF DIRECTOR: PUBLIC EXAMINATIONS AND ASSESSMENTS REF NO: DBE/10/2025</u></b> Branch: Curriculum Policy, Support and Monitoring Chief Directorate: Public Examinations and Assessments
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 494 900 per annum Pretoria The applicants must be in a possession of a Bachelor's degree (NQF Level 7) or equivalent qualification as recognised by SAQA; 5 Years' experience at senior managerial level; Experience in the education sector; Understanding of policies governing Public Examination and Assessment; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the managing and administration of the National Examination Assessment; Managing the setting of high quality Grade 12 examination question paper; Managing and Enhancing the National Computer System for examinations and assessment in the GET and FET bands; Managing and Improving the certification process relating to Senior Certificate and National Senior Certificate; Managing the administration of International Assessment relating to TIMSS, PIRLS, SACMEQ and TALIS; Managing the administration of the GEC pilot; Developing and assessment regime for the introduction of mother tongue Based Bilingual Education in the GET band; Developing high quality test items for diagnostic, summative and systematic assessment in the GET bands; Promoting the integration of formative assessment in teaching and learning in both GET and FET bands; Implementing a General Education Certificate at the end of Grade 9; Implementing a model of systemic evaluation that will provide valuable data on the performance of the system; Conducting assessment to determine the readiness of Grade R learners to grade 1; Supporting and Coordinating the implementation of the examinations across the nine provincial education departments; Improving the quality assurance of summative school based assessment in both the GET and FET bands; Improving the quality of marking in the Public Examinations; Providing accurate and reliable data on learner performance in the GET and FET bands.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294 A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.
<b><u>POST 33/05</u></b>	:	<b><u>DIRECTOR: CURRICULUM IMPLEMENTATION AND QUALITY IMPROVEMENT (FURTHER EDUCATION AND TRAINING – GRADES 10 – 12) REF NO: DBE/11/2025</u></b> Branch: Curriculum Policy, Support and Monitoring Chief Directorate: Curriculum Implementation and Monitoring
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 266 714 per annum Pretoria The applicant must be in a possession of a Bachelors' degree (NQF level 7) or equivalent qualification as recognised by SAQA in Curriculum Implementation and Quality Improvement in the FET band coupled with relevant experience in the field; 5 years' experience at Middle/Senior managerial level; At least five (5) years' experience in working within the FET band, in the Basic Education Sector; Knowledge of the key challenges in Further Education and Training

(FET) and how these can be mediated to improve learner performance in schools; In depth knowledge of the National Curriculum Statement and its implementation in the FET sector. Knowledge of the National Qualifications Framework and Curriculum Development processes; Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of FET; The ability to ensure the development and implementation of Norms and Standards in line with sections 3 and 8 of the National Education Policy Act; The ability to provide strategic leadership to the FET Sector; Good general management skills; A thorough understanding of and experience in all processes involved in project management; The ability to co-ordinate and manage the finances of the directorate in line with PFMA and procurement processes; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes and project management. Planning and organizing skills. Strong leadership skills; Advanced computer skills. Good interpersonal relations and the ability to handle pressure; A valid driver's license; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management.

#### **DUTIES**

: The successful candidate will be responsible for the assuming overall responsibility for the management, leadership and mentoring of staff in the Directorate: Curriculum Implementation and Quality Improvement (FET); Providing visionary and strategic leadership as well as guidance pertaining to policy development; Monitoring of the implementation of the curriculum and assessment; Coordinating of the curriculum related activities to support the learning Recovery Framework; Leading and coordinating the strengthening of the Curriculum project; Prudently handling the budget of the Directorate, including doing forecasts and projections, analyse spending trends and adapt spending accordingly.

#### **ENQUIRIES NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294  
: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

#### **POST 33/06**

: **DIRECTOR: HEALTH PROMOTION REF NO: DBE/12/2025**  
Branch: Social Mobilisation and Support Services  
Chief Directorate: Care and Support

#### **SALARY CENTRE REQUIREMENTS**

: R1 266 714 per annum  
: Pretoria  
: The applicant must be in a possession of a Bachelors' degree (NQF level 7) or equivalent qualification as recognised by SAQA in the social or health sciences, public health or education (a relevant postgraduate qualification will be an added advantage); 5 year's experience at Middle/Senior managerial level; Experience in education and/or health promotion or public health; Understanding of current global cutting-edge thinking on school health, adolescent sexual and reproductive health, and rights as well as the provision of psychosocial services to children and youth is essential: Excellent communication, inter-personal and writing skills are vital; Experience of high-level strategic planning processes, human resource management and financial management; Ability to manage research processes, and/or experience in monitoring and evaluation will be a strong recommendation. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication skills. Core Competencies: Strategic Capacity and



**DUTIES**

Leadership, People Management and Empowerment, Financial Management and Change Management.

- : The successful candidate will be responsible for strategic and operational planning for the Directorate; Health Promotion, taking overall responsibility for managing and accounting for projects, including the development of business plans; Managing the performance of officials, budgets and cash flows; Implementing and monitoring programmes as well as reporting; Providing strategic leadership and operational management of the Directorate; Developing and implementing an integrated and comprehensive response to the twin epidemics of HIV and TB, learner pregnancy and health related; Developing a programme of action to prevent and manage teenage pregnancy in the schooling sector; Strengthening the Sexual and Reproductive Health and Rights (SRHR) programme for learners in schools; Promoting the provision of health and psychological and social services in schools; Liaising and co-operating with provincial education departments, national government departments, universities, research organizations as well as NGOs and civic organisations; Liaising with and reporting to project funders; Monitoring and evaluating policies and strategies to promote the health and wellbeing of schools; Representing the Directorate, both internally and externally as required; Managing internal and external partnerships.

**ENQUIRIES  
NOTE**

- : Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
- : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 33/07**

- : **DIRECTOR: PROVINCIAL AND DISTRICT PLANNING AND IMPLEMENTATION SUPPORT REF NO: DBE/13/2025**  
Branch: Delivery and Support  
Chief Directorate: Planning And Implementation Support

**SALARY  
CENTRE  
REQUIREMENTS**

- : R1 266 714 per annum
- : Pretoria
- : Applicants must be in a possession of a relevant Bachelor's degree (NQF Level 7) or equivalent qualification as recognised by SAQA; A relevant post-graduate qualification will be an advantage; Five years' experience at Middle/Senior Management level in the education sector; Extensive experience in the education sector with specific focus on District Development Support; Minimum of five years' relevant experience in programme management/project management; Minimum of five years' experience of working with stakeholders and other sectors including communities; Knowledge of current education policies and strategies; Excellent communication skills (verbal and written) and good interpersonal skills; Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); A valid driver's license; Ability to work long hours and travel extensively; Core Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Process Competencies: Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

**DUTIES**

- : The successful candidate will be responsible for managing an effective system addressing and identifying planning, implementation and monitoring challenges at provincial and district level; Monitoring policy implementation and supporting the institutionalisation of the District Development Model (DDM) in the sector; Monitoring, supporting, evaluating, and reporting on the performance of districts; Monitoring and reporting on the filling of critical vacancies and ensuring the provision of basic tools of the trade to district; Strengthening human capacity for accountability and enhancing the quality of

education service delivery support in districts; Implementing district effectiveness initiatives to improve functionality and performance; Supporting districts and facilitating the sharing of best practices through HEDCOM Subcommittee meetings and periodic meetings between the Minister and district directors; Providing analysis on the number of districts where teacher development has been implemented in line with the District Improvement Plan (DIP); Overseeing District Standard Routines and Operations to ensure consistency and accountability; Clarifying and reinforcing the roles and responsibilities of circuit managers; Coordinating the printing, distribution, and implementation of district officials' recruitment guidelines across provinces and districts; Participating in the multi-disciplinary team to develop institutional, management, and governance models tailored for small, economically and educationally unviable schools.

**ENQUIRIES  
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294  
: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 33/08**

: **DIRECTOR: TEACHER DEVELOPMENT AND IMPLEMENTATION REF NO: DBE/14/2025**

Branch: Teachers, Education Human Resources and Institutional Development  
Chief Directorate: Curriculum and Professional Development Institute

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 266 714 per annum  
: Pretoria  
: Applicants must be in a possession of relevant Bachelors degree (NQF level 7) or equivalent as recognised by SAQA; A relevant post-graduate qualification will serve as an advantage; 5 years' experience at Middle/Senior Managerial level in the Education sector; Extensive experience in the field of institution and employee performance management; An in depth knowledge and understanding of the strategies for teacher support and development, including capacity to integrate ICT and other innovative strategies. The capacity to undertake research, impact assessment, monitoring, evaluation, and reporting will be an added advantage. Understanding of the education sector; Good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure; A valid driver's license and be willing to travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Client Orientation; Customer Focus; Communication Skills; Problem Solving and Analysis. Core Competencies: Strategic Capacity; Leadership; People Management; Empowerment; Financial Management; Change Management; Trustworthy, accurate, adaptable, diplomatic; Valid driver's license and willing to travel extensively.

**DUTIES**

: The successful candidate will be responsible for coordinating, monitoring, and supporting teacher development programmes in provinces in line with the DBE priorities, including conducting of impact assessments; Developing frameworks for programme development; Developing strategies to improve and support school and educator performance; Driving content development and curation of digital resources for teacher support and for teaching and learning; Promoting active utilization of ICT platforms for professional development; Monitoring and evaluating teacher development initiatives; Providing strategic leadership and manage finances in line with PFMA; Providing strategic leadership to staff and develop annual plans; Supporting the use of the online Teacher Development Platform and other innovative practices to build the capacity of teachers; Managing the finances of the Directorate in line with the Public Finance Management Act; Identifying key blockages to effective and timeous planning and implementation of key sector mandates and priorities;

**ENQUIRIES**  
**NOTE**

- Compiling quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; Facilitating the sharing of best practice.
- : Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
- : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**DEPARTMENT OF COOPERATIVE GOVERNANCE**

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

**CLOSING DATE**

: 29 September 2025

**NOTE**

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

**MANAGEMENT ECHELON****POST 33/09**: **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DDG-CS-01****SALARY**

: R1 813 182 per annum (Level 15), (an all-inclusive remuneration package). The package include a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

**CENTRE**

: Pretoria

<b><u>REQUIREMENTS</u></b>	:	A qualification in Public Administration/ Business Administration or equivalent at NQF level 8 as recognised by SAQA, plus 8 years' experience at a Senior Management level. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): MS PowerPoint, MS Project. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Comprehensive knowledge and understanding of Government systems and structures. Public Service Transformation. Public Finance Management Act. Public Service Act and Public Service Regulations.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provide strategic leadership and guidance on Human Resource, Facilities and Security Management in the Department. Provide strategic leadership and guidance on Communication and Marketing in the Department. Provide strategic leadership and guidance on Information Communication Technology in the Department. Provide strategic leadership and guidance on Legal Services in the Department. Oversee the overall functioning of the Branch, identify problems and provide solutions that seek to ensure effective and efficient use of the departmental resources.
<b><u>ENQUIRIES</u></b>	:	Ms E Van Wyk at 064 850 8845
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:DDG-CS-01@tttrecruitment.co.za">DDG-CS-01@tttrecruitment.co.za</a> . For application enquiries contact: To the T Recruitment at 067 391 7387
<b><u>POST 33/10</u></b>	:	<b><u>CHIEF DIRECTOR: COMMUNITY WORK PROGRAMME IMPLEMENTATION (NW, GP AND FS) REF NO: CD-CWPI-02</u></b>
<b><u>SALARY</u></b>	:	R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The package include a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Social Sciences/ Community Development/ Public Administration or equivalent (NQF 7 as recognised by SAQA) A minimum of 5 years' experience at senior management level. Proficiency in MS Word, MS PowerPoint, MS Project. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): Stakeholder Relationship. Generic Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Extensive knowledge in: Community Development Approaches. Cooperative Governance. Poverty eradication and job creation. Public-private partnerships. Stakeholder Relations. Due Diligence. Resource mobilisations.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Facilitate the implementation of the CWP in allocated provinces. Oversee and coordinate the implementation of CWP processes, policies, frameworks, norms and standards and maintenance of work opportunities. Oversee the monitoring and reporting to ensure effective contract management and compliance with CWP norms and standards. Oversee the establishment and functionality of CWP provincial stakeholder coordination processes, as well as local stakeholder structures. Coordinate the establishment, the facilitation and implementation of smart partnerships to enhance the impact of CWP.
<b><u>ENQUIRIES</u></b>	:	Mr L Jantjies Tel No: (012) 334 0685
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:CD-CWPI-02@tttrecruitment.co.za">CD-CWPI-02@tttrecruitment.co.za</a> . For application enquiries contact: To the T Recruitment at 067 391 7387

## OTHER POSTS

**POST 33/11** : **DEPUTY DIRECTOR: DEMARCATION AND STRUCTURES**  
**IMPLEMENTATION REF NO: DD-DSI-03**

**SALARY** : R896 436 per annum (Level 11)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year National Diploma or Bachelor's Degree in Public Administration/ Development studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in the related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Additional Requirements (Advantage): MS PowerPoint. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of Local Government: Municipal Structures Act. Local Government: Municipal Systems Act. Local Government: Municipal Demarcation Act. Local Government: Municipal Electoral Act. Constitution. Monitoring and support techniques. Interpretation and analysis techniques.

**DUTIES** : The successful candidate will perform the following duties: Manage and provide technical support and expert advice on the processes on the determination and redetermination of municipal boundaries. Manage the processes of local government elections and other electoral-related matters, including making proposals around the administration of national and provincial elections. Manage and provide technical support towards the development of policy interventions to improve the Local Government: Municipal Demarcation Act, 1998 and Local Government: Municipal Structures Act, 1998 and related Regulations. Manage the development of the formula for the determination of the number of councillors in terms of Section 20 of the Local Government: Municipal Structures Act, 1998. Manage the processes relating to the alteration of provincial boundaries, including developing national legislation to deal with transition matters.

**ENQUIRIES** : Mr SSB Nkehli Tel No: (012) 395 4620  
**APPLICATIONS** : Applications must be submitted electronically via email to: [DD-DSI-03@tttrecruitment.co.za](mailto:DD-DSI-03@tttrecruitment.co.za). For application enquiries contact: To the T Recruitment at 067 391 7387

**POST 33/12** : **DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT**  
**REF NO: DD001**

**SALARY** : R896 436 per annum (Level 11)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year National Diploma or Bachelor's Degree in Information Science/ Library Science/ Knowledge Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge; Research. Data Analysis. System Development. Business Analysis. Database management. Content Management. Stakeholder Relations. Advance technical writing and communication skills. Knowledge Management systems and platforms. National Knowledge management strategy framework.

**DUTIES** : The successful candidate will perform the following duties: Manage the development and implementation of Knowledge Management (KM) strategy for DCOG. Coordinate the documentation of case studies, best practices and lessons learnt. Develop and monitor knowledge management frameworks, guidelines and tools for DCOG and all municipalities. Manage and implement knowledge sharing programmes for DCOG and municipalities.

**ENQUIRIES** : Ms T Skosana Tel No: (012) 334 4883/ 060 994 6038  
**APPLICATIONS** : Applications must be submitted electronically via email to: [consultant5@multilead.co.za](mailto:consultant5@multilead.co.za) For application enquiries contact: Sphamandla Ndlovu Tel No: (011) 763 1103/4

<b><u>POST 33/13</u></b>	:	<b><u>DEPUTY DIRECTOR: GOVERNANCE, RISK AUDIT AND PROJECT MANAGEMENT REF NO: DD02</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems/ Computer Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Risk, Audit/ Compliance and Corporate Governance of ICT environments.). Additional Requirements (Advantage): MS PowerPoint, MS Project. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written) Technical Competencies: DPSA Corporate Governance of ICT Framework. Enterprise Risk Management Framework. Risk and Information Systems Control (CRISC), COBIT and ITIL.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Manage the development of operational / annual ICT risks and internal and external audit plans. Develop and manage policy and procedure on information technology audits. Manage the implementation and monitoring of information technology audits. Manage and monitor implementation of ICT governance and compliance. Develop, update and monitor project management methodology and templates.
<b><u>ENQUIRIES</u></b>	:	Ms N Seabela Tel No: (012) 334 4609
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:consultant6@multilead.co.za">consultant6@multilead.co.za</a> For application enquiries contact: Sphamandla Ndlovu Tel No: (011) 763 1103/4
<b><u>POST 33/14</u></b>	:	<b><u>ASSISTANT DIRECTOR: VETTING AND SCREENING REF NO: AD001</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year National Diploma or Bachelor's Degree in Social Sciences or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Vetting Investigations. Proficiency in MS Excel and MS Word. Other: A valid driver's license. Security Vetting Investigations course offered by State Security Agency. South African National Defence Force. Additional Requirements (Advantage): MS PowerPoint, MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Knowledge of Minimum Information Security Standards (miss) report security services. Security Vetting. Disciplinary Procedures. Risk and Threat Management.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Conduct vetting field-work investigations and screening of service providers. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Provide effective communication channels and systems between the Department and the State Security Agency and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects or processes.
<b><u>ENQUIRIES</u></b>	:	Dr M Modise Tel No: (012) 395 4707
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:response4@multilead.co.za">response4@multilead.co.za</a> For application enquiries contact Sphamandla Ndlovu Tel No: (011) 763 1103/4
<b><u>POST 33/15</u></b>	:	<b><u>SENIOR ADMIN OFFICER: MUNICIPAL FUNCTIONS, POWERS AND INTERVENTIONS SUPPORT REF NO: SAO001</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year National Diploma or Bachelor's Degree in Law/ Public Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution.

		Teamwork. Communication (verbal and written). Technical Competencies: Knowledge of National, Provincial and Local Government legislation and systems. Research, analysis and interpretation skills. Data analysis and interpretation.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Assist in monitoring of regulatory framework on decentralization of power and functions to local government. Administer applications for adjustment of powers and functions between district and local municipalities. Administer database and submissions on invocations and revocations of section 100 and 139 of the Constitution. Assist in coordinating parliamentary questions, research, queries, legal opinions, substantive and procedural requirements on applications of sections 100 and 139 of the Constitution.
<b><u>ENQUIRIES</u></b>	:	Ms S Thenga Tel No: (012) 334 0845/ 064 811 1787
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:response2@multilead.co.za">response2@multilead.co.za</a> For application enquiries contact Sphamandla Ndlovu Tel No: (011) 763 1103/4
<b><u>POST 33/16</u></b>	:	<b><u>SENIOR PROJECT COORDINATOR: COMMUNITY WORK PROGRAMME (GAUTENG) REF NO: SPC-CWP-04</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year National Diploma or Bachelor's Degree in Social Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Additional Requirements (Advantage): Project Management. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution. Teamwork. Communication (verbal and written). Technical Competencies: Knowledge and understanding of Community Work Programme. Policy Development. Poverty eradication and Job creation.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provide administration support in the implementation of CWP. Implement financial and procurement policies and procedures. Coordinate the maintenance and monitor existence and tracking of CWP asset management in assigned province. Monitor programme performance through site visits and submit reports.
<b><u>ENQUIRIES</u></b>	:	Mr K Mookeng at 066 484 9205
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:SPC-CWP-04@tttrecruitment.co.za">SPC-CWP-04@tttrecruitment.co.za</a> . For application enquiries contact: To the T Recruitment at 067 391 7387



## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 29 September 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on form Z83 (effective 01 January 2021), obtainable from the website of the Department of Public Service and Administration at [www.dpsa.gov.za/newsroom/psvc](http://www.dpsa.gov.za/newsroom/psvc) and should be accompanied by a comprehensive Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit relevant certified copies of qualifications /relevant documentation. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to two (2) pre-entry assessments of which one will be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection Committee shall score both technical exercise as an additional criterion in the interview process. The practical exercise shall determine the candidate's suitability based on the post's technical and generic requirements and shall comprise a formal test to determine a candidate's proficiency Integrity (Ethical Conduct) Assessment shall be conducted to determine the candidate's grasp of the ethical principles, ethical decision-making abilities and ethical standards relevant to public service. The logistics of which will be communicated by the department on the date of the interview. Additional to this, the shortlisted candidates will be required to attend a generic managerial competency assessment (competency based assessments) as mandated by the Department of Public Service and Administration Senior Management Service competency assessment tools. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract (Top Secret security clearance). Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. The successful candidate will be required to enter into an employment contract and performance agreement with the Secretary for Defence. Applicants must quote the relevant reference number provided. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. The department reserves the right not to make appointment to the advertised post. Due to the large volumes of applications anticipated, correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

- POST 33/17** : **CHIEF DIRECTOR: ACCOUNTING REF NO: FMD/28/33/25**  
Financial Management Division  
Chief Directorate Accounting
- SALARY** : R1 494 900 per annum (Level 14), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior Certificate with Bachelor's Degree in Accounting/ Financial Management/ Management Accounting/ Auditing qualification (NQF 7) as recognised by SAQA. Post Graduate Degree (BCom Honours) in Accounting/Financial Management/Management Accounting/ Auditing will be added advantage. Must have 5 years proven experience at senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course

and for further details, please click <https://thensg.gov.za/training-course/sms-pre-entry-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Special requirements (Skills needed): Knowledge of Public Management and Administration, Public Finance Management Act (PFMA), Treasury Regulations and related practice notes, Government Financial processes and procedures. Resources control processes, Spreadsheets, Word processing, presentation and database packages (preferably MS Office packages). Experience in working with database and information systems, sound knowledge of accounting and financial reporting processes and procedures of National Departments. Extensive knowledge of processes and procedures generally used to detect irregularities, well developed financial management skills, sound strategic capability and strong leadership skills, knowledge of computer software related to operating system. Impeccable integrity, excellence orientated, assertiveness, portray a positive self-image, self-motivated, adaptability, excellent communication skills (written and verbal), judgement, ability to cope under pressure.

<b><u>DUTIES</u></b>	:	Strategic Management of the Chief Directorate Accounting including providing direction for the preparation and execution of service delivery plans, resource plans, Interim and Annual Financial Statements and related budgets. Financial Management in terms of the PFMA, Section 45 and related Department of Defence (DOD) instructions. Supervise service delivery regarding 30 day payments, annual/quarterly/monthly reporting, revenue management, payroll management, banking and cash management services and debt management. Represent the CFO during his/her absence and represent the CFO on the following forums, CFO's forum, accounting standard board workshops, permanent Force Medical Continuation Fund, Group Life Insurance Scheme, and the Financial Management Board. Understand the Modified Cash Standard of accounting (MCS) and lead the implementation towards accrual accounting. Identify risks and develop controls to mitigate the risks. Oversee the audit process for the Chief Directorate and execute audit adjustments to the Annual Financial Statements. To implement the financial accounting regulatory frameworks, Treasury practice notes and Treasury financial reporting guides. Review and correct irregular financial exceptions. Adequate systems to support regulatory framework. Identify financial system upgrade requirement, on need basis. Financial Management Systems (FMS), interim financial accounting enhancements. Identify new system development requirement, on need basis. Direct and manage grievances of employees. Ensure employees know grievance management process of DOD. Attend to and preside over grievance process.
<b><u>ENQUIRIES</u></b>	:	Mr A.E. Abotsi Tel No: (012) 355 6218
<b><u>APPLICATIONS</u></b>	:	To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to <a href="mailto:dhrcm.staffing@dod.mil.za">dhrcm.staffing@dod.mil.za</a>
<b><u>NOTE</u></b>	:	The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.
<b><u>CLOSING DATE</u></b>	:	06 October 2025 at 16h00
<b><u>POST 33/18</u></b>	:	<b><u>DIRECTOR: INTEGRATED MANAGEMENT SYSTEM REF NO: DIMS/28/33/25</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
<b><u>CENTRE</u></b>	:	Armstrong Building, Erasmuskloof, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A senior Certificate with Bachelor's Degree/ Advance Diploma in Management Services/Operations/Production Management or related qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level in Organisational Design environment which includes, organisational structure design, job evaluation and business process management. The Job Evaluation Panel Training and Advanced Management Development Program will be an added advantage. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click

<https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Special requirements (Skills needed): In depth understanding of Department of Defence (DOD) mandate in terms of Business Process Architecture, Organisational Design and Integration of Management Systems in the DOD for better outcomes. In depth knowledge of various applicable legislative frameworks such as the Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act (LRA) Public Finance Management Act (PFMA), Treasury Regulations and Department of Public Service and Administration (DPSA) organisational design guidelines and directives. Theoretical and practical knowledge of the functional area of organisational design. Knowledge of new developments in organisational design, operations management framework and job analysis. Knowledge of planning, reporting, supply chain management and HR Administration. Formulation and management of organisational design policies, plans and reports. Development and implementation of systems and controls to ensure sound job evaluation reporting. Computer literacy in MS Office and JE System. Ability to effectively and correctly interpret and apply policy instructions and regulations. Ability to develop effective management reports and to present at senior level fora. Proven advanced writing skills, proof reading, editing and overwriting skills, including report writing and submission. Problem solving and decision making. Project Management. Team leadership. Strongly self-motivated leader with good leadership qualities. Resolve conflicts decisively. Work independently under pressure to meet deadlines. Apply ethics and integrity in the area of work. Confidentiality Reliability. Flexibility. Teamwork. Planning and execution.

<b><u>DUTIES</u></b>	:	Develop and manage Departmental Management Services Policies, Procedures, Plans, SOP's, Instructions and Guidelines. Manage Organisational Structure Services. Co-ordinate the Department of Defence (DOD) business process architecture as well as the Operational Management Framework (OMF). Manage the administrative support function of the directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms J.P. Bester Tel No: (012) 355 6344
	:	To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to <a href="mailto:dhrcm.staffing@dod.mil.za">dhrcm.staffing@dod.mil.za</a>
<b><u>NOTE</u></b>	:	The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.
<b><u>CLOSING DATE</u></b>	:	06 October 2025 at 16h00
<b><u>POST 33/19</u></b>	:	<b><u>DIRECTOR: RISK MANAGEMENT REF NO: DPSP/28/33/25</u></b> This post is being advertised internally and in the broader Public Service Circular.
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
<b><u>CENTRE</u></b>	:	Armsscor Building, Erasmuskloof, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A senior Certificate with Bachelor's Degree/ Advance Diploma in Risk Management/ Accounting and Auditing or Compliance qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <a href="https://thensg.gov.za/training-course/sms-pre-enrty-programme/">https://thensg.gov.za/training-course/sms-pre-enrty-programme/</a> . Kindly note that there is specific amount to be paid in order to enrol for the course. Special requirements (Skills needed): Knowledge of Government MTSF Policies, Government Policies, PFMA, National Treasury Regulations, Public Service Regulations and the Public Sector Risk Management Framework. Knowledge of ERM Frameworks, Risk Management prescripts, standards and wider intra-departmental activities in government. Affiliation with relevant professional bodies (IRMSA, IIA, Compliance, Ethics, ACFE etc.) Previously experience in facilitating the work of and reporting to Oversight or Governance Committee will be considered an added advantage. Quantitative techniques. Appropriate exposure within the

	<p>risk management environment and knowledge and understanding of core processes in the Public Service. Strong knowledge of Compliance, Fraud and Ethics Management. Ability to effectively and correctly interpret and apply policy, instructions and regulations. Ability to develop effective management reports and to present at senior level FORA. Able to work independently under pressure and to travel as necessary. Well-developed verbal and written communication skills, specifically in English. Good interpersonal and HR management skills. Strong orientation towards delivering effective, efficient service and aiming for zero defects. Strongly self-motivated leader with good leadership qualities. Ability to work effectively with figures. Through knowledge of microcomputer applications Word for Windows, Excel and PowerPoint. Analytical and innovative thinking ability as well as problem solving skills. Proven ability to design, develop, implement and maintain effective management plans in support of the Defence Policy, Strategy and Planning process.</p>
<b><u>DUTIES</u></b>	: Provide and maintain Enterprise Risk Management (ERM) policy, strategy and instructions. Co-ordinate the ERM process in the Department of Defence (DOD). Provide ERM performance monitoring, control and accountability. Facilitate the enterprise risks oversight process. Manage the internal ERM directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr S.J. Nkosi Tel No: (012) 355 6269 : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to <a href="mailto:dhrcm.staffing@dod.mil.za">dhrcm.staffing@dod.mil.za</a>
<b><u>NOTE</u></b>	: The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.
<b><u>CLOSING DATE</u></b>	: 06 October 2025 at 16h00
<b><u>POST 33/20</u></b>	: <b><u>DIRECTOR: CONVENTIONAL ARM CONTROL REF NO: DIA/28/33/25</u></b>
<b><u>SALARY</u></b>	: R1 266 714 per annum, (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	: Armscor Building, Erasmuskloof, Pretoria : A senior Certificate with Bachelor's Degree/ Advance Diploma qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <a href="https://thensg.gov.za/training-course/sms-pre-enrty-programme/">https://thensg.gov.za/training-course/sms-pre-enrty-programme/</a> . Kindly note that there is specific amount to be paid in order to enrol for the course. Understanding of the subject of regulation of conventional arms trade is required. Understanding of the disarmament and non-proliferation agenda will serve as an advantage. Special requirements (Skills needed): The understanding of Defence Industry Conventional Arms Trade practices is essential. The understanding of the South African conventional arms control regime as part of the South Africa arms control system is required. Knowledge in the following general management competencies is strongly recommended, strategic management, financial management, human resource management and general operations management. The person to be appointed should have the following general attributes: Ability to lead and give direction to a team of professionals. Competency in effective communication and writing. Strong analytical thinking, problem solving, planning, organizing, administration and interpersonal relation skills.
<b><u>DUTIES</u></b>	: Serve as the Head of Secretariat to the National Conventional Arms Control Committee (NCACC), a Cabinet Committee assigned a responsibility to regulate conventional arms transfer. Serve as line of communication between the NCACC, the defence industry and other relevant stakeholders. Facilitate the regulation of conventional arms transfer in South Africa on behalf of the NCACC. Manage the processing of various permit (licence) applications for arms transfers in line with applicable laws and regulations. Prepare NCACC reports and documents on conventional arms transfer. Manage the NCACC audit process by the Auditor-General. Advise the NCACC on all issues related

to conventional arms control. Ensure the execution of NCACC instruction and decisions on conventional arm control. Attend meetings incidental to conventional arms control. Manage the directorate conventional arms control and its related resources.

**ENQUIRIES  
APPLICATIONS**

: Mr S.D. Dladla Tel No: (012) 355 5216  
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to [dhrcm.staffing@dod.mil.za](mailto:dhrcm.staffing@dod.mil.za)

**NOTE**

: The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.

**CLOSING DATE**

: 06 October 2025 at 16h00

**OTHER POSTS**

**POST 33/21**

: **ASSISTANT DIRECTOR: GRIEVANCE & MISCONDUCT REF NO: FMD/27/33/25/01**  
Financial Management Division  
Chief Directorate Financial Services  
Directorate Finance Support Services, Grievance and Misconduct

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Pretoria  
: Grade 12 (NQF Level 4) or equivalent plus a National Diploma in Labour Relations/ Human Resource Management or related field at NQF Level 6 as recognised by SAQA. A minimum of 3 years supervisory experience in labour relations environment. A valid RSA/ Military driver's license. A B Degree in Labour Relations/Human Resource Management or related field at NQF Level 7 and Health & Safety/ Health and Wellness experience courses will be an added advantage Special requirements (Skills needed): Proven training/experience in labour relations, mainly on disciplinary processes and grievance procedures in the Public Service. Sound knowledge of disciplinary processes and grievance procedures in the Public Service. Sound knowledge of the LRA, BCEA, EEA, OHS, etc. Communicate with stakeholders. Be flexible and work under pressure. Problem-solving, communication, negotiation, investigation and report writing skills.

**DUTIES**

: Manage and execute the following functions for the Financial Management Division: Discipline management duties e.g. co-ordinate and execute consultations with stakeholders, investigations, facilitate training and appointment of investigators and chairpersons, disciplinary inquiries/hearings, reporting. Grievance management duties e.g. co-ordinate and execute consultations with stakeholders, processing grievances, investigations, reporting, meetings, etc. General labour relations, e.g. implement policies, resolutions, practices, etc. Provide advisory services, training/information sessions, etc. Co-ordinate and implement anti-criminality plan. Coordinate and facilitate implementation of the applicable plans - e.g. health & safety, health & wellness, anti-criminality, etc. Provide advisory and support service to finance officials. Manage auxiliary services within the section – i.e. manage implementation of record management and registry functions. Co-ordinate the management of resources. i.e. electronic equipment, budget, state vehicles, personnel, etc. Attend meetings. Travel to provinces when required.

**ENQUIRIES  
APPLICATIONS**

: Mr L.P. Mofokeng Tel No: (012) 392-2539  
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to [Recruit2FMD@dod.mil.za](mailto:Recruit2FMD@dod.mil.za) or [Recruit3FMD@dod.mil.za](mailto:Recruit3FMD@dod.mil.za). In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**NOTE**

: Financial Management Division is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division.

<b><u>POST 33/22</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: GRIEVANCE &amp; MISCONDUCT</u></b> <b><u>REF NO: FMD/27/33/25/02</u></b> Financial Management Division Chief Directorate: Financial Services Directorate: Finance Support Services, Grievance and Misconduct
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF Level 4) or equivalent plus a National Diploma in Labour Relations/Human Resource Management or related field at NQF Level 6 as recognised by SAQA. A minimum of 3 years' experience in labour relations environment. A valid RSA/Military driver's license. A B Degree in Labour Relations/Human Resource Management or related field at NQF Level 7 and experience in conducting disciplinary enquiries/hearings will be an added advantage Special requirements (Skills needed): Proven training/experience in labour relations. Sound knowledge of the LRA, BCEA, EEA, etc. Communicate, investigate, report and mediate. Be flexible and work under pressure. Problem-solving, communication, negotiation, investigation and report writing skills.
<b><u>DUTIES</u></b>	:	Execute the following for the Financial Management Division (FMD): Duties regarding employees' discipline e.g. execute duties regarding misconduct cases (including financial misconducts) e.g investigations, disciplinary inquiries, hearings and liaising with role-players. Provide advisory and support services, training/information sessions, reporting, appointment of investigators and chairpersons of disciplinary inquiries, etc. Duties regarding employees' grievances e.g registrations, investigations, training/information sessions, reporting, etc. Arrange and participate in meetings, e.g grievance committee. Assist to implement grievance policies, resolutions, plans, instruction, etc. Assist to implement the Anti-Criminality plan e.g participate in preparation, implementation and reporting duties, etc. Provide advisory and support service. Assist to execute administrative duties in the section e.g co-ordinate and supervise registry services & record management, budget (e.g planning and procurement) & assets (e.g state vehicles), leave administration (e.g co-ordinate submission of attendance registers & leaves, etc). Attend meetings. Travel to provinces/provinces when required.
<b><u>ENQUIRIES</u></b>	:	Mr L.P. Mofokeng Tel No: (012) 392-2539
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to <a href="mailto:Recruit2FMD@dod.mil.za">Recruit2FMD@dod.mil.za</a> or <a href="mailto:Recruit3FMD@dod.mil.za">Recruit3FMD@dod.mil.za</a> . In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception
<b><u>NOTE</u></b>	:	Financial Management Division is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

**CLOSING DATE**

: 29 September 2025 at 16:00 (walk-in) and 00:00 (online)

**NOTE**

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

**ERRATUM:** These posts were advertised on Public Service Vacancy Circular 31 dated 29 August 2025 with a closing date of 12 September 2025. Please note the link provided for responses for the application of the Departmental Trainee Employment Counsellors Programmes for the years 2025-2026 is incorrect consequently applicants are unable to direct applications. Here is the attached correct link:

[https://crs.labour.gov.za/sap/bc/ui5\\_ui5/sap/zcommreg\\_new/index.html](https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html)

Therefore, the Department encourages qualified graduates to follow the link to send their applications. The program initially offered 130 available positions

which now increased to 150 positions allocations as follows: Provincial Office: Gauteng– Ref No: GP/2025/08/91206022 (X18 posts), Provincial Office: KwaZulu-Natal-Reference No: ZN/2025/08/91204620 (X19 posts), Provincial Office: Eastern Cape-Reference No: EC/2025/08/91206037 (X19 posts), Provincial Office: Western Cape- Ref No: WC/2025/08/90894267 (X20 posts), Provincial Office: Mpumalanga- Ref No: MP/2025/08/91206044 (X10 posts), Provincial Office: North West- Ref No: NW/2025/08/91206018 (X16 posts), Provincial Office: Northern Cape- Ref No: NC/2025/08/91201065 (X15 posts), Provincial Office: Limpopo- Ref No: LP/2025/08/91206054 (X19 posts) and Provincial Office: Free State- Ref No: FS/2025/08/91205363 (X14 posts). Therefore, the closing date for these posts is extended to 29 September 2025. Apologies for inconveniences. Essa Sysytem Enquiries: Email: [Pes@Labour.gov.za](mailto:Pes@Labour.gov.za) or contact the Alteram Call centre on 086 010 1018

## **OTHER POSTS**

<b><u>POST 33/23</u></b>	:	<b><u>DEVELOPER REF NO: HR4/4/3/2D/UIF</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three (3) year tertiary qualification in Information Technology/ Computer Science/ Information Systems at NQF Level 6 as recognized by SAQA. Five (5) years functional experience of which three (3) years must be functional experience in Information Technology (IT) environment (Java System Development, Support Maintenance).and two (2) years at management level. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR) Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Java Application Tool. Skills: Meticulous attention to detail. People Management. Conflict Management. Strong Analytic Skill Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity The ability to prioritize tasks. Driving.
<b><u>DUTIES</u></b>	:	Manage the interpretation of compiled business requirements and technical specification documents. Develop the system solutions for the Fund utilising the Java Application Tools. Manage system fault diagnosis and fix bugs Optimise Enterprise application. Integrate 3rd party applications internal and external. Manage resources in the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr KR Makweya Tel No: (012) 337 1482/ 1422
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF1@labour.gov.za">Jobs-UIF1@labour.gov.za</a> , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>POST 33/24</u></b>	:	<b><u>SYSTEM ANALYST REF NO: HR4/4/3/2SA/UIF</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R468 459 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Information Technology/ Computer Science/ Information Systems at NQF Level 6 as recognized by SAQA. Four (4) years' experience of which two (2) year must be functional experience in Information Technology (IT) environment (System Analyst/Business Analyst/ Software Developer) and two (2) years at supervisory level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA), Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Skills: Problem Solving. Presentation. Planning and Organizing. Strong Analytic Skill. Technical Communication Skills. Both Written and Verbal. Ability to influence. Computer Literacy Computer. Systems Report Writing. Project Management.
<b><u>DUTIES</u></b>	:	Examine the current and new systems of the Fund. Facilitate the compilation of technical specification document. Facilitate the compilation of system prototype for the existing and new systems of the Fund. Quality assure the Systems. Manage Resources in the Sub-Directorate.



<b><u>ENQUIRIES</u></b>	:	Mr SK Skhosana Tel No: (012) 337 1613
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF2@labour.gov.za">Jobs-UIF2@labour.gov.za</a> , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>POST 33/25</u></b>	:	<b><u>ASSISTANT DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO: HR4/4/3/2ASDOSS/UIF (X4 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R468 459 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 6) as recognised by SAQA in Administration/ Public Management/ Public Administration/ Administrative Management/ Operations Management/ Business Administration/ Operations Research/ Finance. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years' experience at Practitioner level. Knowledge: Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report writing. Planning and Organizing.
<b><u>DUTIES</u></b>	:	Facilitate provincial operational performance. Coordinate the implementation of new operational policies and procedures. Provide operational services in provincial offices to ensure consistency. Manage resources.
<b><u>ENQUIRIES</u></b>	:	Mr AP Ragavaloo Tel No: (012) 337 1882
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF3@labour.gov.za">Jobs-UIF3@labour.gov.za</a> , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>POST 33/26</u></b>	:	<b><u>SENIOR PRACTITIONER: COMPLIANCE SERVICES REF NO: HR4/4/3/1SPCS/UIF (X5 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R397 116 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year Tertiary Qualification (NQF level 6) in Internal Audit / Auditing / Accounting / Financial Management. Two (2) years functional experience in Financial / Auditing / Compliance environment. Knowledge: Unemployment Insurance Act and Regulations. Unemployment Insurance Contributions Act. Public Finance Management Act. Treasury Regulations. Public Service Regulations and Act. Generally Accepted Accounting Practices (GAAP). Generally Recognized Accounting Practices. Protection of Personal Information Act (POPI Act). Skills: Communication. Listening. Computer literacy (MS Office Suite. Interpersonal. Time Management. Report Writing. Planning and organizing Numeracy. Financial.
<b><u>DUTIES</u></b>	:	Verify employers' information on the operational system. Identify employers' non-compliance. Provide support in declaration reconciliation and contribution information.
<b><u>ENQUIRIES</u></b>	:	Mr SN Gumede Tel No: (012) 337 1448
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF5@labour.gov.za">Jobs-UIF5@labour.gov.za</a> , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 33/27</u></b>	:	<b><u>SENIOR PRACTITIONER: TRAINING AND DEVELOPMENT REF NO: HR4/4/3/1SPTD/UIF</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Human Resource Management / Development / Training and Development / Training and Development / Management of Training / Industrial and Organisational Psychology at NQF Level 6 as recognised by SAQA. Two (2) years functional experience in Training/ Learning and Development environment. Knowledge: Public Service Act (PSA). Public Service Regulations (PSR). Public Finance Management Act (PFMA) Human Resource Development Policies. Human Resource Systems (PERSAL). Skills Development Act (SDA). Skills Development Levies Act (SDLA). Labour Relation Act (LRA). Basic Condition of Employment Act.

		Employment Equity Act (EEA). Protection of Personal Information Act (POPIA). Project Management. Diversity Management. OD-ETDP. Skills: Communication (Verbal and Written). Computer literacy. People Management. Project Management. Presentation. Report writing. Time management. Design and Development. Organizing and Planning. Problem Solving.
<b><u>DUTIES</u></b>	:	Implement Human Resource Development Programmes. Provide support in the implementation of the workplace skills plan programmes. Compile and update training manuals. Provide Bursary Administrative Support Services. Render Compulsory Induction and orientation programmes. Supervise Resources (Human, Finance, Equipment / Assets).
<b><u>ENQUIRIES</u></b>	:	Mr VG Kegakilwe Tel No: (012) 337 1710
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF4@labour.gov.za">Jobs-UIF4@labour.gov.za</a> , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>NOTE</u></b>	:	African Females, Coloured Males, Indian Males, Indian Females, White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 33/28</u></b>	:	<b><u>OHS INSPECTOR: CONSTRUCTION ENGINEERING REF NO: HR/4/4/6/07</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: East London
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification at NQF 6 in Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr. MC Njamela Tel No: (043) 702 7500
<b><u>APPLICATIONS</u></b>	:	Deputy Director Labour Centre Operations: Private Bag X9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London; Email: <a href="mailto:Jobs-ECELN@Labour.gov.za">Jobs-ECELN@Labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Deputy Director: Labour Centre Operations
<b><u>POST 33/29</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR/4/4/10/52</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Nqanqarhu Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant qualification (NQF6) in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving,

		Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Ms N Mvanyashe Tel No: (045) 932 1424
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations, P.O. Box 397, Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5780. Email: <a href="mailto:Jobs-ECMCR@labour.gov.za">Jobs-ECMCR@labour.gov.za</a>
<b><u>POST 33/30</u></b>	:	<b><u>SENIOR ASDMINISTRATION CLERK: OPERATIONS SUPPORT SERVICES NO: HR4/4/3/1SACOSS/UIF (X2 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R228 321 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. No experience required. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Labour Relation Act (LRA). Skills: Computer Literacy. Minutes Writing. Communication (verbal and written). Planning and Organising. Time Management.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide personnel administration clerical support services within the Sub-Directorate. Provide supply chain support services within the Sub-Directorate. Provide financial administration support services in the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Y Nambviluwa Tel No: (012) 337 1821
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF6@labour.gov.za">Jobs-UIF6@labour.gov.za</a> , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 33/31</u></b>	:	<b><u>SENIOR ASDMINISTRATION CLERK: FLEET MANAGEMENT REF NO: HR4/4/3/1SACFM/UIF (X2 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R228 321 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate/Senior Certificate or equivalent. A valid code 8 EB driving license. No experience required. Knowledge: Public Finance Management Act (PFMA). Departmental policies and procedures. National Road Transport Act. Basic Administration. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Skills: Computer Literacy. Problem Solving. Planning and Organizing. Time Management. Report Writing.
<b><u>DUTIES</u></b>	:	Allocate vehicles booked on the vehicle distribution board. Provide effective fleet administration for the Fund. Render support service in the maintenance and repair of fleet. Safe keep all fleet documents/records (petrol cards and vehicle keys-both originals and spares).
<b><u>ENQUIRIES</u></b>	:	Mr RM Mathebula Tel No: (012) 337 1655
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF7@labour.gov.za">Jobs-UIF7@labour.gov.za</a> , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 29 September 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

- POST 33/32** : **FAMILY ADVOCATE (LP7-LP8) REF NO: 2025/76/GP**  
This is a re-advertisement, applicants who previously applied need not re-apply.
- SALARY** : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Johannesburg
- REQUIREMENTS** : An LLB Degree or recognised 4-year legal qualification; Admission as an Advocate; Five (5) years appropriate post qualification litigation experience; Knowledge of Foundations of South African law, South African private law, Constitutional law, Criminal law, Intellectual property, Evidence and African Customary Law, Muslim Personal Law, Private International Law, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act, Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, the Treasury Regulations. Knowledge and experience in office administration; A

		valid driver's licence. Skills and Competencies: Good communication skills, both verbal and writing; Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills with intention to detail; Diversity management; Dispute and Conflict resolution skills; Computer literacy; Case Flow Management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Monitor the provisioning of forensic and risk social work services; Monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction; Manage and implement the provision of Forensic Social Work Social Work services; Manage and provide administrative support services; Attend to all relevant circuit courts within the Province.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. RR Moabelo Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 33/33</u></b>	:	<b><u>STATE LAW ADVISOR (LP7-LP8) REF NO: 25/89/LD (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	South African Law Reform Commission: Centurion
	:	LLB Degree or recognized 4 year legal qualification; At least 5 years' appropriate post qualification in litigation/legal advisory experience; Admission as an Advocate or Attorney; Knowledge of the Constitutional and laws of the RSA; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organs of State Act; Knowledge of the Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management; Planning and organizing; Problem solving and decision making; Computer literacy; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Plan and conduct research, including comparative legal research in respect of the law of South Africa; Conduct extensive consultation with stakeholders with a view to obtain inputs and comment on draft research papers; Develop proposals for the development, improvement and modernization of the South African Law Reform; Develop recommendation and draft legislation for law Reform; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Conduct Socio Economic Impact Analysis on research and legislative proposal.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R. Sema Tel No: (012) 315 3333
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 33/34</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 25/45/FS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R630 630 – R1 450 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney, Bloemfontein
	:	An LLB or 4 year recognized legal qualification; At least 4 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A thorough knowledge of legal practice, office management, accounting system and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa;

		Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrate Courts, Labour Courts, Land Courts, Land Claims Courts, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Dywili at 073 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 33/35</u></b>	:	<b><u>COURT INTERPRETER REF NO: 2025/75/GP</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office: Moretele
	:	NQF level 4/ Grade 12 or equivalent qualification; Three months Practical experience will be an added advantage; Driver's license will be an added advantage. Proficiency in English and one or more indigenous languages; Language requirements: English, Setswana, Isizulu or Xitsonga. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms V Shiburi Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 Or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg Or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 33/36</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 2025/74/GP</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office: Westonaria
	:	Grade 12 Certificate or equivalent. Skills and Competencies: Good communication skills (written and verbal); Computer Literacy (MS Office); Administrative and organization skill; Ability to work under pressure; Customer service; Document management and filing; Interpersonal relations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Gauteng: Ms V Shiburi Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 Or Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg Or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 33/37</u></b>	:	<b><u>ADMINISTRATION CLERK (DCRS) REF NO: 2025/73/GP</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Westonaria

<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification; Skills and Competencies: Communication skills (verbal and written); Above average computer literacy; Good interpersonal relations; Ability to work under pressure and also solve problems; Customer service; Knowledge of document management and filing.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Conduct daily court recordings; Prepare and setup the recording machines and ensuring that microphones are functioning; Report all malfunctions from the machines; Recording of court proceedings; Keep record of all the requests for transcription and record time spent in court per case; Ensure proper management of digital recording of court proceedings and integrity of records; Capturing of cases on ECMS/ ICMS daily; Ensure correct equipment is available for children and disabled; Prepare court records for Appeal and Review; Render assistance in general case flow management; Perform other administration duties as directed by the Court Manager from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms V Shiburi Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 Or Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>

## DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

**APPLICATIONS**

: Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Arcadia, 0007. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. Another option is to submit application through email as a Single scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319

**CLOSING DATE**  
**NOTE**

: 29 September 2025

: The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications. N.B: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

**OTHER POSTS****POST 33/38**

: **SENIOR VETTING INVESTIGATOR REF NO: 037**

This is a re-advert, candidates who applied previously are encouraged to re-apply.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R582 444 per annum (Level 10)

: Head Office, Pretoria

: National Diploma in Security Risk Management/ Safety and Security Management/ Social Science/ Criminology /Criminal Psychology/ Forensic Investigation/Policing/Police Science/ Law (NQF 6) Plus minimum of 3 year's investigation experience Plus certificate in Security Vetting



		(SSA/SAPS/SANDF) and Driver's licence: Knowledge of: Departmental policies, MISS document, Record management. Security Risks. Security Vetting, related Acts, Vetting legislation and procedures and strategies. Skills: Problem solving and analysis. Decision making, programme and project management. Team leadership. Analytical. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer skills, Delegation and developmental of others. Planning, organising and execution. Ability to management conflict. Diplomacy. Language proficiency. Listening and insight skills. Interviewing skills. Thinking Demand: Analytical thinking and creativity.
<b><u>DUTIES</u></b>	:	Conduct vetting field-work investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Ensure effective communication channels and systems between the Department and the State Security Agency and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr E Jacobs at 079 693 8628
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Recruitment03@dmp.gov.za">Recruitment03@dmp.gov.za</a>
<b><u>NOTE</u></b>	:	Indian, Coloured or White female and persons with disabilities are encouraged to apply. Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<b><u>POST 33/39</u></b>	:	<b><u>DRIVER/ MESSENGER REF NO: 038</u></b> Office of the Deputy Minister: Mineral and Petroleum Resources This is a re-advert, candidates who applied previously are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 10 with no experience and a valid driver's licence. PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa Skills: computer literacy. Communication skills (verbal and written). Creativity and innovation. Interpersonal skills, Thinking Demand: Logical. Creative/Innovative thinker. Objective. Accurate. Diplomatic.
<b><u>DUTIES</u></b>	:	Collect and deliver documents, Transport employees in the office of the Deputy Minister and guests and special advisors of the Deputy Minister, Maintain knowledge on the policies and procedures that applies in the work environment. Render a general support function in the office of the Deputy Minister.
<b><u>ENQUIRIES</u></b>	:	Ms LM Maluleka at 082 303 7721
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Recruitment04@dmp.gov.za">Recruitment04@dmp.gov.za</a>
<b><u>NOTE</u></b>	:	Indian, Coloured or White male and persons with disabilities are encouraged to apply Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<b><u>POST 33/40</u></b>	:	<b><u>FOOD AIDE SERVICE REF NO: 039</u></b> Office of the Deputy Minister: Mineral and Petroleum Resources This is a re-advert, candidates who applied previously are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R138 486 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	ABET 2 (NQF 1) with no experience PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.
<b><u>DUTIES</u></b>	:	Clean kitchen utensils and equipment, provide catering support services. Keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided. Removal of garbage disposal.
<b><u>ENQUIRIES</u></b>	:	Ms LM Maluleka at 082 303 7721

**APPLICATIONS**  
**NOTE**

- : Email to [Recruitment05@dmp.gov.za](mailto:Recruitment05@dmp.gov.za)
- : Indian, Coloured or White male and persons with disabilities are encouraged to apply Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

## OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** :
- National Office (Midrand)/:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Eastern Cape/East London/Makhanda:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge, 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Gauteng: (Provincial Centre), Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court: Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- KwaZulu-Natal/ Pietermaritzburg/ Durban/ Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Limpopo/ Polokwane/ Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- Northern Cape/Kimberley/Provincial Service Centre/High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatje Drive, Room B107, Kimberley.
- North West/ Provincial Service Centre/ Mmabatho/ Mahikeng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.
- CLOSING DATE** : 29 September 2025

## OTHER POSTS

- POST 33/41** : **JUDGE'S SECRETARY REF NO: 2025/238/OCJ**
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division of The High Court: Mthatha
- REQUIREMENTS** : Grade twelve (12). One (1) to three (3) years' secretarial experience or as an Office Assistant. A valid driver's licence. A minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. All shortlisted

## **DUTIES**

candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical.

## **ENQUIRIES**

: Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500  
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

## **APPLICATIONS**

: Applications can be sent via email at [2025/238/OCJ@judiciary.org.za](mailto:2025/238/OCJ@judiciary.org.za)

## **NOTE**

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

## **POST 33/42**

: **JUDGE'S SECRETARY REF NO: 2025/220/OCJ (X5 POSTS)**

(48 months non-renewable contract)

Re-advertisement, candidates who previously apply are encouraged to re-apply.

## **SALARY**

: R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

## **CENTRE**

: Gauteng Division of The High Court: Johannesburg

## **REQUIREMENTS**

: Matric certificate, an LLB degree or a 4-year legal qualification (or equivalent). A valid Driver's license. Shortlisted candidates will be required to pass a typing proficiency test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

## **DUTIES**

: Ensure attendance and screening of all incoming and outgoing calls. To ensure that judgments are typed, and correspondences is appropriately captured and saved in the correct locations and safeguarded; Provide general secretarial / administrative duties to the Judge. Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. etc; Perform digital recording of court proceedings urgent court after hours and ensure integrity of such recordings, store, keep and file court records safely: after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Accompany the Judge to the court

and circuit courts; ensure that the register/template for the reserved judgments is updated timeously and that the Statistics Officer is notified when judgment remains outstanding and/or has been handed down, Cooperate with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Management of Judge's vehicle and logbook; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; To remind the Judge of invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that stats are submitted to the Statistical Officer timeously. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Office. Management of Judge's Library and updating of loose-leaf publications; Ensure that the Judge's stationery is ordered and collected; Execute Legal research as directed by the Judge. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal 22 skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and Computer literacy (Ms Word) and including Dictaphone typing, Confidentiality and time management. Comply with departmental policies and prescripts and procedures or guidelines.

#### **ENQUIRIES**

: Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486

HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

#### **APPLICATIONS**

: Applications can be sent via email at [2025/220/OCJ@judiciary.org.za](mailto:2025/220/OCJ@judiciary.org.za)

#### **NOTE**

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

#### **POST 33/43**

: **JUDGE'S SECRETARY REF NO: 2025/221/OCJ (X11 POSTS)**

(48 months non-renewable contract)

Re-advertisement, candidates who previously apply are encouraged to re-apply.

#### **SALARY**

: R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

#### **CENTRE**

: Gauteng Division of The High Court: Pretoria

#### **REQUIREMENTS**

: Applicants should be in possession of a Matric and an LLB degree or a four (4) year legal qualification (or equivalent). A valid driver's license. Shortlisted candidates will be required to pass a typing proficiency test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

#### **DUTIES**

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondence is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed. To ensure all visitors in the Judge's Chambers are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before the Judge enters the court. To ensure that all stakeholders involved are

present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel and accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Good communication skills (verbal and written) Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. The Department reserves the right not to make any appointments.

<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms M Campbell Tel No: (012) 492 6799 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at 2025/221/OCJ@judiciary.org.za
<b><u>POST 33/44</u></b>	:	<b><u>POOL JUDGE'S SECRETARIES REF NO: 2025/222/OCJ (X3 POSTS)</u></b> (12 Months non-renewable Contract) Re-advertisement, candidates who previously apply are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division of The High Court: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / Matric plus LLB degree; Valid driver's license. Shortlisted candidates will be required to pass a typing test Skills and Competencies: Good written and oral communication skills. Computer literacy (Microsoft office). Customer services skills. Interpersonal relations skills. Planning skills. Organising and control. Able to work under pressure. Ability to multi-task. Problem solving skills. Good interpersonal relations. Skills and competencies: Proficiency in English, Proficiency in Microsoft Office Programs, Ability to conduct research Problem solving, Planning and organizing, Ability to maintain confidentiality, Good judgment and decision-making skills, Good interpersonal relations with ability to take charge, effective communication (verbally and in writing), Able to work under pressure, Ability to multitask, Telephone etiquette, Professionalism, Ability to meet strict deadlines, Time management skills and People skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgements only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judge for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received, filed and verified. Informing parties involved via e-mail and/or telephonically of time and

date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Execute legal research as directed by the Judge. Comply with departmental Policies and Prescripts and procedures or guidelines, including signing of payroll

- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at [2025/222/OCJ@judiciary.org.za](mailto:2025/222/OCJ@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 33/45** : **POOL JUDGE'S SECRETARIES REF NO: 2025/223/OCJ (X2 POSTS)**  
(12 Months non-renewable Contract)  
Re-advertisement, candidates who previously apply are encouraged to re-apply.
- SALARY** : R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of The High Court: Johannesburg
- REQUIREMENTS** : Grade 12 / Matric plus LLB degree; Valid driver's license. Shortlisted candidates will be required to pass a typing test Skills and Competencies: Good written and oral communication skills. Computer literacy (Microsoft office). Customer services skills. Interpersonal relations skills. Planning skills. Organising and control. Able to work under pressure. Ability to multi-task. Problem solving skills. Good interpersonal relations. Skills and competencies: Proficiency in English, Proficiency in Microsoft Office Programs, Ability to conduct research Problem solving, Planning and organizing, Ability to maintain confidentiality, Good judgment and decision-making skills, Good interpersonal relations with ability to take charge, effective communication (verbally and in writing), Able to work under pressure, Ability to multitask, Telephone etiquette, Professionalism, Ability to meet strict deadlines, Time management skills and People skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgements only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments

from transcribers reach the Judge for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received, filed and verified. Informing parties involved via e-mail and/or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Execute legal research as directed by the Judge. Comply with departmental Policies and Prescripts and procedures or guidelines, including signing of payroll.

<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486
<b><u>APPLICATIONS</u></b>	:	HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>NOTE</u></b>	:	Applications can be sent via email at <a href="mailto:2025/223/OCJ@judiciary.org.za">2025/223/OCJ@judiciary.org.za</a>
	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<b><u>POST 33/46</u></b>	:	<b><u>REGISTRAR'S CLERK REF NO: 2025/239/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Eastern Cape Division of The High Court: Mthatha
<b><u>REQUIREMENTS</u></b>	:	Matric certificate. The following will be an added advantage: Experience in general legal administration, one (1) year administration experience preferably in a court environment, knowledge of the Rules of the High Court. Skills and competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Rendering effective and efficient case flow management support service to the Court. Issuing of court processes at General Office. Render case management duties. Render counter service duties/functions. Prepare, analyse and submit court statistics, Maintain and keep all registers for civil matters. Filing and archiving of civil processes. Attending to case management and set down. Assist in typing set down, court rolls and other court preparations. Act as liaison between Judges and Legal Practitioners. Attend to correspondence and enquiries from the public and stakeholders. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
	:	HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/239/OCJ@judiciary.org.za">2025/239/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals

#### **TVET LEARNERSHIP PROGRAMME FOR 2025/2026 (18 MONTHS)**

**CLOSING DATE** : 29 September 2025



**NOTE** : The Office of the Chief Justice would like to invite qualifying TVET graduate to apply to participate in a Work Integrated Learning programme (TVET graduates) in the 2025/2026 financial year. Applicants must have obtained a N6 certificate from a Public TVET college as their highest qualification at entry. Applicants must be an unemployed graduate and never participated in an internship programme previously, and must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. Persons with Disabilities are encouraged to participate.

#### **OTHER POSTS**

**POST 33/47** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT/ADMINISTRATION REF NO: 2025/224/OCJ (X2 POSTS)**  
Duration: 18 Months

**STIPEND** : R4 950 per month  
**CENTRE** : Polokwane High Court  
**REQUIREMENTS** : N6 Certificate in Public Management /Administration and Office Administration  
**ENQUIRIES** : Technical enquiries/HR related enquiries: Mr Masemola Tel No: (015) 495 1758  
**APPLICATIONS** : Applications can be sent via email at [2025/224/OCJ@judiciary.org.za](mailto:2025/224/OCJ@judiciary.org.za)  
**NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.

**POST 33/48** : **TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: 2025/225/OCJ (X1 POST)**  
Duration: 18 Months

**STIPEND** : R4 950 per month  
**CENTRE** : Thohoyandou High Court  
**REQUIREMENTS** : N6 Certificate in Public Management /Administration and Office Administration  
**ENQUIRIES** : Technical enquiries/HR related enquiries: Mr Masemola Tel No: (015) 495 1758  
**APPLICATIONS** : Applications can be sent via email at [2025/225/OCJ@judiciary.org.za](mailto:2025/225/OCJ@judiciary.org.za)  
**NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.

**POST 33/49** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/226/OCJ (X1 POST)**  
Duration: 18 Months

**STIPEND** : R4 950 per month  
**CENTRE** : North West (Provincial Service Centre)  
**REQUIREMENTS** : N6 in Public Management / Administration and Office Administration  
**ENQUIRIES** : Technical enquiries/HR related enquiries: Mr Sebatatso Tel No: (018) 397 7114  
**APPLICATIONS** : Applications can be sent via email at [2025/226/OCJ@judiciary.org.za](mailto:2025/226/OCJ@judiciary.org.za)  
**NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.

**POST 33/50** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/227/OCJ (X1 POST)**  
Duration: 18 Months

**STIPEND** : R4 950 per month  
**CENTRE** : Mmabatho High Court  
**REQUIREMENTS** : N6 in Public Management / Administration and Office Administration.  
**ENQUIRIES** : Technical enquiries/HR related enquiries: Mr Sebatatso Tel No: (018) 397 7114  
**APPLICATIONS** : Applications can be sent via email at [2025/227/OCJ@judiciary.org.za](mailto:2025/227/OCJ@judiciary.org.za)  
**NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.

**POST 33/51** : **TVET LEARNERSHIP: HUMAN RESOURCE MANAGEMENT REF NO: 2025/228/OCJ (X1 POST)**  
Duration: 18 Months

**STIPEND** : R4 950 per month  
**CENTRE** : Northern Cape (Provincial Service Centre)  
**REQUIREMENTS** : N6 Certificate in Human Resource Management  
**ENQUIRIES** : Technical enquiries/HR related enquiries: Ms Lynnzay Tel No: (053) 807 2733

<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/228/OCJ@judiciary.org.za">2025/228/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 33/52</u></b>	:	<b><u>TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/229/OCJ (X1 POST)</u></b> Duration: 18 Months
<b><u>STIPEND</u></b>	:	R4 950 per month
<b><u>CENTRE</u></b>	:	Northern Cape (Kimberly High Court)
<b><u>REQUIREMENTS</u></b>	:	N6 in Public Management / Administration and Office Administration
<b><u>ENQUIRIES</u></b>	:	Technical enquiries/HR related enquiries: Ms Lynnzay Tel No: (053) 807 2733
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/229/OCJ@judiciary.org.za">2025/229/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 33/53</u></b>	:	<b><u>TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: 2025/230/OCJ (X1 POST)</u></b> Duration: 18 Months
<b><u>STIPEND</u></b>	:	R4 950 per month
<b><u>CENTRE</u></b>	:	East London (Provincial Services Centre)
<b><u>REQUIREMENTS</u></b>	:	N6 Certificate in Human Resource Management
<b><u>ENQUIRIES</u></b>	:	Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/230/OCJ@judiciary.org.za">2025/230/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 33/54</u></b>	:	<b><u>TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/231/OCJ (X1 POST)</u></b> Duration: 18 Months
<b><u>STIPEND</u></b>	:	R4 950 per month
<b><u>CENTRE</u></b>	:	East London (Provincial Services Centre)
<b><u>REQUIREMENTS</u></b>	:	N6 Certificate in Public Management / Administration and Office Administration
<b><u>ENQUIRIES</u></b>	:	Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/231/OCJ@judiciary.org.za">2025/231/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 33/55</u></b>	:	<b><u>TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/232/OCJ (X1 POST)</u></b> Duration: 18 Months
<b><u>STIPEND</u></b>	:	R4 950 per month
<b><u>CENTRE</u></b>	:	Makhanda High Court, Makhanda
<b><u>REQUIREMENTS</u></b>	:	N6 in Public Management / Administration and Office Administration
<b><u>ENQUIRIES</u></b>	:	Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/232/OCJ@judiciary.org.za">2025/232/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 33/56</u></b>	:	<b><u>TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/233/OCJ (X1 POST)</u></b> Duration: 18 Months
<b><u>STIPEND</u></b>	:	R4 950 per month
<b><u>CENTRE</u></b>	:	Umtata High Court, Umtata
<b><u>REQUIREMENTS</u></b>	:	N6 in Public Management / Administration and Office Administration
<b><u>ENQUIRIES</u></b>	:	Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/233/OCJ@judiciary.org.za">2025/233/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.

<b><u>POST 33/57</u></b>	:	<b><u>TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/234/OCJ (X1 POST)</u></b> Duration: 18 Months
<b><u>STIPEND</u></b>	:	R4 950 per month
<b><u>CENTRE</u></b>	:	National Office
<b><u>REQUIREMENTS</u></b>	:	N6 Certificate in Public Management / Administration and Office Administration
<b><u>ENQUIRIES</u></b>	:	Technical enquiries/HR related enquiries: Mr Mbele Tel No: (010)493 2538
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/234/OCJ@judiciary.org.za">2025/234/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals
<b><u>POST 33/58</u></b>	:	<b><u>TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: 2025/235/OCJ (X1 POST)</u></b> Duration:18 Months
<b><u>STIPEND</u></b>	:	R4 950 per month
<b><u>CENTRE</u></b>	:	Gauteng Provincial Services Centre
<b><u>REQUIREMENTS</u></b>	:	N6 certificate in Human Resource Management
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/235/OCJ@judiciary.org.za">2025/235/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 33/59</u></b>	:	<b><u>TVET LEARNERSHIP – FINANCIAL MANAGEMENT REF NO: 2025/236/OCJ (X1 POST)</u></b> Duration:18 Months
<b><u>STIPEND</u></b>	:	R4 950 per month
<b><u>CENTRE</u></b>	:	Gauteng Provincial Services Centre
<b><u>REQUIREMENTS</u></b>	:	N6 certificate in Financial Management, / Accounting
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/236/OCJ@judiciary.org.za">2025/236/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 33/60</u></b>	:	<b><u>TVET LEARNERSHIP – PUBLIC ADMINISTRATION REF NO: 2025/237/OCJ (X1 POST)</u></b> Duration:18 Months
<b><u>STIPEND</u></b>	:	R4 950 per month
<b><u>CENTRE</u></b>	:	Durban High Court
<b><u>REQUIREMENTS</u></b>	:	N6 certificate in Human Resource Management
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms S Mvuyana Tel No: (031) 492 6206
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/237/OCJ@judiciary.org.za">2025/237/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.

## DEPARTMENT OF TRADITIONAL AFFAIRS

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

<b><u>APPLICATIONS</u></b>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email @ <a href="mailto:DTARecruit202510@cogta.gov.za">DTARecruit202510@cogta.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms L Motlhala
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>NOTE</u></b>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

## OTHER POST

<b><u>POST 33/61</u></b>	:	<b><u>MESSENGER/DRIVER REF NO: 2025/10 (X1 POST)</u></b> (12-Months contract) Facilities Management
<b><u>SALARY</u></b>	:	R163 680 per annum, plus 37% in lieu of service benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 10 certificate or equivalent (NQF level 3). A valid driver's license. Five (5) years driving experience. Generic Competencies: Communication, ability to read and write Good eyesight. Teamwork. Technical Competencies: Operation of the equipment. Physical inspection of vehicle and interpret instructions for proper use of all control for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Transportation of work teams, documents, materials/equipment's. Detect and repair minor mechanical problems on the vehicle and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorisation for the vehicle.
<b><u>ENQUIRIES</u></b>	:	Mr R Khalishwayo Tel No: (012) 334 5607

## DEPARTMENT OF WATER AND SANITATION

<b><u>APPLICATIONS</u></b>	:	Interested applicants must submit their applications via the online link <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>NOTE</u></b>	:	Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSS circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

## MANAGEMENT ECHELON

<b><u>POST 33/62</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER: VAAL-ORANGE CATCHMENT</u></b> <b><u>MANAGEMENT AGENCY REF NO: VOCMA 08</u></b> (Re-advertisement, applicants who have previously applied need to re-apply)
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant B-Degree NQF level 7 (Accounting, Financial Management or other relevant qualification). A post-graduate qualification and/or designation with relevant professional bodies will be an added advantage. A minimum of 10 years' experience in financial management of which 5 years must be at middle/senior managerial level. Extensive knowledge of financial management, PFMA and Generally Recognised Accounting Practice (GRAP) and some knowledge of local government sector, public service act and regulations. Behavioural Competencies required: Strategic Capability and Leadership Programme and Project Management. Attention to detail. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Good Communication. Accountability and Ethical Conduct.
<b><u>DUTIES</u></b>	:	Strategic oversight on financial management within CMA: Assume overall responsibility for general financial and management accounting activities, budget (preparation and compliance), revenue collection, supply chain management and asset management functions, payroll, and banking, ensuring compliance to relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, PFMA, Treasury Regulations and other legislation. Develop and implement a cost management

strategy through effective accounting controls and financial management techniques. Ensure compliance with policies and provide guidance, assess risks and financial viability of existing & new Policies, Projects and all customer agreements. Direct the financial strategy of the organisation to ensure availability of adequate financial resources. Provide strategic financial advice to executive management and the Board. Ensure timely and accurate financial reporting to all internal and external governance structures. Set perimeters for cash flow management and operations of the finance personnel. Ensure financial data integrity in terms of timeliness, accuracy and reliability. Oversee and provide assistance during the annual audit; respond to audit findings and implement recommendations as required. Stay abreast of new trends in the field of accounting, financial management, budgeting etc. Provide strategic direction in the provision of other Corporate Support Services within the CMA: Provide strategic direction in the implementation of HR policies, prescripts and strategies. Ensure provision of IT services and that associated risks are effectively mitigated. Ensure provision of office support services including facilities management. Departmental/Staff Management: Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly to meet departmental strategies priorities. Responsible for the related sections of the APP, Shareholders Compact, and Annual Report.

**ENQUIRIES** : Mr C Greve Tel No: (012) 336 5826  
**APPLICATIONS** : All applications to be submitted online on the online link <https://erecruitment.dws.gov.za/>

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

**POST 33/63** : **BOARD SECRETARY: MZIMVUBU-TSITSIKAMMA CATCHMENT MANAGEMENT AGENCY (MTCMA) REF NO: MTCMA 04**  
 (Re-advertisement, applicants who have previously applied need not to re-apply)

**SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : East London  
**REQUIREMENTS** : A BCom. Law / LLB or equivalent degree. Admitted attorney. Registration as a Chartered Secretary with the Institute of Chartered Secretaries and Administrators will be advantageous. A minimum of five (5) years Middle / Senior Managerial experience. Experience as a Company Secretary. Understanding of SA Law in general, administrative law, labour law, water law, public entities, governance and ethics. Behavioural Competencies required: Analytical, negotiation, liaison, consultation, advanced communication, information monitoring, compliance and risk management, ethical, strategic thinking, quality oriented, lateral thinking and attention to detail. May be subjected to extended working hours.

**DUTIES** : Committee Work: Ensure submission of annual schedule of meetings for Board and Committee meetings. Ensure convening of meetings, preparation of agenda and taking minutes of Board and its Committees. Address correspondence and communication relating to the Board. Ensure collation and maintaining of information and documentation relating to Board and Committee meetings. Ensure the secure recording and archiving of minutes of meetings. Guide the writing of interim and annual reports for the Board. Ensure that decisions taken by the Board are communicated to relevant stakeholders to be implemented fully. Guidance and Advice: Advise and guide the Board by promoting insight and clarity on its appointment, constitution, and the related legal, ethical, good governance, accounting and financial implications of the proposed/implemented policies and decisions. Assist the Chairperson and Chief Executive, in matters relating to the DWS and the Board. Provide advice with regard to the specific roles and responsibilities of the Board as a whole, and those of the individual role- players: Chairperson, CEO, and Board members. Provide advice with regard to the appointment and constitution of the required sub-committees (e.g., audit, risk, or other), with regard to ensuring corporate governance. Manage the risk by ensuring and monitoring

compliance of the implementation of policies and procedures relating to NWA, PFMA and other related legislation and guidelines. Provide regulatory, compliance and relevant advice to the Governing Board on usage of water resources to relevant national, provincial and local government departments, WUAs, farmers. Corporate Governance: Formulate and implement corporate governance strategies for the organisation. Ensure the organisation remains aware of any changing requirements in connection with corporate governance and responds accordingly. Provide advice on corporate governance working practices arising out of changes in legislation affecting the organisation. Support the organisation with the research, development and implementation of policies required for corporate governance. Liaison as necessary with external organisations and staff at all levels on a wide variety of governance related matters. Legal Support: Take overall responsibility of legal services in the organisation. Deal with contractual and related matters. Provide internal legal advisory services to the Board as and when required. Facilitate and ensure compliance to relevant statutes. Provide continuous updates on changes to legislation to the organisation and the Board. Set up systems that ensure the Board complies with all applicable codes, as well as its legal and statutory obligations.

**ENQUIRIES  
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402  
: All applications to be submitted online on the online link <https://erecruitment.dws.gov.za/>

**NOTE**

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

**OTHER POSTS**

**POST 33/64**

: **ENGINEER PRODUCTION GRADE A - C REF NO: 290925/01 (X2 POSTS)**  
Branch: Infrastructure Management: Head Office  
CD: Engineering Services Dir: Civil Engineering  
Sub-Dir: Bulk Pipe Systems

**SALARY**

: R879 342 - R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)

**CENTRE  
REQUIREMENTS**

: Pretoria Head Office  
: A Civil Engineering Degree (B. Eng / BSc. Eng). Three (3) years post qualification experience in Civil Engineering is required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer in the Civil Engineering discipline. The disclosure of a valid and unexpired driver's license. Competency and experience on the implementation of civil engineering projects in the Water Sector and design of hydraulic structures, pump stations, and pipelines. Competencies and knowledge in Engineering design and analysis. Knowledge and understanding of legal compliance with the Republic of South Africa's legislation and regulations. Understanding of computer aided engineering applications. Knowledge and understanding of Construction Contracts regulated by the CIDB. Project management. Strategic capabilities and leadership. Financial management skills. Excellent communication skills (verbal and written).

**DUTIES**

: Engineering design and analysis effectiveness. Perform, review and approve bulk pipelines design components. Plan and manage engineering principles and codes of good practice to candidate engineers. Manage resources and inputs for the facilitation of resource utilization. Application of research and development procedures. Continuous professional development to keep up with new technology and procedures within Engineering, office administration and budget planning. Draft tender documents in accordance with ECSA Stage 4. Administer construction contracts and conduct construction inspections in accordance with ECSA Stage 5 scope of service.

**ENQUIRIES  
APPLICATIONS**

: Mr. MJ Mabela Tel No: (012) 336 6564 / Cell No: (066) 476 0440  
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

<b><u>POST 33/65</u></b>	:	<b><u>CHIEF ARTISAN GRADE A (MAINTENANCE) REF NO: 290925/02</u></b> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<b><u>SALARY</u></b>	:	R480 261 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Gariep Dam
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Ten (10) years post qualification experience as an Artisan or Artisan Foreman. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production process. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Good communication skills both (verbal and written). Computer literacy. Planning and organising skills. Conflict management. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings. Candidates may be required to complete a practical and theoretical test.
<b><u>DUTIES</u></b>	:	Manage technical services and support in conjunction with artisan and workshop activities, Manage administrative and related functions. Provide inputs into the budgeting process, compile and submit reports as required. Manage artisan and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Management the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services. Ensure adherence to safety standards, requirements, and regulations. Compile and submit reports as required. Human and Capital resource management. Continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr LJ Mkafane Tel No: (051) 754 0001
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>NOTE</u></b>	:	Candidates may be required to complete a practical and theoretical test.
<b><u>POST 33/66</u></b>	:	<b><u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 290925/03</u></b> Branch: Infrastructure Management Southern Operations Directorate: Operations Southern
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Worcester (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations, and other relevant HR prescripts will be an advantage. Good communication skills (written and verbal). Ability to work under pressure.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for rendering Human Resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, allowances, etc.). Address enquiries and Human Resources registry services. Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Maintain and update personnel filing systems (electronic and physical). Provide general administrative support, including drafting routine correspondence, submissions and reports. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes.
<b><u>ENQUIRIES</u></b>	:	Ms S Moodley Tel No: (021) 941 6019
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the online link <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>NOTE</u></b>	:	Preference will be given to candidates from the Western Cape geographical area.



<b><u>POST 33/67</u></b>	:	<b><u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 290925/04</u></b> Branch: Infrastructure Management Southern Operations Directorate: Operations Southern
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Gqeberha (Port Elizabeth)
<b><u>REQUIREMENTS</u></b>	:	A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the PSA, PSR and other relevant Human Resources prescripts and legislation. Good communication skills (written and verbal) ability to work under pressure.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for rendering professional advice to the line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes. Capturing transactions on PERSAL. Recruitment and Selection. Organizational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. conditions of service, termination of services and leave management. Provide HR Registry services.
<b><u>ENQUIRIES</u></b>	:	Mr. CS Nzimande Tel No: (041) 508 9719
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the online link <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>NOTE</u></b>	:	Preference will be given to candidates from the Nelson Mandela Bay District.
<b><u>POST 33/68</u></b>	:	<b><u>FINANCE CLERK (PRODUCTION): MANAGEMENT ACCOUNTING REF NO: 290925/05</u></b> Branch: Infrastructure Management Southern Operations Directorate: Operations Southern
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Gqeberha (Port Elizabeth)
<b><u>REQUIREMENTS</u></b>	:	A Senior/ Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and the use of excel. Good communication skills. Accountability, integrity, honesty and ethical conduct. Some experience in finance would be advantages.
<b><u>DUTIES</u></b>	:	Receive salary advices and distribute it to employees. Capturing supplementary employee payments. Prepare payments to service providers and maintain invoice register. Ensure that creditors are paid within 30 days. Ensure financial procedures are observed in the section. Attend to vendor enquiries. Scan paid invoices onto SAP. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance with policies and regulations. Assist with the compilation of the budget for the sections and printing budget reports.
<b><u>ENQUIRIES</u></b>	:	Mr. R De Lange Tel No: (041) 508 9730
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the online link <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>NOTE</u></b>	:	Preference will be given to candidates from the Nelson Mandela Bay District.
<b><u>POST 33/69</u></b>	:	<b><u>FINANCE CLERK (PRODUCTION): FINANCIAL ACCOUNTING REF NO: 290925/06</u></b> Branch: Infrastructure Management Southern Operations Directorate: Operations Southern
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Gqeberha (Port Elizabeth)
<b><u>REQUIREMENTS</u></b>	:	A Senior/ Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and the use of excel. Good communication skills. Accountability, integrity, honesty and ethical conduct. Some experience in finance would be advantages.
<b><u>DUTIES</u></b>	:	Receive salary advices and distribute it to employees. Capturing supplementary employee payments. Prepare payments to service providers and maintain invoice register. Ensure that creditors are paid within 30 days. Ensure financial procedures are observed in the section. Attend to vendor enquiries. Scan paid invoices onto SAP. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance with policies and regulations. Assist with the compilation of the budget for the sections and printing budget reports.
<b><u>ENQUIRIES</u></b>	:	Mr. R De Lange Tel No: (041) 508 9730

<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>NOTE</u></b>	:	Preference will be given to candidates from the Nelson Mandela Bay District.
<b><u>POST 33/70</u></b>	:	<b><u>ADMINISTRATION CLERK: (HUMAN RESOURCE MANAGEMENT) REF NO: 290925/07</u></b> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Gariep Dam A Senior/Grade 12 certificate. A National Diploma in Human Resources Management will serve as the added advantage. One (1) year experience in Human Resource Management will serve as an added advantage. The disclosure of a valid unexpired driver's licence will serve as an added advantage. PERSAL introduction certificate will also add as an added advantage. PERSAL Knowledge in PERSAL. Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel outside working hours.
<b><u>DUTIES</u></b>	:	Render human resource administrative function. Administer recruitment and selection, human resource Transactions, performance management and development system, Information management (Establishment), IOD, Incapacity Pension Administration, Typing and drafting of letters, memorandum, and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr L.J Mkafane Tel No: (051) 754 0001 All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>POST 33/71</u></b>	:	<b><u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 290925/08</u></b> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Pretoria (Central Operations) A Senior/Grade 12 certificate. A National Diploma in Human Resources Management will serve as the added advantage. PERSAL introduction certificate will serve as an added advantage. Appropriate experience in Human Resource Management and registry will serve as added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (Microsoft packages). Knowledge of PERSAL system, database and spreadsheet application. Good communication skills both (verbal and written). Ability to work under pressure. Knowledge of human resource prescripts policies and procedures. Team player. Willingness to travel. Computer literacy (Microsoft packages).
<b><u>DUTIES</u></b>	:	Implement human resource administration practices, human resource transaction: (leave management, and human resource records management). Render professional advice to line function on the effective, efficient interpretation and implementation of policies and other related prescripts. Address human resource administration enquires. Compile daily statistics and update database. Process transfers, movement, and relocation on PERSAL for Central Operations. Provide human resource registry services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms I Schwartz Tel No: (012) 741 7359 All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>

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

- APPLICATIONS** : Applications For The Department Of Public Works And Infrastructure To Be Submitted To: Head: Public Works and Infrastructure, P.O Box 7551, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the Foyer of O.R Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, O.R Tambo House, St. Andrews Street, Bloemfontein e-mail to: [e-recruitmentfsdpwi@fsworks.gov.za](mailto:e-recruitmentfsdpwi@fsworks.gov.za). No Applications will be accepted by Staff in Offices in the Building.
- CLOSING DATE** : 03 October 2025
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

**OTHER POSTS**

- POST 33/72** : **PROFESSIONAL ENGINEER (CIVIL) GRADE A REF NO: PWI 25/30 (X1 POST)**  
OSD Project Management Unit
- SALARY** : R879 342 per annum, (OSD), (all-inclusive package). The remuneration package consists of the basic salary, the Government contribution to the Government's contribution to the Government Employees Pension Fund, and a flexible portion which may be structured according to the member's needs.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Bachelor of Science Degree in Civil Engineering or equivalent NQF Level 7 qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Civil Engineer. Valid driver's licence with exception of persons with disabilities. Core And Process Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management.

<b><u>DUTIES</u></b>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologist and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage resources and budget planning. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure and report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	:	Mr. A Mackay Tel No: (051) 492 3718
<b><u>POST 33/73</u></b>	:	<b><u>PROFESSIONAL ARCHITECT GRADE A REF NO: PWI 25/31 (X1 POST)</u></b> OSD Project Management Unit
<b><u>SALARY</u></b>	:	R772 572 per annum, (OSD), (all-inclusive package). The remuneration package consists of the basic salary, the Government contribution to the Government's contribution to the Government Employees Pension Fund, and a flexible portion which may be structured according to the member's needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
	:	An appropriate degree in Architecture or equivalent NQF Level 7 coupled with registration at the SACAP as a Professional Architect. Valid driver's license with the exception of persons with disabilities. Core And Process Competencies: Programme and project management. Architectural design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking. Professional judgment. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Change management. Innovation.
<b><u>DUTIES</u></b>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture. Ensure adherence and compliance to legal, safety and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architecture principles and code of practice. Supervise architectural work and processes. Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on architect to improve expertise. Liaise with relevant bodies/councils on architectural-related matters. Mentor candidates to register as fully fledged professional at the South African Council of the Architecture Profession.
<b><u>ENQUIRIES</u></b>	:	Mr. A Mackay Tel No: (051) 492 3718

<b><u>POST 33/74</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: PWI 25/31</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate NQF 7 preferably in the Management Services or equivalent qualification. 3-4 years' post qualification experience in the field. Valid driver's license with the exception of persons with disabilities. Competencies: Knowledge of the Public Service Legal framework. Knowledge of monitoring and evaluation management programmes. Legislation and policies applicable to monitoring and evaluation in the Public Service and Co-ordination, monitoring and evaluation mechanisms, systems and processes are strong recommendations. Facilitation skills. Leadership skills, Report writing skills. Analytical skills. Problem solving skills. Strategic planning skills. Computer and presentation skills. Ability to work as part of a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	To participate in the development of the Department's Monitoring and Evaluation Policy and/or implementation Strategy. To participate in the development of the Department's Monitoring and Evaluation Reporting Format in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. To ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. To ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Provision of information sessions and/or advice to manager and senior managers inclusive of resource/verification documents as required by the Auditor-General. Conduct verification of reported non-financial performance. Collect and retain portfolios of evidence for the department's quarterly and annual non-financial reports. Collate inputs and compile the departmental quarterly performance reports. To monitor and report on the performance of the Department. To represent the Department in national and/or provincial meetings on matters related to monitoring and evaluation. To manage resources to ensure that the objectives of the component are achieved.
<b><u>ENQUIRIES</u></b>	:	Ms J Motsie Tel No: (051) 492 3897
<b><u>POST 33/75</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: PWI 25/32</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Bloemfontein)
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF level 7 qualification or equivalent qualification. 3 – 4 years' post qualification experience in the field. Valid driver's license with the exception of persons with disabilities. Competencies: Knowledge of the Public Service Legal framework. Knowledge of National and Provincial Planning Policies and Strategies. Planning frameworks and guidelines. Formats in line with Treasury regulations. Participation, Strategy implementation and Processes. Facilitation skills. Leadership skills. Report writing skills. Analytic skills problem solving skills. Strategic planning skills. Computer and presentation skills.
<b><u>DUTIES</u></b>	:	To develop, maintain and/or facilitate the successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks). To facilitate strategic planning workshops in the Department towards the development and/or review of the Department's 5-Years Strategic Planning, Annual Performance Plans and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats. To improve the capacity of the Department on matters related to strategic and operational planning. To facilitate the implementation of the Departmental Strategic Plan and Annual Performance Plan. To represent the Department in national and/or provincial meetings on matters related to strategic- and operational planning. To manage resources to ensure that the objectives of the component are achieved.
<b><u>ENQUIRIES</u></b>	:	Ms IG De Beer Tel No: (051) 492 3749

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

<b><u>POST 33/76</u></b>	:	<b><u>DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: REFS/023309</u></b> Directorate: Logistics
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), all-inclusive package
<b><u>CENTRE</u></b>	:	Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	:	A minimum of 3 years National Diploma/ Degree in Logistics/ Supply Chain Management/Accounting /Finance/Public Administration recognised by SAQA. A minimum of 5 years relevant experience in Supply Chain Management of which 3 years must be at an Assistant Director level. Knowledge and experience of operational procurement systems. Possession of a valid driver's license. Competency: Be able to demonstrate knowledge of the Public Finance Management Act, Treasury Regulations, Practice Notes, Circulars and policy frameworks, Broad Based Black Economic Empowerment Act 53 of 2003, the Preferential Procurement Policy Framework Act and other relevant public sector procurement legislation; Knowledge and experience of contract management, strategic sourcing, public sector supply chain models and processes; Understanding of delegation of authority; advanced planning, organizing, and problem solving skills; excellent communication (both verbal and written) and interpersonal skills; report writing skills, people management skills, computer literacy (Ms Word, PowerPoint, Excel, Internet and Outlook) will be advantageous.
<b><u>DUTIES</u></b>	:	Manage and monitor compliance with relevant legislative frameworks and procedures in terms of Procurement, Logistics and store services. Develop and manage the demand, acquisition, asset management and disposal processes. Give guidance and advice on procurement procedures, logistical processes and disposal processes. Develop and implement SCM policies and procedure manuals. Ensure proper sourcing in the entity. Formulate and monitor the implementation of policies and procedures when procuring goods and services. Manage the entity's demand and procurement plan in line with the allocated budget. Ensure that contract management is fully effective in the entity in conjunction with other relevant stakeholders. Ensure that the entity adheres to the requirements of PFMA, PPFA and relevant regulations, NT and GPT Circulars and other approved departmental policies and procedures. Conduct commodity analyses and check for alternatives in cases of strategic purchases. Serve as an advisor to the entity's management on matters pertaining to the tendering/quotation process.
<b><u>ENQUIRIES</u></b>	:	Mr X Mahleza Tel No: (011) 628-9008
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants

with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/77</u></b>	:	<b><u>PHARMACIST REF NO: REFS/023316</u></b> Directorate: Procurement
<b><u>SALARY</u></b>	:	R848 862 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	:	B. Pharm or equivalent qualification. Registration with the South African Pharmacy Council (SAPC) as a pharmacist. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytical and computer proficiency. Proven problem-solving and monitoring, evaluation and risk evaluation skills. 1 year or more of experience in a pharmaceutical warehouse/bulk storage environment and supply chain management knowledge will be an added advantage. Must be achievement-driven and self-motivated. Must have a valid Driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. Understanding of the GWP, Medicines and Related Substances Act, and Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Good team-building and problem-solving skills. Sound knowledge and understanding of the mandate of the Medical Supplies Depot.
<b><u>DUTIES</u></b>	:	The pharmacist is expected to coordinate and supervise the final processes in the medicine procurement at the facility level. To ensure stock delivery follow-up, tracing documentation for finalization of the processes to allow payment of suppliers within an acceptable time frame. Assist with the identification of long overdue orders and liaise with suppliers and demanders on completion of those orders. Develop, implement and monitor adherence to the unit SOPs, and ensure efficient resource management in the unit. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the unit. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for the support personnel. Help develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise personnel in the unit; assign responsibilities, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Implement the Performance Management and Development system in the unit. Compiling reports for submission to MSD management as required and or on a monthly and quarterly basis.
<b><u>ENQUIRIES</u></b>	:	Ms K Hanise Tel No: (011) 628 9083
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official

registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/78</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT &amp; INTERNAL CONTROL</u></b> <b><u>REF NO: REFS/023320</u></b> Directorate: Risk Management & Internal Control
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09), plus benefits
<b><u>CENTRE</u></b>	:	Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Risk Management/Internal Auditing/ Accounting/Compliance Management. 3 years supervisory experience at level 7 or equivalent in Risk Management/Internal Audit services/Accounting/Internal Control. Valid driver's license. Competency: Public Sector Risk Management framework. COSO Framework. King report on Corporate Governance. Public Finance Management Act. Treasury Regulation. Protected Disclosure Act. Anti-fraud and corruption policies. Labour Relations, legislation, policies and procedures. Basic Conditions of Employment Act. Public Service Act. Internal Audit Standards and ISO 31000 Standards Skills: Analytical. Strategic Management. Financial Management. Facilitation. Investigation. Interviewing. People Management. Computer literacy (MS Word, Excel and PowerPoint). Time Management. Communication. Interpersonal. Presentation. Planning and organizing.
<b><u>DUTIES</u></b>	:	Monitor implementation of Risk management strategies/ policies and systems for the entity. Promote risk awareness culture and conduct risk assessment through communication and training programmes. Manage and maintain the risk register. Implement an integrated risk management framework for all aspects of risk across the entity. Manage fraud and corruption preliminary investigations in the entity. Manage resources within the Risk Management Unit. Conduct internal control assessments. Prepare reports for oversight structures. Coordinate internal and external audits. Assist in reviewing financial statements. Provide administrative support to the Strategic and Operational Risk Management Committee (RMC).
<b><u>ENQUIRIES</u></b>	:	Ms L Doorasamy Tel No: (011) 628-9020
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in



possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/79</u></b>	:	<b><u>INTERNAL CONTROL OFFICER REF NO: REFS/023321</u></b> Directorate: Internal Control and Risk Management
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), plus benefits
<b><u>CENTRE</u></b>	:	Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Accounting/ Auditing/ Internal Audit, coupled with a minimum of two (2) years proven experience in an Internal Control and Internal Auditing environment. A valid driver's license. Competencies: Advanced knowledge of a variety of aspects such as: Public Sector; Internal Auditing; Internal Control Standards, Ethics and Practices. Knowledge and understanding Regulatory Framework for Public Services, e.g. PFMA, Public Services Regulations; National and Provincial Treasury Regulations, Preferential Procurement Policy Framework Act, Policies, Prescripts and Instructions, as well as Statutory Provisions. Broad knowledge of the Public Service Systems; knowledge of PowerPoint, Microsoft Excel and Microsoft Word. Administrative procedures and systems. Skills: Good Interpersonal, Analytical and problem-solving skills; Planning and Organising skills; Good Communication skills (written and verbal); Time Management; Report Writing; Interviewing; Presentation skills; Computer literate; Ability to work independently and as a team member; Ability to work under pressure and ability to meet tight deadlines.
<b><u>DUTIES</u></b>	:	Ensure adherence to relevant legislation, policies, and procedures. Document audit work and report on findings, weaknesses, and shortcomings to management. Identify and resolve audit-related queries and problems in a timely manner. Provide input on internal control systems and practices. coordinate compliance monitoring in relation to policies, processes, and procedures. Develop, monitor and review the entity's internal policies, procedures and processes. Assist in reviewing and monitoring the internal controls process and procedures. Facilitate the process of identification and addressing unauthorised, irregular and fruitless and wasteful expenditure. Assist in facilitating the process of internal and external auditing. Conduct internal control compliance assessments.
<b><u>ENQUIRIES</u></b>	:	Ms L. Doorasamy Tel No: (011) 628-9020
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and

signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

**CLOSING DATE**

: 30 September 2025

**POST 33/80**

: **ADMINISTRATION OFFICER REF NO: REFS/023305**  
Directorate: Internal Control and Risk Management

**SALARY**  
**CENTRE**

: R325 101 per annum (Level 07), plus benefits  
: Medical Supplies Depot

**REQUIREMENTS**

: Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Risk Management / Internal Auditing or accounting and 2 years' functional experience in risk management and / internal auditing environment. Knowledge: Risk management processes, strategies and techniques. PFMA, Treasury Regulations and other public service Acts. Public Sector Risk Management Framework. ISO 31000 Standards and COSO II Framework. King III Report on Corporate Governance. Skills: Project management skills. Communication (written, verbal and presentation) and liaison skills. Planning and organising skills. Analytical skills. Presentation and facilitation skills. Attention to detail. Good interpersonal skills - ability to work with all levels of Management across Business Units. Good judgment and decision-making skills. Integrity, ethical behaviour, honesty, transparency and trustworthiness. The ability to work independently and as part of a team. The ability to work under pressure and meet tight deadlines. The ability to multitask. Computer literacy in MS Office, with experience in word processing, Outlook, PowerPoint and Excel.

**DUTIES**

: Monitor the implementation of the risk action plan progress. Identify and assess risks in the entity. Assist in providing recommendations for the risk management action plan. Assist in reviewing risk strategies to be in line with the entity's objectives. Maintain and compile risk registers. Conduct risk awareness campaigns. Verify management action plans and make follow-ups on the outstanding management action plans. Update risk registers and submit monthly and quarterly reports to the Assistant Director. Implementation of risk compliance. Update the operational risk control matrix on a quarterly basis. Compile risk compliance reports on a quarterly basis. Educate and train risk champions/coordinators and units on risk management principles and processes. Provide administrative support to the Strategic and Operational Risk Management Committee.

**ENQUIRIES**  
**APPLICATIONS**

: Ms L. Doorasamy Tel No: (011) 628-9020  
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed

**NOTE**

applications will be accepted. For assistance with online applications, please email your query to [healthjobqueries@gauteng.gov.za](mailto:healthjobqueries@gauteng.gov.za)

: Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

**CLOSING DATE**

: 30 September 2025

**POST 33/81**

: **ADMINISTRATION OFFICER REF NO: REFS/023308**  
Directorate: Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07), (plus benefits)  
: Medical Supplies Depot  
: Grade 12 certificate and a Degree/National Diploma/NQF level 6/7  
Commerce/Secretarial or Office Management and Technology with two years' experience rendering secretariat services. Basic knowledge of financial administration. Good verbal and written communication skills and the ability to communicate well with people at different levels. Good telephone etiquette. Computer literacy in MS Word, Excel and PowerPoint. Sound organizational skills. Good people skills. High level of reliability. Ability to act with sensitivity and discretion. Ability to do research and analyze documents and situations.

**DUTIES**

: Provides a secretarial/ receptionist support service to the senior manager. Manage telephone calls in the office of the senior manager and ability to exercise discretion. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers, is in good working order. Records the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the senior manager regarding engagements. Compiles realistic schedules of appointments for the senior manager. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the senior manager. Scrutinizes routine submissions/ reports and makes a note and/ or recommendations for the senior manager. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Collects, analyzes and collates information requested by the senior manager. Clarifies instructions and notes on behalf of the senior manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the senior manager. Handles the procurement of standard items like stationery, refreshments, etc. for the activities of the senior manager. Provides support to the senior manager

regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the senior manager to inform him/ her of the contents. Records minutes/ decisions of the meeting of the senior management and communicates to relevant role players, and follows up on progress made. Prepares briefing notes for the senior manager as required. Coordinates logistical arrangements for meetings when required. Remains up to date with regard to the prescripts/policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the senior manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES  
APPLICATIONS**

: Dr M Chiwakata Tel No: (011) 628-9131  
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to [healthjobqueries@gauteng.gov.za](mailto:healthjobqueries@gauteng.gov.za)

**NOTE**

: Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

**CLOSING DATE**

: 30 September 2025

**POST 33/82**

: **MATERIAL RECORDING CLERK REF NO: REFS 023317**  
Directorate: Data

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07), plus benefits  
: Medical Supplies Depot  
: Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Supply Chain Management / Commerce / Science or Public Management and 2 or more years of experience in Supply Chain Management and Drug Supply Management. Knowledge and understanding of the legislative framework governing the public service, e.g. Batho Pele, PFMA, Treasury Regulations, Financial Policies and Procedures. Good verbal and written communication skills, including intra- and interpersonal skills, typing, planning and organizing, problem-solving, time management, and ability to interpret directives. Service Delivery Innovation and Good Customer Relations. Ability to work under pressure and meet deadlines. The following will be added advantages: Experience in a Pharmaceutical environment and understanding of Drug Supply Management, warehousing and/or distribution. Understanding of MEDSAS and RDM computer systems.

<b><u>DUTIES</u></b>	:	Supervision of all DATA functions. Effective running of the department in line with SOP's, Policies and Legislation. Facilitate timeous Collection of all DATA reports. Follow up on all overdue issues, reversals and cancellations of issues. Timeous processing and management of internal orders. Ensure implementation and compliance with Gauteng Medical Supplies Depot Policies and Standard Operating Procedures. Receiving Green Cards from Facilities (hospitals, clinics, Emergency Medical Services (EMS) and Regional Pharmacies). Loading Green cards into MEDSAS and transferring RDM orders. Optimal utilization of official working hours. Train, Evaluate and Support Staff. Cost Centre Budget Management. Ensuring Compliance with Delivery Schedule by timeous Printing, sorting and distribution of Invoices (IV's) for Warehouse Picking and Dispatch of Pharmaceutical Stock. Answer all demanders' enquiries, process demanders' orders, and provide reports to demanders on request. Returning of Post to Hospitals. Filing of Finalized Iv's and Financial reports. Accurate compilation of Statistics and Reporting.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms F Sibande Tel No: (011) 628-9213
	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/83</u></b>	:	<b><u>AUXILIARY WORKER REF NO: REFS/023319 (X3 POSTS)</u></b> Directorate: Warehouse
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07), plus benefits
	:	Medical Supplies Depot
	:	Grade 12 National Certificate, a qualification as a qualified Post-Basic pharmacist assistant and actively registered with the South African Pharmacy Council. Good leadership and proactive skills are required. A minimum of two years of experience in staff supervision is essential. Both written and verbal communication skills are necessary. Must have a minimum of five 2 or more years of experience in Pharmaceutical warehousing, stock management, stock-take, distribution and management. A qualification in supply chain management and an understanding of public health policies and prescripts will be an added advantage.

<b><u>DUTIES</u></b>	:	Management of store functions and staff supervision. Oversee and coordinate daily receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice inventory management according to the FIFO/FEFO principles. Supervision, training and disciplining of staff within the respective area of responsibility. Preparation of the store for the annual and bi-annual stock-take. Assume responsibility for resolving complaints from health facilities. Maintain accurate documentation (batch records, delivery notes, temperature logs). Conduct cyclic stock counts and perform thorough investigations for inventory discrepancies. Monitor expiry dates, stock rotation (FEFO), and cold chain integrity, manage staff leave and conduct performance management development system processes for the respective area. Ensure that all rules, regulations, instructions, procedures and policies are adhered to (GPP, GDP and Good warehousing practice and SOP's). Ensure that all SOP's in the Warehouse are adhered to at all times. Ensure that the performance of staff members is managed and submitted according to the schedule. Manage the time and attendance of staff members in the stores. Assist with ensuring that the pharmacy store complies with OHS regulations at all times, including wearing protective clothing. Involvement in the development/training of staff members in the pharmacy store is essential. Do daily planning for the pharmacy store. Participate in internal audits and assist with CAPA implementation, operate and maintain warehouse equipment, and ensure the cleanliness and organization of the warehouse. Be willing to rotate within different sections of the Warehouse when operationally required.
<b><u>ENQUIRIES</u></b>	:	Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/84</u></b>	:	<b><u>MATERIAL RECORDING CLERK REF NO: REFS/023322</u></b> Directorate: Warehouse
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum (Level 07), plus benefits
	:	Medical Supplies Depot

<b><u>REQUIREMENTS</u></b>	:	Grade 12 National Certificate, must have a minimum of 2 or more years of experience in Pharmaceutical warehousing. A degree/ National diploma (NQF level 6/7 in Supply Chain Management /Commerce /Science /Logistics or Transport Management. A minimum of 1 year experience in staff supervision is essential. Good leadership and proactive skills are required. Proficiency in Microsoft Office (Word, Excel). Must have a good understanding of stock management, PFMA and public health policies. Computer literacy, planning, problem solving, good leadership, and proactive decision-making skills, paying attention to details, time management, strong written and verbal communication and interactive skills are essential. A qualification as a Basic or Post Basic Pharmacist Assistant will be an added advantage Skills: Computer literacy, planning, problem-solving, decision-making, paying attention to details, time management, good communication and interactive skills are essential.
<b><u>DUTIES</u></b>	:	To perform administrative and supervisory functions. Plan and allocate daily tasks to the material recording clerk, manage staff leave and monitor attendance times of staff in the store. Conduct staff performance review and implement performance management development system processes as required. Supervise, train, mentor and, where necessary, discipline staff to maintain code of conduct within the respective area of responsibility. Oversee and ensure accurate and timeous capturing and finalization of received invoices according to SOP. Monitor appropriate management of all processes, including proper record keeping and filing, timeous collection of purchase order documents and submission of invoices for payments and penalties. Ensure effective communication between different stakeholders in facilitating the management of expired stock, stock return documents and receipt vouchers. Manage and facilitate requisition and utilization of consumables in the designated area. Assist the receiving Pharmacist and Supervisors in resolving receiving-related queries for effective receiving processes. Ensure continuous compliance with SOPs, policies and Pharmacy-related legislation. Participate in warehouse meetings and attend training programmes as required. Be willing to rotate within different sections of the Warehouse when operationally required.
<b><u>ENQUIRIES</u></b>	:	Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of

any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/85</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: REFS/023311</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), plus benefits
<b><u>CENTRE</u></b>	:	Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate and a recognised 3-year Degree or Diploma (NQF Level 6/7) in Financial Management. 2 years of experience in finance in the public health environment. Skills And Competencies: Public Service Act. Treasury Regulation. PFMA. MEDSAS, BAS. Government Accounting Standards (GRAP); Economic Reporting Framework, including Standard Charts of Accounts. Communication (written and verbal). Computer Literacy (MS Word, Excel, etc.). Analytical and mathematical skills. Conflict resolution. Ability to work under pressure. Self-motivated. Reliable. Integrity and honesty.
<b><u>DUTIES</u></b>	:	Assist in the preparation of various budgets. Assist budget managers in compiling their budget inputs and expenditure reporting, manage the department's budget and notify budget managers on possible over/underspending and recommend solutions. Prepare and provide budget managers with management reports (cashflow statements) on a monthly basis, assist in the compilation of expenditure reports to various stakeholders, Accounts Payable and Receivable. Reconciliations and journals. Ensure application of prescribed financial procedures and policies, including PFMA and Treasury Regulations. Perform other duties as directed.
<b><u>ENQUIRIES</u></b>	:	Ms M Ngomane Tel No: (011) 628-9019
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<b><u>CLOSING DATE</u></b>	:	30 September 2025



<b><u>POST 33/86</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: REFS/023318 (X2 POSTS)</u></b> Directorate: Financial Reporting
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), plus benefits
<b><u>CENTRE</u></b>	:	Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	:	The applicants must be in possession of a Grade 12 certificate and a recognised 3-year Degree or Diploma (NQF Level 6/7) in Financial Accounting or a related field in accounting or auditing with a minimum of 2 years of proven experience in financial reporting and financial management. Knowledge: Computer literacy and in particular – MS Office, Excel Data Analytics, BAS and PERSAL. Skills: Accounting and financial management and project management skills, High numerical skills; Communication: Good verbal and written communication skills; Creativity: Proactive, innovative thinker and must be able to work under pressure.
<b><u>DUTIES</u></b>	:	The successful candidate, reporting to the Assistant Director: Financial Reporting, will be responsible for, among other things, timeously collating all the entity's financial information for reporting purposes. The compilation and preparation of GRAP-compliant monthly, interim, and annual financial statements, as well as monthly management accounts. Maintain properly reconciled accounts up-to-the general ledger in the entity's books and assist with the provision of relevant information to several applicable internal and external stakeholders. Must apply sound knowledge of generally recognised Accounting Practice (GRAP) standards, Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management (SCM) policies such as the PPPFA, among other things. Make effective use of MS Excel in the generation of numerous financial reports of the entity in a manner that is efficient for financial reporting. Use your acquired knowledge and experience in inventory management to add value to the entity's core business function. Ability to supervise staff and manage risks.
<b><u>ENQUIRIES</u></b>	:	Mr S.R Ntimane Tel No: (011) 628-9127
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<b><u>CLOSING DATE</u></b>	:	30 September 2025

<b><u>POST 33/87</u></b>	:	<b><u>MATERIAL RECORDING CLERK REF NO: REFS/023310</u></b> Directorate: Procurement
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), plus benefits
<b><u>CENTRE</u></b>	:	Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Supply Chain Management / Commerce / science or Public Management. 3 – 5 years of experience in Supply Chain Management in a public health environment. Knowledge and understanding of the legislative framework governing public service e.g. Batho Pele, PFMA, Treasury Regulations, etc. Good verbal and written communication skills, planning and organizing, problem-solving, time management, and ability to interpret directives. Service delivery innovation and good customer relations. Ability to work under pressure and meet deadlines. Added advantages will be: Experience in staff supervision, Proficiency in Microsoft Office (Word, Excel). Experience in a Pharmaceutical environment and understanding of Drug Supply Management. Understanding of MEDSAS and RDM computer systems.
<b><u>DUTIES</u></b>	:	Assist the procurement unit and Medical Supplies Depot management in ensuring that the organization delivers on its core mandate of maintaining medicine availability at acceptable levels to all Gauteng facilities. Ensure the ordering process is initiated on time for the depot held stock, i.e. printing of provisioning advice, creation of orders and ensuring these orders are sent to suppliers on time. Ensure timeous retrieval of orders from RDM, printing and authorization of orders, both manual and electronic versions. Deal with queries from internal and external stakeholders efficiently. Ensure follow-up with suppliers is done and feedback given to demanders. Ensure submission of reports and that the unit's risk register is maintained and updated monthly. Supervision of staff and maintaining discipline in the unit, and ensuring that all Acts, rules and regulations, instructions, procedures and policies are adhered to. Ensure that contracting and performance assessment of staff members is managed and done according to schedule. Manage the time and attendance of staff members and ensure effective leave planning for the unit team.
<b><u>ENQUIRIES</u></b>	:	Ms. K Hanise Tel No: (011) 628-9083
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng

		Department of Health. The Department reserves the right not to fill any advertised posts.
<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/88</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT: DEMAND, ACQUISITION AND LOGISTICS MANAGEMENT REF NO: REFS/023313</u></b> Directorate: Logistics
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07), plus benefits Medical Supplies Depot Grade 12 certificate, an appropriate 3-year Degree/National Diploma in Logistics/SCM/Accounting /Public Management; A minimum of 3 years appropriate experience in supply chain management (demand, procurement, warehouse or logistics) processes and systems. A valid code B driving licence is an added advantage. Competencies: Be able to demonstrate knowledge of the Public Finance Management Act, Treasury Regulations, Practice Notes, Circulars and policy frameworks, Broad Based Black Economic Empowerment Act 53 of 2003, the Preferential Procurement Policy Framework Act and other relevant public sector procurement legislation; Knowledge and experience of contract management, strategic sourcing, public sector supply chain models and processes; Understanding of delegation of authority; Computer literacy (MS Word, Excel, PowerPoint); interpersonal; communication; knowledge of computerized Procurement Management Systems; Analytical thinking; Budgeting; Conflict resolution; reporting; Problem Solving; Stakeholder and Relationship management.
<b><u>DUTIES</u></b>	:	Render end-to-end administration of matters related to bids/quotation processing, specification, evaluation, and adjudication processes; Render demand, acquisition, assets and logistics support. Prepare annual procurement planning and aspects of demand management needs, commodity and market analyses; Supervise the effective and efficient management and administration of all provisioning and orders; Receive and verify goods from suppliers; Prepare documentation for the approval from the quotation committee, authorise official orders; Report on all Demand and Acquisition Management activities to the relevant structures internally and externally; Provide inventory management and support.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A Schwab, Tel No: (011) 628-9154 or Ms L Beukes Tel No: (011) 628 9053 Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White

Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/89</u></b>	:	<b><u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: REFS/023306</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), plus benefits
<b><u>CENTRE</u></b>	:	Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, an appropriate recognized National Diploma / Degree in Safety Management. Must have a SAMTRAC certificate. 3 years' experience in the Occupational Health and Safety field. Registered with the SAIOSH professional bodies will be an added advantage. The candidate must have extensive knowledge of Occupational Health & Safety Act 85 of 1993, Public Finance Management Act 1 of 1999, Compensation of Occupational Injuries and Diseases Act 130 of 1993, Disaster Management Act 57 of 2002, and the EHW strategic Framework. The candidate must have excellent communication and problem-solving skills. A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	Coordinate, monitor, advise and render health and safety administration. Monitor OHS compliance. Conduct OHS inspections and audits. Facilitate prompt response and resolution of all faults identified. Monitor compliance with OHS requirements within the department. Coordinate OHS trainings and awareness programmes within the department. Monitor the functionality of the OHS Committee. Ensure compliance with emergency equipment. Prepare and implement the emergency/evacuation drills in the Department. Liaise with facilities management to conduct building inspections. Attend to IOD matters and develop an incident register. Facilitate and coordinate the development of occupational health and safety policies, procedures and guidelines. Ability to supervise staff.
<b><u>ENQUIRIES</u></b>	:	Ms. G.S Mbokazi Tel No: (011) 628-9012 / Mr V.M Maiwashe Tel No: (011) 628 9119
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng

	Department of Health. The Department reserves the right not to fill any advertised posts.
<b><u>CLOSING DATE</u></b>	: 30 September 2025
<b><u>POST 33/90</u></b>	: <b><u>PHARMACIST ASSISTANT POST BASIC REF NO: REFS/023314 (X2 POSTS)</u></b> Directorate: Warehouse
<b><u>SALARY</u></b>	: R264 750 per annum, (OSD), plus benefits
<b><u>CENTRE</u></b>	: Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	: Grade 12 certificate, Post Basic Pharmacist Assistant qualification. Registration with the South African Pharmacy Council as a Post Basic Pharmacist Assistant. Minimum of 1-year experience in warehousing, including stock management, stock-taking, distribution and general warehouse operations. Good leadership and supervisory skills, proactive decision-making skills, and strong written and verbal communication skills are necessary. Excellent time management and interactive skills Computer literacy. Extensive understanding of the Pharmacy Act, Medicines and Related Substances Act, Good Pharmacy Practice, Good Distribution Practice, Good Warehousing Practice, Public Finance Management Act, and waste management principles. Physically fit and able to lift heavy boxes repeatedly, willingness to work in a temperature-controlled environment (cold-rooms).
<b><u>DUTIES</u></b>	: Support the warehouse supervisor/pharmacist in daily operations. Supervise and perform the receiving, storage, issuing and distribution of pharmaceuticals within the designated store, ensuring compliance with FIFO/FEFO stock management principles. Assist in staff supervision, including SOP training, disciplinary process, leave planning and time and attendance monitoring. Participate in stock control processes, including cyclic count and the preparation of the annual and bi-annual stock take. Assist in complaint resolution from health facilities in line with SOPs. Ensure compliance with all relevant legislation, SOPs, and quality standards (GPP, GDP, GWP, Pharmacy Act, PFMA. Ensure Occupational Health and Safety (OHS) compliance, including enforcement of wearing protective clothing and maintaining a safe warehouse environment. Support performance management processes by ensuring that performance reviews are completed as per schedule. Contribute to the development of staff in the warehouse. Must be willing to rotate within different sections of the Warehouse when operationally required.
<b><u>ENQUIRIES</u></b>	: Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<b><u>APPLICATIONS</u></b>	: Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	: Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to

determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/91</u></b>	:	<b><u>AUXILIARY WORKERS REF NO: REFS/023307 (X7 POSTS)</u></b> Directorate: Warehouse
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05), plus benefits Medical Supplies Depot Grade 12 certificate (Mathematics core, life sciences, physical science and English as subjects). Must be physically fit and be able to lift heavy boxes repeatedly. Be reliable, a team player, willingness to work in a temperature-controlled environment (cold-rooms). Computer literate, Planning, problem solving, decision making, attention to detail, teamwork, good communication, good time management and interactive skills.
<b><u>DUTIES</u></b>	:	Receiving of stock from suppliers according to standard operating procedures, Good Distribution Practice and Good Pharmacy practice standards: offloading trucks and moving stock into the appropriate quarantine area, moving of stock to storage areas and packing stock on correct shelves according to FEFO/ FIFO principles. Participate in stock control processes, including cyclic count, annual and bi-annual stock take. Issuing of ordered stock according to standard operating procedures. Moving of roll-trainers to the dispatch area. Maintain cleanliness and organization of the warehouse according to standard operating procedures (SOPs). Participate in routine stock counts and inventory audits. Perform a range of manual and clerical tasks while maintaining strict adherence to Good Distribution Practice (GDP) and warehouse safety protocols. Safely operate equipment (pallet jacks, forklifts). Support the warehouse supervisor in day-to-day operation. Assist in store quality audits and corrective actions. Must be willing to be rotated in various stores in the warehouse.
<b><u>ENQUIRIES</u></b>	:	Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with

disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

**CLOSING DATE**

: 30 September 2025

**POST 33/92**

: **SECURITY OFFICER REF NO: REFS/023315**  
Directorate: Security

**SALARY**

: R228 321 per annum (Level 05), plus benefits

**CENTRE**

: Medical Supplies Depot

**REQUIREMENTS**

: Grade 12 certificate, certificate in CCTV/Control room operations, 3 years' experience in the security and safety in the Public Health environment. Computer literacy (MS Word, Excel, PowerPoint, Email), knowledge of CCTV surveillance cameras, knowledge of access control systems and control room. Conflict resolution and negotiation skills. Report writing skills. Knowledge of legislative applicable to the security field, e.g. control of access to public premises and Vehicle Act, no. 53 of 1985, MISS and the Criminal Procedure Act 51 of 1977 etc. Firearm Control Act. Sound knowledge of Labour Relations process. PMDS, knowledge process and safety and fire Prevention. No criminal record.

**DUTIES**

: Supervise both internal and contracted security personnel. Monitor access control to prevent unauthorized entry in the buildings and other premises. Develop, implement and manage safety and security measures. Check security registers, SOPs, and personnel at relevant posts. Ensure both outsourced and in-house security work according to the prescribed contract. Do a walk-about inspection. Attend effectively to conflict solutions. Retrieve staff data from the computer on a monthly basis as requested by management. Identify risks and threats to the security of the department. Inspect and report all non-functioning security measures (e.g. Turnstiles, CCTV cameras, security lights), monitor and provide support in case of emergencies. Administer the key control system. Monitor and respond to the alarm system. Report faulty equipment/systems. Report all incidents and any identified non-compliance relating to security prescripts. Update all registers for the incidents observed. Perform any other duties delegated by the supervisor. Monitoring and operating electronic security systems and equipment in the control room.

**ENQUIRIES**

: Mr L Lekgothoane Tel No: (011) 628-9120

**APPLICATIONS**

: Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to [healthjobqueries@gauteng.gov.za](mailto:healthjobqueries@gauteng.gov.za)

**NOTE**

: Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department

of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/93</u></b>	:	<b><u>HRM REGISTRY CLERK REF NO: REFS/023312</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R228 321 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate, exposure in Records Management and/or Human Resource Management in public health will be an added advantage, reading, confidentiality, self-discipline, planning and organising, good verbal and written communication, computer literacy, flexibility, teamwork. Priority will be given to the EPWP or current and former MSD interns. Competencies: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer, knowledge and understanding of the legislative framework governing the public services, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in the registry and knowledge of disposal procedures.
<b><u>DUTIES</u></b>	:	Receive, register, and file all HR-related documents and correspondence. Open, maintain, and update physical and electronic files, ensuring they adhere to a proper classification system. Organise and maintain filing plans and systems, including allocating file reference numbers and performing spot checks to ensure accurate filing. Manage incoming and outgoing files, including registering hand-delivered items and operating franking machines. Process documents for archiving and disposal, preparing files for storage and compiling lists of documents to be archived. Retrieve requested documents for internal HR staff and assist auditors by providing files for investigations and audits. Provide registry counter services, assisting staff with their registry-related queries and tasks. Ensure the safe custody and protection of all files and records. Assist with departmental audits by preparing and providing necessary documentation and ensuring an audit trail for file movements. Perform various administrative tasks and operate office machines relevant to registry functions. Conduct accurate data entry and maintain electronic databases.
<b><u>ENQUIRIES</u></b>	:	Mr V.M Maiwashe Tel No: (011) 628-9119
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to



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<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/94</u></b>	:	<b><u>AUXILIARY WORKERS REF NO: REFS/023303 (X4 POSTS)</u></b> Directorate: Warehouse
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04), plus benefits
<b><u>CENTRE</u></b>	:	Medical Supplies Depot
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate (Mathematics core, life sciences, physical science and English) as subjects. Must be physically fit and be able to lift heavy boxes repeatedly. Be reliable, a team player, willingness to work in a temperature-controlled environment (cold-rooms). Computer literate, Planning, problem solving, decision making, attention to detail, teamwork, good communication, good time management and interactive skills.
<b><u>DUTIES</u></b>	:	Receiving stock from suppliers: offloading trucks and moving stock into the appropriate quarantine area, moving of stock to stores and packing stock on correct shelves. Assist with collecting rolltainers and moving them to the dispatch area. Maintain cleanliness and organization of the warehouse according to standard operating procedures (SOPs). Participate in routine stock counts and inventory audits. Perform a range of manual and clerical tasks while maintaining strict adherence to Good Distribution Practice (GDP) and warehouse safety protocols. Safely operate equipment (pallet jacks, forklift).
<b><u>ENQUIRIES</u></b>	:	Ms. C Ramaphakela, Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a> . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to <a href="mailto:healthjobqueries@gauteng.gov.za">healthjobqueries@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<b><u>CLOSING DATE</u></b>	:	30 September 2025

## DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

### **CLOSING DATE** **NOTE**

- : 30 September 2025
- : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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 POSTS

### **POST 33/95**

- : **DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT REF NO: REFS/023328**

### **SALARY** **CENTRE** **REQUIREMENTS**

- : R896 436 per annum, (all - inclusive package)
- : Johannesburg
- : A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and/or Regional Planning /Construction Project Management/Project and/or Programme Management and/or equivalent qualifications in the Built Environment. A minimum of 3-5 years relevant experience at Assistant Director level or equivalent within Infrastructure Project/Programme Management. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of GIAMA, Housing Code, Human Settlements Sector Plans, Framework for Infrastructure Development & Procurement Management, Gauteng IDMS Framework, Construction Industry Development Board Act of 2000 and Regulations, all Best Practices Guides, Council for Built Environment Act of 2000, PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions and Circulars. Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, National Building Standards Act of 1977 and Regulations, National Environmental Management Act of 2008 and Amendments. Planning and organising skills, Strategic capability and leadership, programme and project management, decision making, analytical skills, conflict management, Financial and knowledge management, good verbal and written communication skills, report writing and presentation skills.

### **DUTIES**

- : Manage the planning of Infrastructure Asset Management processes. Manage the development, implementation and monitoring of the Infrastructure Asset Management Plan (I-AMP). Analyse housing sector needs and housing market trends. Collate and analyse infrastructure project proposals and commitments. Manage the confirmation of needs and priorities of the Department for infrastructure projects. Monitor and coordinate the development of Infrastructure Programme and Operations & Maintenance Plans and ensure alignment to I-AMP, IPMP, IPIP and Business Plans. Coordinate the analysis

		assessment of infrastructure portfolio, performance and risk reports. Liaise with internal and external stakeholders. Provide inputs and support to Business Plan team. Management of the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. Alinah Mogaswa at 072 313 8052
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="https://jobs.gauteng.gov.za/">https://jobs.gauteng.gov.za/</a>
<b><u>POST 33/96</u></b>	:	<b><u>DEPUTY DIRECTOR: INCOME AND EXPENDITURE CONTROL REF NO: REFS/023329</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all - inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Finance/Cost & Management Accounting/ B Comm Accounting or any relevant qualification. A minimum of 5 years relevant experience at Assistant Director level within financial administration or management accounting environment. Possession of a valid driver's licence. The candidate should have knowledge of Knowledge of Public Financial Management Act; Knowledge of Treasury Regulation; Knowledge of the BAS and SAP; Financial Management Skills; Knowledge of BAS, PERSAL and SAP and other information management systems; Laws and regulations pertaining to financial accounting, internal controls, and corporate governance. Skills And Competencies: People Management and empowerment; Service Delivery Innovation; Client Orientation and Customer Focus; Planning, organising and execution; Ability to manage conflict; Negotiation skills. Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.
<b><u>DUTIES</u></b>	:	Monitor and correct the department's expenditure transactions and provide and accounts payable management function. Manage internal control procedures, processes and controls for processing of payment transactions within 15 and 30 days. Monitor expenditure incurred and submit reports and plans as required. Manage adherence of financial delegations as approved by accounting officer to eliminate irregular expenditure. Manage and coordinate BAS and SAP payments. Compile journal to correctly allocate expenditure transactions. Identify items that might have been erroneously debited while paying or credited whilst correcting misallocations. Check journals before processing. Authorize journals in BAS systems. Ensure all suppliers are accounted for. Manage receipt of invoices and S&T claims due for payment. Ensuring that invoices and S&T claims are date stamped before beginning payments process. Authorize payment vouchers on BAS and LOGIS systems. Communication with suppliers and end users for payment related issues. Validate creditors balances accurately. Manage recording of debtors and creditors on the system. Manage the age analysis of debtors and the collection thereof on consultation with e-Gov. Management of debt recoveries with e-Gov. Implement a financial account system. Manage ledger suspense accounts transactions prior the preparedness of reconciliations. Manage cash flow in the bank account to avoid bank charges and overdraft. Manage transactions on the trial balance to ensure that all are cleared on monthly, quarterly and yearly basis. Manage receivables and payables accounting functions. Supervision of staff. Maintenance of discipline. Management of performance and development.
<b><u>ENQUIRIES</u></b>	:	Ms. Alinah Mogaswa at 072 313 8052
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="https://jobs.gauteng.gov.za/">https://jobs.gauteng.gov.za</a>
<b><u>POST 33/97</u></b>	:	<b><u>DEPUTY DIRECTOR: SERVICE DELIVERY AND RAPID RESPONSE REF NO: REFS/023330 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all - inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Management/Public Relations or relevant/ equivalent qualification in Customer Relations. A minimum of 3 -5 years relevant experience at an Assistant Director level within Customer Relations Environment. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of Housing Code, PFMA, Housing Processes and Human Settlements programmes. Planning and organising skills, Time management skills, leadership management skills, multilingual, project management and community research. Client orientation

		expertise and local government understanding, supervisory skills, coordination & events management skills, risk management skills, negotiation & conflict resolution skills, policy interpretation, administration skills, facilitation and listening skills. Good verbal and written communication skills, report writing and presentation skills. Positive attitude.
<b><u>DUTIES</u></b>		Establish, promote and manage stakeholder engagements. Establish Project Steering Committees and Stakeholder forums. Conduct Ntirhisano & Public Participation Consultation. Prevention of service delivery disruptions. Conduct research on service delivery disruptions. Develop strategies to mitigate service delivery disruptions. Plan and coordinate interventions on service delivery disruptions. Investigate and respond to all queries received from Office of the MEC, Premiers Office, Sister Departments, Municipalities, communities, Public Protector, Human Rights Commission, Human Settlements Ombudsman. Manage service delivery and rapid response services in the Human Settlement service centres. Manage, coordinate and promote social facilitation and cohesion. Management of the Sub-Directorate. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports.
<b><u>ENQUIRIES</u></b>	:	Ms. Alinah Mogaswa at 072 313 8052
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a>
<b><u>POST 33/98</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: REFS/023331</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all - inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Labour Relations or Human Resource Management with Labour Relations as a Major or Specialisation. A minimum of 3-5 years relevant experience at Assistant Director level in a Labour Relations environment. Possession of a valid driver's license. Skills And Competencies: The incumbent should possess knowledge of Labour Relations, Human Resource Management, Public Service Legislative Frameworks, Collective Agreements and PSCBC Resolutions. Knowledge of PERSAL System and Organisational Design, transformation and its challenges. Strategic capability and leadership, programme and project management, negotiation skills, conflict management, Financial and knowledge management, good verbal and written communication skill and Report writing skills. Positive attitude.
<b><u>DUTIES</u></b>	:	Manage and monitor the implementation of Labour Relations strategies, policies and procedures in line with the Public Services framework. Manage, monitor, review and improve the handling of grievances and discipline in line with the grievance and disciplinary framework. Oversee the implementation, review and improvement of the handling of dispute/s and collective bargaining in the Department. Represent the Department at the Provincial Chambers for Public Service Coordinating Bargaining Council (PSCBC) and General Public Service Sectoral Bargaining Council (GPSBC). Attend and represent the Department during Conciliation and Arbitration hearings. Conduct reviews, rescission/s and condonation applications. Brief appointed attorneys and office of the state attorneys on labour relations disputes and / or cases. Compile and submit all required administrative reports. Management of the sub-business unit.
<b><u>ENQUIRIES</u></b>	:	Ms. Alinah Mogaswa at 072 313 8052
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a>
<b><u>POST 33/99</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: REFS/023332</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all - inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Office Administration/Public Administration/ Public Management/ Business Management. A minimum of 3-5 years relevant experience at Assistant Director level within Executive Support environment. Possession of a valid driver's license. The candidate should have knowledge of the Public Service Regulations, Best Practice Business Continuity Good Practice Guidelines, Knowledge of government planning and reporting mechanisms, Framework for Strategic Plans and Annual Performance Plans 2010 and knowledge of International Protocol. Competencies And Skills: Strategic

capability and Leadership, People Management and empowerment, Programme and Project Management, Human Resource Management, Financial Management and Change Management. Service delivery innovation, analytical, knowledge management, honesty and integrity. Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills, reliable and responsible. Deadline driven and positive attitude.

**DUTIES** : Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Liaise with internal and external role players with regards to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Staff supervision.

**ENQUIRIES** : Ms. Alinah Mogaswa at 072 313 8052  
**APPLICATIONS** : Please apply online at <https://jobs.gauteng.gov.za>

**POST 33/100** : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: REFS/023333 (X2 POSTS)**  
 (12 Months Contract)

**SALARY** : R896 436 per annum, (all - inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Supply Chain Management. A minimum of 5 years' relevant experience within Supply Chain Management environment at Assistant Director level. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Skills And Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.

**DUTIES** : Manage the functional operation of Demand and Acquisition Management. Manage, design and develop demand and acquisition management policies processes and procedures. Inform, guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Compile procurement plan and obtain approval. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render SCM advisory services to the relevant committees. Oversee the appointment of bid committee members. Compile tender/quotation specifications as required. Determine whether specification for the relevant commodity exists, if not oversee the collection of information and compile specification/terms of reference. Oversee the bidding process. Manage compilation of bid documents and advertisements. Manage publishing of bid documents. Manage the receipt (closing and opening) of bid documents. Processing of bid documents. Monitor the database of approved suppliers. Oversee the coordination, compilation and submission of information for audit purposes. Oversee the compilation and timeous submission of audit related information. SCM Reporting. Compile reports and oversee the reporting on the execution of the procurement plan and other related supply chain management administrative reports. Report on the execution of the procurement plan and other supply chain management administrative related activities. Management of sub-directorate. Maintenance of discipline. Management of performance and development. Establish, implement, and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the unit and report on progress as required. Compile and submit all required administrative reports. Procurement and asset management. Plan and allocate work.

**ENQUIRIES** : Ms. Alinah Mogaswa at 072 313 8052  
**APPLICATIONS** : Please apply online at <https://jobs.gauteng.gov.za>

**POST 33/101** : **ASSISTANT DIRECTOR: PORTFOLIO MANAGEMENT REF NO: REFS/023334**

**SALARY** : R468 459 per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and/or Regional Planning /Construction Project Management/Project and/or Programme Management and/or equivalent qualifications in the Built Environment. A minimum of 3-5 years relevant experience at Admin Officer level or equivalent within Infrastructure Project/Programme Management. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of GIAMA, Housing Code, Human Settlements Sector Plans, Framework for Infrastructure Development & Procurement Management, Gauteng IDMS Framework, Construction Industry Development Board Act of 2000 and Regulations, all Best Practices Guides, Council for Built Environment Act of 2000, PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions and Circulars. Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, National Building Standards Act of 1977 and Regulations, National Environmental Management Act of 2008 and Amendments. Planning and organising skills, financial management skills, programme and project management, customer focus & responsiveness, conflict management skills and problem-solving analysis. Good verbal and written communication skills, report writing and presentation skills.

**DUTIES** : Coordinate the planning of Infrastructure Asset Management processes. Coordinate the development, implementation and monitoring of the Infrastructure Asset Management Plan (I-AMP). Analyse housing sector needs and housing market trends. Collate and analyse infrastructure project proposals and commitments. Coordinate the confirmation of needs and priorities of the Department for infrastructure projects. Coordinate and facilitate the development of Infrastructure Programme and Operations & Maintenance Plans and ensure alignment to I-AMP, IPMP, IPMP and Business Plans. Coordinate the analysis assessment of infrastructure portfolio, performance and risk reports. Liaise with internal and external stakeholders. Provide inputs and support to Business Plan team. Provide general office support.

**ENQUIRIES** : Ms. Alinah Mogaswa at 072 313 8052  
**APPLICATIONS** : Please apply online at <https://jobs.gauteng.gov.za>

**POST 33/102** : **ASSISTANT DIRECTOR: ICT GOVERNANCE AND SERVICE DELIVERY REF NO: REFS/023335**

**SALARY** : R468 459 per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Information Communication and Technology Environment (Computer Science or Informatics). Certification in ITIL, COBIT, ISO. A minimum of 3-5 years relevant experience at Admin Officer level within Information Communication and Technology ICT Governance and Service Delivery Environment. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of Department and GPG IT policies and procedures, relevant Legislation, IT case management/ Database system operation. Understanding GPG and departmental business organisation, IT management and administration processes and knowledge of Departmental Service Level Agreements (SLA's) with E-Gov. Planning, organising and execution skills, financial management skills, programme and project management, problem-solving analysis, knowledge management, client orientation and customer focus. Good verbal and written communication skills, language proficiency and negotiation skills.

**DUTIES** : Provide, monitor and report on ICT Service Delivery services. Provide and ensure timely and accessible responsive ICT service desk. Advise relevant stakeholders on ICT Service Delivery and Support related matters. Conduct investigation on breaches of SLA targets and provide feedback to service providers and/or clients. Monitor Implementation of service level management and ensure adherence to Information Technology Infrastructure Library (ITIL) disciplines and best practices. Provide, monitor and report on all ICT Corporate Governance and Risk Management. Facilitate IT risk assessment processes

		and provide subject matter expertise on all IT domains. Attend all Governance and Risk Management forums and meetings as delegated by management. Produce, maintain and support ICT Business Continuity Management and Recovery. Perform Business Impact Analysis to determine the impact of a disaster and how long the business can survive from lacking any ICT Service. Coordinate and facilitate the development and implementation of ICT Governance policies and Service Level Agreements. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms. Alinah Mogaswa at 072 313 8052
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a>
<b><u>POST 33/103</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECTOR TRANSFORMATION REF NO: REFS/023336</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Humanities/Social Sciences or Public Management. A minimum of 3-5 years Admin Officer level experience in Transformation on women, youth, persons with disability, Diversity Management, BBBEE compliance, Youth Development and mainstreaming programmes. Possession of a valid driver's license. Skills & Competencies: The incumbent should have knowledge & understanding of mainstreaming of women, youth, persons with disabilities, BBBEE, Preferential Procurement Policy Framework Act (PPPFA), Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing Framework (GRPBMEA), Employment Equity Act, Public Finance Management Act and Treasury regulations. Financial management skills, data management and analysis skills, strategic capability & leadership, service delivery innovation, willing to work under changing and difficult circumstances, facilitation skills and networking, project management research skills, customer focus & responsiveness, conflict management skills and problem-solving analysis, risk management, accuracy, and client-focused strategist. Good verbal and written communication skills and report writing skills.
<b><u>DUTIES</u></b>	:	Collect, quality assures data and develop comprehensive reports on Departmental designated groups (women, youth, person with disabilities and older persons) mainstreaming targets and programmes. Conducting designated groups analysis and research on Departmental policies, programs, and services. Examining Departmental internal strategic documents including policies to identify designated groups biases and disparities. Analyse data and identify trends, gaps, and best practices for designated groups initiatives. Contributing to the development of designated groups policies and programmes. Coordinate and prepare progress reports on implementation of corrective action plan for non-performing targets. Facilitate bilateral engagements with all relevant stakeholders on designated mainstreaming initiatives. Coordinate bilateral meetings with various internal and external stakeholders on designated groups mainstreaming. Facilitate GEYODI Committee and bilateral meetings, logistics management, taking minutes, report writing and follow up of action items from the committee. Facilitate and consolidate reports to ensure reports are accurate and meet all reporting deadlines with various stakeholders. Prepare and produce high-quality reports, and policy papers on designated groups mainstreaming. Editing and proofreading documents to ensure accuracy and clarity. Conduct site visits on projects implemented in line with prescribed norms and standards. Coordinate the compilation of monthly, quarterly, and end of financial year reports. Supervision of the business unit.
<b><u>ENQUIRIES</u></b>	:	Ms. Alinah Mogaswa at 072 313 8052
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a>
<b><u>POST 33/104</u></b>	:	<b><u>ASSISTANT DIRECTOR: GEYODI MAINSTREAMING REF NO: REFS/023337</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Humanities/Social Sciences/Business Management\HR Management\Data Science Management or Public Management and other related qualifications. A minimum of 3-5 years Admin Officer level experience in Transformation on women, youth, persons with

disability, Diversity Management, BBBEE compliance, Monitoring & Evaluation and mainstreaming programmes. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of mainstreaming of women, youth, persons with disabilities, BBBEE compliance, Preferential Procurement Policy Framework Act (PPPFA), Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing Framework (GRPBMEA), Employment Equity Act, Public Finance Management Act and Treasury regulations. Financial management skills, data management and analysis skills, strategic capability & leadership, service delivery innovation, willing to work under changing and difficult circumstances, facilitation skills and networking, project management, research skills, customer focus & responsiveness, conflict management skills and problem-solving analysis, risk management, accuracy, client-focused strategist. Good verbal and written communication skills and report writing skills.

#### **DUTIES**

: Designing and managing monitoring and evaluation tools to track designated groups equality progress. Review and input into existing policies, strategies and departmental performance plans relating to designated groups equality. Facilitate sensitisation engagements with affected business units to address identified gaps. Monitor and evaluate the implementation of departmental designated groups mainstreaming strategies and policies. Conduct site visits on projects implemented in line with building prescribed norms and standards for designated groups specifically persons with disabilities. Conduct designated groups audits and assessments on designated groups mainstreaming initiatives to ensure equal opportunities and fair treatment through elimination of unfair discrimination. Ensuring designated groups-sensitive indicators are included into departmental performance plans in line with designated groups mainstreaming framework. Conduct a designated groups audit through reviewing existing performance plans to identify designated groups gaps and biases. Prepare and consolidate recommendation reports to ensure departments accountability in achieving designated groups equality targets. Prepare and consolidate comprehensive M&E reports for designated groups mainstreaming initiatives. Coordinate the compilation of monthly, quarterly, and end of financial year reports. Supervision of the business unit.

#### **ENQUIRIES**

: Ms. Alinah Mogaswa at 072 313 8052

#### **APPLICATIONS**

: Please apply online at <https://jobs.gauteng.gov.za>

#### **POST 33/105**

: **ASSISTANT DIRECTOR: ADVOCACY FOR VULNERABLE GROUPS REF NO: REFS/023338**

#### **SALARY**

: R468 459.per annum

#### **CENTRE**

: Johannesburg

#### **REQUIREMENTS**

: A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in in Humanities/ Social Sciences/ Social Work/ Public Management or related field. A minimum of 3-5 years Admin Officer level experience in Youth Development and mainstreaming programmes. Strong Events management experience and/or rapid response experience. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of national policies and legislation related to gender, youth, and disability. Experience in policy advocacy and stakeholder engagement. Demonstrable knowledge and experience in programmes Targeting Youth, Women, Persons With Disabilities, Older Persons and the LGBTQIA+ communities, within the context of government transformation and developmental priorities. Knowledge of legislative and Policy Framework such as the Constitution of the Republic of South Africa, Rights of Persons with Disabilities, the National Policy Framework for Women's Empowerment and Gender Equality, the Framework for the Empowerment and Participation of Youth in Human Settlements Delivery, The National Housing Code and Breaking New Ground (BNG) Policy, Employment Equity Act, BBBEE, PPPFA, National Skills Development Act, White Paper on the Rights of Persons with Disabilities, and Treasury regulations. Financial management skills, strategic capability & leadership, service delivery innovation, willing to work under changing and difficult circumstances, events management skills, customer focus & responsiveness, conflict management skills and problem-solving analysis, accuracy, client-focused strategist. Good verbal and written communication skills and report writing skills. Willingness to travel and work extended hours as and when required.



<b><u>DUTIES</u></b>	:	Facilitate and implement capacity-building programmes targeting designated groups of SMMEs in line with departmental targets. Coordinate capacity-building initiatives for designated SMMEs preparing them for economic opportunities in the public sector. Ensure the development of the participant lists of stakeholders for the SMMEs capacity-building session. Facilitate beneficiary awareness programs for designated groups (Women, youth, persons with disabilities). Convene a task team of relevant stakeholders (sister departments, agencies, and non-governmental organizations) to plan the implementation of awareness programs including roles and responsibilities. Build beneficial working relationships with internal and external key stakeholders. Participate in internal and external forums for designated groups. Prepare and provide reports, recommendations, and action plans from engagements with stakeholders. Prepare Reports on advocacy programmes and respond to Enquiries. Consolidate and prepare monthly, quarterly, and annual advocacy progress reports. Supervision of the business unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Alinah Mogaswa at 072 313 8052
	:	Please apply online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a>
<b><u>POST 33/106</u></b>	:	<b><u>ASSISTANT DIRECTOR: GEYODI OUTREACH PROGRAMMES REF NO: REFS/023339</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Humanities, Social Sciences, Social Work, Public Management or a related field. A minimum of 3-5 years Admin Officer level experience in Youth, Women, and Persons with Disabilities Development and mainstreaming programmes. Strong project management, stakeholder liaison, and community development experience. Sound knowledge of national policies and legislation on gender, youth, and disability. A valid driver's licence and willingness to work extended hours are essential. Skills And Competencies: Proven event management expertise in planning, coordinating, and delivering successful programmes; conflict management and problem-solving skills; excellent verbal and written communication, with strong report writing and presentation abilities. Possesses strategic leadership skills and the ability to adapt effectively to changing and challenging circumstances, including unpredictable situations and extended working hours. Know and understand the Constitution of the Republic of South Africa, 1996 (Chapter 2: Bill of Rights). The National Housing Code and Breaking New Ground (BNG) Policy. The National Development Plan (Vision 2030). Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and related Codes of Good Practice. The White Paper on the Rights of Persons with Disabilities (2016), the National Policy Framework for Women's Empowerment and Gender Equality, and the Framework for the Empowerment and Participation of Youth in Human Settlements delivery.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for coordinating, planning, and enhancing the execution of commemorative events and outreach programmes, including Youth Month, Women's Month, Elderly Month, Persons with Disabilities Month, and the 16 Days of Activism, in alignment with the GEYODI calendar. This includes facilitating the development and consolidation of a departmental commemorative calendar across business units, ensuring events are impactful, inclusive, and well-coordinated. Build and sustain strategic partnerships with internal and external stakeholders, secure departmental visibility at expos and plenary sessions, and ensure exhibitions are professionally delivered during commemorative months. The incumbent will also be responsible for preparing minutes, action plans, and reports from engagements, responding to stakeholder inquiries, and compiling monthly, quarterly, and annual reports on commemorative activities. Additionally, the role entails supervising the subunit to ensure effective delivery of all commemorations and related programmes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Alinah Mogaswa at 072 313 8052
	:	Please apply online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a>

## OFFICE OF THE PREMIER

### MANAGEMENT ECHELON

<b><u>POST 33/107</u></b>	:	<b><u>HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF EDUCATION REF NO: REFS/ GDE/HOD/2025/01</u></b> (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
<b><u>SALARY</u></b>	:	R2 352 642 – R2 650 223 per annum (Level 16), (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	A relevant postgraduate qualification (NQF Level 8 in terms of SAQA standards) in Education, Public Administration, Public Management or relevant field, and a minimum of ten (10) year's relevant experience at senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at provincial and local level. Knowledge of public sector legislation, the South Africa Schools Act, Basic Education Laws Amendment (BELA) Act, and other education related framework. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes-Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
<b><u>DUTIES</u></b>	:	Serve as Accounting Officer in the Gauteng Department of Education in accordance with the provisions of the PFMA; Providing strategic leadership to the Department; overseeing the development, implementation, and monitoring of organisational programmes in line with organisational policies; responsibility for the overall management of education in Gauteng by aligning all departmental plans with the National Development Plan (NDP), National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation [TMR] Programme and GGT 2030. Promote school safety, infrastructure development, and ICT integration in education, foster partnerships with communities, SGBs, and other stakeholders to enhance educational outcomes, to ensure the provision of a sound education framework, improving equity and universal access to quality education in Grade R, Primary and Secondary education, Improving Educational Outcomes, Implementation of the GDE 10 Pillars, Management of School Infrastructure Programme, Safety and nutrition amongst others. Provide strategic leadership in the delivery of integrated, sustainable, and efficient transport and overall management of the Department's programmes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Pange Radebe at (066) 315 6970
	:	Applications should be sent through <a href="mailto:RecruitmentHOD.Premier@gauteng.gov.za">RecruitmentHOD.Premier@gauteng.gov.za</a> quoting the relevant reference number to Human Resources Administration. No late applications will be considered.
<b><u>NOTE</u></b>	:	Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link : <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> .The

successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their application on the, New Application Form (Z83), found on [www.dpsa.gov.za](http://www.dpsa.gov.za), Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. 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 the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/108</u></b>	:	<b><u>HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION REF NO: REFS/ SCRA/2025/02</u></b> (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
<b><u>SALARY</u></b>	:	R1 813 182 – R2 042 535 per annum (Level 15), (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg A relevant post graduate qualification (NQF Level 8 in terms of SAQA standards) in Public Administration, Public Management, Sports Management, Arts and Culture, Heritage Studies, relevant related field, and a minimum of ten (10) year's relevant experience at senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
<b><u>DUTIES</u></b>	:	Serve as Accounting Officer of the Gauteng Department Sport, Arts, Culture and Recreation. Lead budget planning, financial oversight, and ensure full compliance with the Public Finance Management Act (PFMA). Provide strategic leadership in the delivery of integrated, sustainable, efficient and overall management of the Department's programmes by aligning all departmental plans with the National Development Plan (NDP), National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation (TMR) Programme and GGT 2030. Foster partnerships with stakeholders including municipalities, civil society, cultural institutions, and the private sector. Ensure sound governance, ethical leadership, and effective performance management within the department. Strengthen intergovernmental relations and stakeholder engagement, including with municipalities, SOEs, and the private sector. Drive innovation in transport infrastructure. Over-seeing the development, implementation and monitoring

**ENQUIRIES  
APPLICATIONS**

of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng.

: Ms Pange Radebe at (066) 315 6970  
: Applications should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

**NOTE**

: Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link :<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their application on the, New Application Form (Z83), found on [www.dpsa.gov.za](http://www.dpsa.gov.za), Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. 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 the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications, we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

**CLOSING DATE**

: 29 September 2025

**POST 33/109**

: **CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/023039**  
Branch: Corporate Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)  
: Johannesburg  
: An appropriate undergraduate qualification (NQF Level 7) in Public Administration Management, Strategic Management, Human Resource Management, any related fields and the Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level in a corporate services environment. Competencies: Demonstrable advanced strategic leadership, planning and organizing skills; analytical, conceptual, and writing skills; strong leadership, people management, conflict resolution and interpersonal skills. Good programme and project management; stakeholder management; communication, public speaking and presentation skills. Excellent financial, human resource management skills. Customer management, Problem solving, Analytical, Good Communication and Policy development, analysis and implementation skills. Ability to work under pressure, in a team and

independently as well as cope with a high workload. S/he must be assertive, innovative and creative. Excellent co-ordination, networking, negotiation, presentation and multi-tasking skills. Ability to work under pressure and willingness to work long hours.

## **DUTIES**

: The successful candidate will be responsible for the implementation of Strategic Corporate Services. The role will include the following functions: Oversee Corporate Services functions such as Human Resources Management, which includes coordination and facilitation of organisational development. Oversee sound Labour relations, Oversee Employee Health and Wellness and ensure compliance with occupational health and safety standards. Oversee workplace transformation and Compliance with the regulatory frameworks. Oversee Training and Development and Performance Management Oversee Information and Communication Technology such as knowledge management systems, IT Infrastructure and IT Technical Support. Oversee the provision of internal communication and events management services. Oversee Security services and Work Environment management such as implementation of minimum information security standards and vetting of employees, provide security technical support services, and management of Office Support and Auxiliary Services. Provide high level management advice to Executive Management to ensure sound decision making and forward planning. Monitor the development and review of policies and strategies. Ensure implementation of Annual Performance Plan. Manage and monitor Budget, Human Resources and Assets of the Chief Directorate.

## **ENQUIRES APPLICATIONS**

: Ms Sylvia Mtshali Tel No: (011) 355 6280  
: Qualifying applicants should submit their applications online on the GPG Professional Job Centre website, ([www.gautengonline.gov.za](http://www.gautengonline.gov.za)) and on Recruitment.Premier@gauteng.gov.za

## **NOTE**

: It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females and males of all races are encouraged to apply. The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise/test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OTP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to conclude an annual performance agreement within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. NB. Requirement for all SMS posts is the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Prospective candidates will not be employed without this certificate. Note: The posts are advertised due to corrections on the duties.

Applicants who applied earlier will be considered, need not to reapply. The role of Chief Negotiator has been removed. Update: Duties now include, Oversee Training and Development and Performance Management.

<b><u>CLOSING DATE</u></b>	:	30 September 2025
<b><u>POST 33/110</u></b>	:	<b><u>CHIEF DIRECTOR: TRANSVERSAL HUMAN RESOURCE AND DEVELOPMENT REF NO: REFS/023040</u></b> Branch: Institutional Development Support & Integrity Management
<b><u>SALARY</u></b>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An NQF Level 7 qualification in Human Resource Management or Social Sciences or Public Administration, Public / Business Management or Industrial Psychology and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level and experience in the development and review of strategies, policies and plans in the HR environment. Advanced knowledge of strategy development and monitoring, Policy development and review processes. Ensure implementation of transversal HRM&D policies within GPG. Competencies: Strategic capability and leadership; analytical, conceptual, and writing skills; leadership skills, people management and empowerment, problem solving and interpersonal skills; good programme and project management; good human resource management. Client orientation and customer focus, Problem solving, Communication skills. Competency in policy development. Knowledge of legislative framework and government procedures. Knowledge of PFMA, PSA, PSR, SCM. Ability to work under pressure and willingness to work long hours.
<b><u>DUTIES</u></b>	:	Oversee implementation of transversal Strategic HR Planning and Reporting. Oversee implementation of Human Resource Development and Performance management. Serve as Chief Negotiator for all Gauteng Provincial Government Departments. Oversee the coordination and the facilitation of collective bargaining, Oversee transversal discipline and dispute resolutions. Manage and facilitate the development of strategic plans and annual performance plans. Oversee Transversal Human Resource Admin services such as Recruitment and Selection & Performance Management of HoDs and Human Resources Delegations. Oversee Organisational Development Oversight. Oversee coordination and Monitoring of Change and Diversity Management. Oversee Organisational Development Implementation. Oversee and Coordinate Transversal Employee Health and Wellness programmes. Monitor the implementation of transversal framework, policies and plans. Coordinate Provincial HRM & D Forum. Oversee the facilitation, Coordination and monitoring of public service capacity building. Manage the Budget, Human Resources and Assets of the Chief Directorate.
<b><u>ENQUIRES</u></b>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280, Tel No: (011) 355 6280
<b><u>APPLICATIONS</u></b>	:	Qualifying applicants should submit their applications online on the GPG Professional Job Centre website, ( <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> ) and on <a href="mailto:Recruitment.Premier@gauteng.gov.za">Recruitment.Premier@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females and males of all races are encouraged to apply. The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise/test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not

fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to conclude an annual performance agreement within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. NB. Requirement for all SMS posts is the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Prospective candidates will not be employed without this certificate. Note: The posts are advertised due to corrections on the duties. Applicants who applied earlier will be considered, need not to reapply. Duties now include the role of Chief Negotiator for all Gauteng Provincial Departments.

**CLOSING DATE**

: 30 September 2025

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

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://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 or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 29 September 2025 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)). The Z83 form must be completed in terms of DPSA circular 03 of 2025. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.



## MANAGEMENT ECHELON

<b><u>POST 33/111</u></b>	:	<b><u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: 353/2025</u></b> Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY</u></b>	:	R1 266 714 per annum, (all Inclusive, flexible remuneration package)
<b><u>CENTRE</u></b>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in a Finance or Accounting field (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level in a financial management environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the financial prescripts of the Public Finance Management Act and Treasury Regulations. Knowledge of advanced financial and analytical methodologies. Knowledge of the financial management information systems in the province. Knowledge of the Labour Relations Act. Knowledge of computer-based information systems. Project management skills – provide financial information for planning and decision making by studying past, present and anticipated financial conditions and recommending courses of action. Communication skills – prepare reports required in terms of Public Service statutory framework by collecting, formatting and explaining information. Effective communication, negotiation and influencing skills. Functional ability – maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure inquiries. Skills in coaching and developing people – ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge. Computer literacy. The ideal candidate should be a quick thinker – provide financial information for planning and decision making and recommending courses of action where tight deadlines apply. He / she should also be an innovative thinker, problem solver and a team player – contribute to team effort by accomplishing results as needed.
<b><u>DUTIES</u></b>	:	Manage departmental financial system and user configuration. Implement and maintain system policies from National and Provincial Treasury. Ensure improved Financial Accounting, i.e. develop, implement, maintain and coordinate accounting policies, reports, procedures and practices compliant with Generally Recognised Accounting Practices and in line with Modified Cash Standards. Ensure efficient management of departmental Bookkeeping and Accounting services and reporting thereof. Produce departmental financial reports, Annual Financial Statements and Interim Financial Statements. Facilitate improved financial management, i.e. develop, implement and co-ordinate accounting policies, procedures and practices compliant with generally recognised accounting practices. Co-ordinate the compilation of risk assessment and fraud prevention plans and the carrying out of compliance inspections to promote accountable financial administration.
<b><u>ENQUIRIES</u></b>	:	Mr T Nkosi Tel No: (033) 355 8792
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr C McDougall
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling this position.

## OTHER POSTS

<b><u>POST 33/112</u></b>	:	<b><u>CHIEF ENGINEER GRADE A REF NO: DOT 354/2025</u></b> Policy & Planning Directorate
<b><u>SALARY</u></b>	:	R1 266 450 per annum, (OSD), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An engineering degree (B Eng / BSC (ENG); plus 6 (Six) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus A valid driver's licence (minimum code B). Knowledge, Skills and

		Competencies Required: Programme and Project management knowledge. Engineering, Legal and operational compliance knowledge. Engineering operational communication knowledge. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of creating high performance culture. Knowledge of technical consulting. Knowledge of engineering and professional judgement. Strategic capability and leadership skills. Problem solving and analysis skills. Decision-making, team leadership, creativity and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer literacy. Conflict management, people management and negotiation skills. Change management skills. Knowledge of traffic studies. Knowledge of Highway capacity. Strong traffic engineering competency in relation developments and road improvements.
<b><u>DUTIES</u></b>	:	Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People Management.
<b><u>ENQUIRIES</u></b>	:	Ms B Ntombela Tel No: (033) 355 8988
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr C McDougall
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 33/113</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R879 342 per annum, (inclusive flexible remuneration package), (OSD), (salary depending on experience)
<b><u>CENTRE</u></b>	:	Regional Office, Durban Road Pavement & Traffic Engineering, Durban Ref No: DOT 355/2025
<b><u>REQUIREMENTS</u></b>	:	An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Expropriation, access control, and roadside development services. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.
<b><u>DUTIES</u></b>	:	Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Manage regional capital projects. Human capital development. Office administration and budget planning. Research and development.
<b><u>ENQUIRIES</u></b>	:	Mr MBB Gumede Tel No: (031) 700 2222
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr C McDougall
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling these positions.

<b><u>POST 33/114</u></b>	:	<b><u>CONTROL PROVINCIAL INSPECTOR REF NO: DOT 356/2025</u></b> Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY CENTRE</u></b>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
	:	Road Traffic Inspectorate Road Traffic Law Administration: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6 or higher); plus A Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus 3-5 years' management experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in a Traffic Law Enforcement field; plus A valid driving licence (minimum code B); plus No criminal record. Knowledge, Skills and Competencies Required: Knowledge on how to manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Knowledge of driver fitness inspections. Knowledge of vehicle fitness inspections. Knowledge on the completion of Law Enforcement documents. Knowledge of operator fitness inspections. Knowledge of investigations. Working knowledge of applicable legislations – Public transport and traffic environment. Records, resource and customer relationship management skills. Performance, finance and conflict management skills. Projects, time and self-management skills. Risk, change and public information management skills. Planning, organising and people management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving, report writing and workplace relations skills. Conflict management, monitoring and evaluation and management skills. Results/quality management skills. Innovation/continuous improvement skills. Analytical, negotiation and innovative skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Provide effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Provide strategic guidance and leadership to law enforcement officials. Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies: Co-ordinate the development of standardised operational plans. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Develop and maintain corrective action on identified problem areas. Research and capture national and international traffic law enforcement best practice. Promote a holistic integrated management approach in terms of support and other functions. Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres. Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery: Ensure that environmental analysis of each centre is updated on an annual basis and reviewed on a quarterly basis. Develop a monitoring mechanism to co-ordinate law enforcement operations and statistics. Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions. Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the region/district. Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the region/district: Monitor the budget of the region to prevent over/under spending on a monthly basis. Monitor the procurement and utilisation of equipment of and services provided to the centre. Ensure appropriate use of all facilities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr VK Chetty Tel No: (033) 355 8880
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.

**POST 33/115** : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY & EMPLOYEE HEALTH AND WELLNESS REF NO: DOT 357/2025**  
Human Resource Administration Directorate

**SALARY** : R896 436 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
**REQUIREMENTS** : An undergraduate qualification in Safety Management, Social Work or Psychology (NQF Level 6 or 7); plus, Registration with the relevant Professional Body; plus, A minimum of 3 years junior management experience in an Occupational Health and Safety environment and Employee Health and Wellness; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the Occupational Health and Safety Act, Regulations, SABS and specifications. Knowledge of the South African Constitution. Knowledge of the Labour Relations Act. Knowledge of building construction. Knowledge of technical, mechanical and administrative procedures. Knowledge of legislation of procedures. Knowledge of construction regulations. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Occupational Health and Safety Act No. 85 of 1993, Occupational Health and Safety Regulations and Hazardous Substance Act No. 55 of 1998. Knowledge of Fire Protection and Environmental Act. Knowledge of National Building Regulations Act No. 15 of 1973 as amended. Knowledge of Compensation for Injuries and Diseases Act of 1993. Knowledge of Disaster Management Act No. 57 of 2000 as amended. Knowledge of Public Sector policies, procedures and legislation. Knowledge of Access to Information Act and Public Service Regulatory Framework. Knowledge of Basic Conditions for Employment Act No. 55 of 1998 and National Treasury Guideline documents. Computer literacy. Good verbal and written communication skills. Good interpersonal relations skills. Problem solving skills. Policy development and analysis skills. Research, organising, facilitation and planning skills. Project and Basic Financial Management skills. Management skills. Team development and change management skills. Influencing and leadership skills. Decision making skills. Skills in the use of training aids. Report writing skills. Analytical and innovative skills. Firefighting and first aid skills. Self-disciplined and able to work under pressure with minimum supervision. Able to network with all levels of management, staff and outside clients. The ideal candidate should be dedicated, believe in transformation, be loyal, accurate, innovative, independent, time frame driven, meticulous, maintain confidentiality, be proactive, honest and have integrity. He/she should be reliable, patient, show commitment and professionalism, be culturally sensitive, a team player, show perseverance and be punctual.

**DUTIES** : Manage the promotion of Employee Health and Wellness Programme within the Department. Manage the establishment and maintenance of occupational health and safety structures. Monitor the implementation of the Safety, Health and Environmental Quality (SHERQ) management programme. Ensure the implementation of Departmental HIV and AIDS and TB management programme. Develop and implement policies, strategies and procedures pertaining to Occupational Health and Safety (OHS) and Employee Health and Wellness. Manage resources of the Sub-directorate.

**ENQUIRIES** : Mr N Zondi Tel No: (033) 355 8653  
**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION** : Mr C McDougall  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.

**POST 33/116** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DOT 358/2025**

**SALARY** : R896 436 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
**REQUIREMENTS** : A undergraduate qualification majoring in Public Administration or Office Management field (NQF Level 7 or higher); plus a minimum of 3 years' junior

management experience; plus a valid driver's licence (code B or higher). Knowledge, Skills and Competencies Required: Knowledge of Republic of South African Constitution. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act. Knowledge of policy analysis and development. Knowledge of Organization behaviour analysis. Knowledge of Ministerial Handbook. Knowledge of Provincial Growth and Development Plan. Knowledge of Ministry operations. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Analytical thinking skills. Communication skills. Presentation and facilitation skills. Interpersonal relation skills. Research skills. Report writing skills. Policy formulation skills. Conflict management skills. Strategic planning skills. Problem solving skills. Project management. Computer literacy. The ideal candidate should be loyal, accuracy, innovative and be independent. He/ she should be strictly confidential, be proactive and honest, he/ she should also show integrity, be reliable and be patience. The ideal candidate must also be a team player, must show perseverance, be punctual, show professionalism and must also be able to work under pressure.

**DUTIES** : Co- ordinate executive administrative support. Manage secretariat services. Provide document management support services. Manage the development and implementation of policies. Manage the resources of the Directorate.

**ENQUIRIES** : Ms S Ngubo Tel No: (033) 355 8808  
**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION** : Mr B Hornsby  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.

**POST 33/117** : **DEPUTY DIRECTOR: MECHANICAL REF NO: DOT 359/2025**

**SALARY** : R896 436 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Regional Office, Durban  
**REQUIREMENTS** : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, An appropriate Bachelor's Degree or National Diploma in (T/S/N-Stream) in the Mechanical Engineering field (NQF Level 6 or higher); plus A minimum of 3 years' junior management experience in the field of preventative maintenance and repairs of earthmoving equipment plant; plus A valid driver's licence (minimum code C1). Knowledge, Skills and Competencies Required: In depth knowledge of maintenance and repairs management of plant. A sound knowledge of Plant fleet management. A wide knowledge of oil analysis programme. Knowledge of Road Traffic and Transportation legislation, Dangerous Goods Regulations, Occupational Health and Safety Act (OHS), Environmental Conservation Act. Sound knowledge of Transport regulations (eNATIS). Sound knowledge of administrative processes. Sound knowledge of procurement procedures. Sound knowledge of delegation of authority. Sound knowledge of disciplinary procedures/Labour Relations. Sound knowledge of EPMDS procedures. Sound knowledge of Public Finance Management Act (PFMA) and Practice Notes. Knowledge and understanding of Public Service legislation such as Labour Relations Act, Skills Development Act, Basic Conditions of Employment Act and Employment Equity Act. Literacy and numeric skills. Driving skills (certificate of competency). Operating equipment skills. Basic language skills. Computer literacy (MS Windows based programmes and PJC computer programme). Project and Financial Management skills. Training and mentorship skills. First Aid skills to attend to minor injuries. Ability to interpret and apply policies. Analytical, innovative, negotiating and problem - solving skills. Accurate diagnosis of defects. Accurate interpretation of oil analysis returns. Management and leadership skills. Planning and organizing skills. Interpersonal skills.

**DUTIES** : Manage maintenance and repairs of plant and vehicles. Develop business plan and manage expenditure performance. Manage human resources in terms of prescribed policies. Maintain compliance of OHS and Environmental Act at work. Develop and maintain sound relationships with all stakeholders.

**ENQUIRIES** : Mr EM Sithole Tel No: (031) 700 2222

<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr C McDougall
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 33/118</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: DOT 360/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R551 493 per annum, (OSD)
	:	Technical Services Regional Office, Empangeni
	:	An undergraduate qualification in Engineering or related field (NQF Level 6 or higher); plus A minimum of 3 years junior management experience in an Engineering environment; plus Compulsory registration with ECSA as an Engineering Technician; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of Technical Design and Analysis. Knowledge of Research and Development. Knowledge of Computer-aided engineering applications. Knowledge of Legal compliance. Knowledge of Technical report writing. Knowledge of Technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (written & verbal). Computer literacy. Planning and organising skills. People management skills. Proven and well developed interpersonal and communication skills (both written and verbal). The ideal candidate should demonstrate leadership qualities, time management and be proactive. He/ she must be creative, innovative, honest, visionary, teamwork orientated, maintain confidentiality, have sound interpersonal relations, be assertive, analytical thinker, receptive to ideas and possess leadership qualities.
<b><u>DUTIES</u></b>	:	Manage Technical services. Manage Administrative and related functions. Research and develop continuous professional developments to keep up with new technologies and procedures. Manage, supervise and control technical and related personnel and assets.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms TK Dingiswayo Tel No: (035) 562 0262
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 33/119</u></b>	:	<b><u>SENIOR SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY REF NO: DOT 361/2025</u></b> Human Resource Administration Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09)
	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
	:	An undergraduate qualification in Safety Management (NQF Level 6); plus A minimum of 3 years' experience in an Occupational Health and Safety environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the Occupational Health and Safety Act, Regulations, SABS and specifications. Knowledge of the South African Constitution. Sound knowledge of fire protection. Knowledge of the Labour Relations Act. Knowledge of building construction. Knowledge of technical, mechanical and administrative procedures. Knowledge of legislation of procedures. Knowledge of construction regulations. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Occupational Health and Safety Act No. 85 of 1993, Occupational Health and Safety Regulations and Hazardous Substance Act No. 55 of 1998. Knowledge of Fire Protection and

		Environmental Act. Knowledge of National Building Regulations Act No. 15 of 1973 as amended. Knowledge of Compensation for Injuries and Diseases Act of 1993. Knowledge of Disaster Management Act No. 57 of 2000 as amended. Knowledge of Public Sector policies, procedures and legislation. Knowledge of Access to Information Act and Public Service Regulatory Framework. Knowledge of Basic Conditions for Employment Act No. 55 of 1998 and National Treasury Guideline documents. Computer literacy. Good verbal and written communication skills. Good interpersonal relations skills. Problem solving skills. Policy development and analysis skills. Research, organising, facilitation and planning skills. Project and Basic Financial Management skills. Management skills. Team development and change management skills. Influencing and leadership skills. Decision making skills. Skills in the use of training aids. Report writing skills. Analytical and innovative skills. Firefighting and first aid skills. Self-disciplined and able to work under pressure with minimum supervision. Able to network with all levels of management, staff and outside clients. The ideal candidate should be dedicated, believe in transformation, be loyal, accurate, innovative, independent, time frame driven, meticulous, maintain confidentiality, be proactive, honest and have integrity. He/she should be reliable, patient, show commitment and professionalism, be culturally sensitive, a team player, show perseverance and be punctual.
<b><u>DUTIES</u></b>	:	Implement monitoring protocols and corrective action investigations. Co-ordinate the establishment and maintenance of occupational health and safety structures. Provide OHS training and awareness. Provide advice, guidance and input to policies, strategies and procedures pertaining to Occupational Health and Safety (OHS). Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Mr N Zondi Tel No: (033) 355 8653
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 33/120</u></b>	:	<b><u>ASSISTANT DIRECTOR: IT PROJECT MANAGEMENT REF NO: DOT 362/2025</u></b> Information Technology Management Services Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in an IT field (NQF Level 6); plus A minimum of 3 years' supervisory experience in an Information Technology environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Republic of South Africa Constitution. Knowledge of Public Service Act and Public Service Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of Human Resource prescripts. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Labour Relations Act. Knowledge of Active Directory and MS Exchange. Knowledge of Microsoft Windows operating system. Knowledge of Project Management. Knowledge of Information Technology policies and standards. Knowledge of Contract Management. Knowledge of Antivirus. Knowledge of Virtual environment. Knowledge of Server Infrastructure Management. Knowledge of Information Technology Audit and Governance. Knowledge of Procurement processes. Knowledge of computer system analysis. Knowledge of system administration. Knowledge on compilation of management reports. Knowledge of Promotion of Access to information Act. Knowledge of SITA Act. Knowledge of computer software and hardware. Knowledge of computer operating system. Knowledge of National Intelligence Agency IT guidelines. Knowledge of Occupational Health and Safety Act. Knowledge of Promotion of Equality and Prevention of Unfair Discrimination. Knowledge of any other relevant Acts/legislative Mandates. Problem solving skills. Interpersonal relations and training skills. Strategic planning, budgeting and facilitation skills. Language

and listening and presentation skills. Analytical thinking and interpersonal relations skills. Organising, research, analytical and leadership skills. Time management and report writing management skills. Good communication (verbal and written) skills. Conflict and change management skills. Self-discipline. Project, people and relationship management skills. Decision making skills. The ideal candidate should have the ability to work under pressure independently be willing to learn new technologies and have the ability to communicate at all levels. He/she must be creative, a team player, trustworthy, assertive hard working self-motivated, innovative, time frame driven, meticulous, maintain confidentiality, be proactive, honest, have integrity, be reliable, patient, show commitment, be professional, culturally sensitive, have perseverance and be punctual.

<b><u>DUTIES</u></b>	:	Facilitate the development and implementation of digital strategy project plan and schedule. Monitor project progress to ensure that it is progressing as planned. Ensure project management administration. Manage the resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr N Ndamane Tel No: (033) 355 8834
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a>
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 33/121</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: DOT 363/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07)
	:	Road Traffic Inspectorate, Pinetown
	:	A Senior Certificate/ National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years clerical/ administration experience; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Legislation, processes, procedures, PFMA, Road Traffic Act 93/ 1996 relating to environment. Knowledge of Departmental reporting structures and administrative procedures. Knowledge of e-Natis, Public Service Code of conduct. Knowledge of Archiving, Basic Conditions of Employment Act, Labour Relations Act, and EPMDS. Knowledge of Traffic Law Administration and traffic development processes. Knowledge of Trafman. Computer Literacy. Interpersonal skills. Customer relations skills. Resource Management skills. Problem solving skills. Records Management skills. Good verbal and written communication skills. The ideal candidate must be reliable, friendly, honest, have integrity and be polite.
<b><u>DUTIES</u></b>	:	Supervision of general clerical support services. Supervision of registry services. Supervision of personnel administration. Supervision of financial administration. Provide an effective office service to the Pinetown Testing centre as well as compile returns and statistics of licensing drivers, enforcement activities and submit returns iro stationery, orders and equipment. Participate in service delivery programmes and support the goals of service delivery and the priorities of the Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr VK Chetty Tel No: (033) 355 8880
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 33/122</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum (Level 07)
	:	Provincial Regulatory Entity:
	:	Ugu District Ref No: DOT 364/2025 (X1 Post)
	:	Umkhanyakude District Ref No: DOT 365/2025 (X1 Post)



Ethekwini Metro Ref No: DOT 366/2025 (X1 Post)  
 King Cetshwayo District Ref No: DOT 367/2025 (X1 Post)  
 Ilembe District Ref No: DOT 368/2025 (X1 Post)  
 Uthukela District Ref No: DOT 369/2025 (X1 Post)

**REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3-5 years' experience required. Knowledge, Skills and Competencies Required: Knowledge of Public Service Act. Knowledge of E-Natis Systems. Knowledge of National Land Transport Act (NLTA). Knowledge of National Public Transport Regulator (NPTR). Knowledge of South African Constitution, Public Service Regulations and PFMA. Knowledge of Batho Pele Principles. Computer Literacy. Organisational and Planning skills. Good communication skills – verbal and written. Interpersonal skills. Customer Care skills. The ideal candidate should have ethical behaviour (Honesty and Loyalty), be responsible, punctual, conscientious, flexible, receptive to suggestions and ideas, be a team player, be accurate, be neat and tidy and comply with the Code of Conduct.

**DUTIES** : Provide licensing, permit and registration services (service desk / bulk application). Provide back office administrative services. Provide customer care support services. Provide financial administration support services in the component. Supervise human resources / staff.

**ENQUIRIES** : Ms S Makhathini Tel No: (033) 355 0471  
**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION** : Mr B Hornsby  
**NOTE** : It is the intention of this Department to consider equity targets when filling these positions.

**POST 33/123** : **DESKTOP PUBLISHER REF NO: DOT 370/2025**  
 Communications Support Directorate  
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Inkosi Mhlabanzima Maphumulo House, Pietermaritzburg  
**REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 1 year experience in the Design, printing and publishing field; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Apple Mac computers and software. Knowledge of Desktop Publishing and Graphic Design. Knowledge of Microsoft package. Knowledge of Protection of personal Information Act. Knowledge of Corporate Identity and Branding Guidelines. Knowledge of Advanced printing and publishing. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of layout and typography. Knowledge of Digital Marketing, social media, intranet and internet. Knowledge of Communication Policy and internet communication. Knowledge of Branding guidelines/manual. Ability to conceptualize from brief to final artwork. Communication skills (verbal and written). Photographic skills. Organising skills. Interpersonal relations skills. Report writing skills. Problem solving skills. Computer literacy. Project management skills. Inspection and analytical skills. Adobe creative suite skills (inDesign, Photoshop, Illustrator, Premier Pro etc.). The ideal candidate must be honest, have integrity, commitment, and be professional. He/she should have the ability to maintain confidentiality, be creative and innovative and be a team player.

**DUTIES** : Plan and design exhibitions for all Departmental and interdepartmental events and functions. Prepare and develop graphic design items for the Department. Develop and maintain the department's brand identity. Provide advice and technical support to regional offices and other departmental offices/facilities. Conduct research on the latest developments in relation to graphic design and branding.

**ENQUIRIES** : Ms N Mcetywa Tel No: (033) 355 0628  
**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection

		Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a>
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 33/124</u></b>	:	<b><u>PERSONAL ASSISTANT (TO THE DIRECTOR: SECURITY SERVICES) REF NO: DOT 392/2025 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07)
	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
	:	A Secretarial Diploma or equivalent qualification related to secretarial; plus a minimum of 3 years 's experience in rendering a support service to senior management. Knowledge, Skills and Competencies Required: Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organizational skills. Good people management skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation skills. Self-management and motivation skills. Able to work under pressure.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Director. Render administrative support services. Provide support to the Director regarding meetings. Support the Director 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. Proofread and analyse submissions/documents and advise the Director accordingly.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr B Tibe Tel No: (033) 355 8088
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 33/125</u></b>	:	<b><u>AUDIO VISUAL TECHNICIAN REF NO: DOT 393/2025 (X2 POSTS)</u></b> Communications Support Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07)
	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
	:	National Diploma (NQF Level 6) in Photography, Video Technology or Degree in Television and Broadcasting; plus A minimum of 2 years' experience in photo and video production. Knowledge, Skills and Competencies Required: Knowledge of video production, photography editing, video camera operation, script writing for video and Digital Asset Management. Video and photography camera technique skills. Video editing, software and hardware, script writing skills. Skills in operating advanced video equipment. Computer literacy. Writing skills. Design and layout skills. Problem solving skills. Decision making skills. Leadership skills. Project management skills. Creativity skills. Social Media Management skills. Innovation skills. Planning skills. Analytical skills. Story telling skills. The ideal candidate should be professional and reliable.
<b><u>DUTIES</u></b>	:	Video filming of all Departmental events, take photographs during all Departmental functions as well as transcribe speeches as and when assigned by the supervisor. Establish, develop and maintain the Audio-Visual Centre within the Department. Assist in updating internet and intranet. Manage the Audio-Visual Centre and ensure that it is constantly updated. Assist in providing external customers with audio visual material and to provide this material during exhibitions in order to promote the good image of the Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Ndlovu Tel No: (033) 355 0658
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street,

		Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 33/126</u></b>	:	<b><u>SENIOR PROVINCIAL INSPECTOR (X10 POSTS)</u></b> Kindly note that some of these posts are a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum (Level 07)
	:	<b><u>Empangeni Region (X3 Posts):</u></b> Road Traffic Inspectorate, Empangeni Ref No: DOT 394/2025 (X1 Post) Road Traffic Inspectorate, Mtubatuba Ref No: DOT 395/2025 (X1 Post) Road Traffic Inspectorate, Vryheid Ref No: DOT 396/2025 (X1 Post)
	:	<b><u>Durban Region (X3 Posts):</u></b> Road Traffic Inspectorate, Port Shepstone Ref No: DOT 397/2025 (X2 Posts) Road Traffic Inspectorate, Winkelspruit Ref No: DOT 398/2025 (X1 Post)
	:	<b><u>Pietermaritzburg Region (X1 Post):</u></b> Road Traffic Inspectorate, Pietermaritzburg Ref No: DOT 399/2025 (X1 Post)
	:	<b><u>Ladysmith Region (X3 Posts):</u></b> Road Traffic Inspectorate, Ladysmith Ref No: DOT 400/2025 (X2 Posts) Road Traffic Inspectorate, Greytown Ref No: DOT 401/2025 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate; plus Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 3 - 5 years practical experience as a Provincial Inspector; plus A valid driving licence (minimum code B); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations. Knowledge of vehicle inspections, vehicle impoundment and completion of Law Enforcement documents. Knowledge of Firearm and Ammunition Act 60/2000, code of conduct, dangerous goods and Departmental policies. Knowledge of guidelines from Director of Public Prosecutions, departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Knowledge of operational guidelines on law enforcement equipment. Records, resource and customer relationship management skills. Literacy skills (written and verbal communication skills in at least two of the provincial languages). Conflict resolution and driving skills. Negotiation, interpretation and legal evidential skills. Observation skills (moving violations/defects). Ability to work under pressure. Mentoring and coaching skills.
<b><u>DUTIES</u></b>	:	Management and supervision of subordinates (people management). Enforce Road Traffic, Public Passenger, Transport and other relevant legislations. Examine Driver's Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Assess road conditions. Mentor and coach Provincial Inspectors (PIs) on probation and appointed PIs.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr VK Chetty Tel No: (033) 355 8880
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions. Kindly Note That The 24/7 Shift System Will Be Applicable.
<b><u>POST 33/127</u></b>	:	<b><u>PROVINCIAL INSPECTOR (X67 POSTS)</u></b> These posts are for qualified Traffic Officers Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06)

<b><u>CENTRE</u></b>	:	<b>Empangeni Region (X14 Posts):</b> Road Traffic Inspectorate, Empangeni Ref No: DOT 402/2025 (X3 Posts) Road Traffic Inspectorate, Nongoma Ref No: DOT 403/2025 (X1 Post) Road Traffic Inspectorate, Mtubatuba Ref No: DOT 404/2025 (X3 Posts) Road Traffic Inspectorate, Vryheid Ref No: DOT 405/2025 (X3 Posts) Road Traffic Inspectorate, Ulundi Ref No: DOT 406/2025 (X4 Posts) <b>Durban Region (X40 Posts):</b> Road Traffic Inspectorate, Groutville Ref No: DOT 407/2025 (X1 Post) Road Traffic Inspectorate, Port Shepstone Ref No: DOT 408/2025 (X8 Posts) Road Traffic Inspectorate, Pinetown Ref No: DOT 409/2025 (X22 Posts) Road Traffic Inspectorate, Umdloti Ref No: DOT 410/2025 (X5 Posts) Road Traffic Inspectorate, Winkelspruit Ref No: DOT 411/2025 (X4 Posts) <b>Pietermaritzburg Region (X11 Posts):</b> Road Traffic Inspectorate, Ixopo Ref No: DOT 412/2025 (X1 Post) Road Traffic Inspectorate, Pietermaritzburg Ref No: DOT 413/2025 (X5 Posts) Road Traffic Inspectorate, Umzimkhulu Ref No: DOT 414/2025 (X5 Posts) <b>Ladysmith Region (X2 Posts):</b> Road Traffic Inspectorate, Dundee Ref No: DOT 415/2025 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate; plus A valid Driving Licence (minimum Code B); plus Basic Traffic Officers Diploma; plus One year practical experience in law enforcement; plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Knowledge and understanding of Road Traffic and Public Transport legislation, policies and regulations. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of completion of Law Enforcement documents. Knowledge of Firearm and Ammunition Act 60/2000. Knowledge of code of conduct. Knowledge of dangerous goods. Knowledge of Departmental policies. Knowledge of guidelines from Director of Public Prosecutions. Knowledge of Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Knowledge of operational guidelines on law enforcement equipment. Records and resource management skills. Customer relationship management skills. Literacy skills (Written and verbal communication skills in at least two of the provincial languages). Negotiation and conflict resolution skills. Driving skills. Interpretation skills. Legal evidential skills. Observation skills (moving violations / defects). Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Enforce Road Traffic, Public Passenger and Transport Legislation. Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr V Chetty Tel No: (033) 355 8880 Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions. Kindly Note That The 24/7 Shift System Will Be Applicable.
<b><u>POST 33/128</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A-C (MECHANICAL) (X14 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R243 597 per annum, (dependent on experience), (OSD) Grade B: R285 816 per annum, (dependent on experience), (OSD) Grade C: R332 061 per annum, (dependent on experience), (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<b><u>CENTRE</u></b>	:	<b>Ladysmith Region (X4 Posts):</b> Mechanical, Ladysmith Ref No: DOT 371/2025 (X2 Posts) Mechanical, Newcastle Ref No: DOT 372/2025 (X1 Post) Mechanical, Bergville Ref No: DOT 373/2025 (X1 Post) <b>Empangeni Region (X3 Posts):</b> Mechanical, Nongoma (Ref. No. DOT 374/2025 (X3 Posts) <b>Pietermaritzburg Region (X3 Posts):</b> Mechanical, Structure Shop Ref No: DOT 375/2025 (X1 Post) Mechanical, Mountain Rise Ref No: DOT 376/2025 (X1 Post)

	Mechanical, Underbeg Ref No: DOT 377/2025 (X1 Post)
	<b>Durban Region (X4 Posts):</b>
	Auxiliary Workshop, Metro Ref No: DOT 378/2025 (X2 Posts)
	Mechanical, Stanger Ref No: DOT 379/2025 (X1 Post)
	Concrete Team, Metro Ref No: DOT 380/2025 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: An appropriate Trade Test Certificate in Earth moving equipment mechanic/Construction plant mechanic/ Tractor Mechanic/Diesel mechanic; plus A valid driver's licence (minimum code C1). <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years' experience. <b>Grade C:</b> At least 34 years' experience). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self – management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.
<b><u>DUTIES</u></b>	: Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and plant against specifications. Service equipment and plant according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register; and Supervise and mentor staff. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical /engineering technology to improve expertise.
<b><u>ENQUIRIES</u></b>	: Ms S Afrika (Durban Region) Tel No: (031) 700-2222 Mr L Songca (Pietermaritzburg Region) Tel No: (033) 392 6600 Mr MP Ntuli (Ladysmith Region) Tel No: (036) 638 4400 Ms T Dingiswayo (Empangeni Region) Tel No: (035) 562 0262
<b><u>APPLICATIONS</u></b>	: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	: Mr B Hornsby : It is the intention of this Department to consider equity targets when filling these positions.
<b><u>POST 33/129</u></b>	: <b><u>ADMINISTRATION CLERK (X33 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R228 321 per annum (Level 05) : Provincial Regulatory Entity: Capturing/ Gazetting and Issuing (RA) Ref No: DOT 381/2025 (X1 Post) Ugu District Ref No: DOT 382/2025 (X4 Posts) Umkhanyakude District Ref No: DOT 383/2025 (X4 Posts) Ethekwini Metro Ref No: DOT 384/2025 (X9 Posts) King Cetshwayo District Ref No: DOT 385/2025 (X4 Posts) Ilembe District Ref No: DOT 386/2025 (X4 Posts) Uthukela District Ref No: DOT 387/2025 (X4 Posts) Umgungundlovu District Ref No: DOT 388/2025 (X3 Posts)
<b><u>REQUIREMENTS</u></b>	: A Senior Certificate/ National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of Public Service Act. Knowledge of E-Natis Systems. Knowledge of National Land Transport Act (NLTA). Knowledge of National Public Transport Regulator (NPTR). Knowledge of South African Constitution, Public Service Regulations and PFMA. Knowledge of Batho Pele Principles. Computer Literacy. Organisational and Planning skills. Good communication skills – verbal and written. Interpersonal skills. Customer Care skills. The ideal candidate should have ethical behaviour (Honesty and Loyalty), be responsible, punctual, conscientious, flexible,

		receptive to suggestions and ideas, be a team player, be accurate, be neat and tidy and comply with the Code of Conduct.
<b><u>DUTIES</u></b>	:	Provide licensing, permit and registration services (service desk / bulk application). Provide back office administrative services. Provide customer care support services. Provide financial administration support services in the component.
<b><u>ENQUIRIES</u></b>	:	Ms S Makhathini Tel No: (033) 355 0471
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling these positions.
<b><u>POST 33/130</u></b>	:	<b><u>ADMINISTRATIVE CLERK (PRODUCTION): OFFICE SERVICES REF NO: DOT 389/2025</u></b> Corporate Support Services Directorate
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/ National Certificate (Vocational) NQF Level 4 Knowledge, Skills and Competencies Required: 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 work procedures in terms of the working environment. Computer literacy. Planning and organisational skills. Language skills. Good verbal and written communication skills. Interpersonal relations skills. Flexibility skills. Teamwork skills. The ideal candidate should be honest, reliable, innovative, creative, have the ability to work under pressure, work individually and as part of a team, maintain confidentiality, interpersonal relations, trustworthiness, loyalty, friendly disposition, efficient and responsible.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<b><u>ENQUIRIES</u></b>	:	Ms S Simelane Tel No: (033) 355 8627
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 33/131</u></b>	:	<b><u>ADMINISTRATION CLERK: MOVABLE ASSETS REF NO: DOT 390/2025 (X1 POST)</u></b> Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/ National Certificate (Vocational) NQF Level 4, plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of basic asset management duties and practices. Knowledge and understanding of basic legislative framework governing the Public Service (PFMA and Treasury Regulations). Knowledge of basic work procedures in terms of the working environment. Knowledge of basic financial operating systems (BAS and Hardcat). Basic Accounting/ Numeracy skills. Have the ability to capture data, operate computer and collecting statistics. Computer Literacy (Excel/ Access). Flexibility and teamwork skills. Good Interpersonal relations skills. Computer skills (Financial Systems). Planning and organization skills. Language skills. Good verbal and written

communication skills. The ideal candidate must be highly motivated, receptive to ideas and suggestions, a high performer, confident, accurate reliable, open, honest, creative, innovative and detail orientated. He/she must be a self-starter and team player, demonstrate willingness to learn and interest in Asset Management field, must have strong work ethic- with the sense of urgency to get the right things done and must be capable of working under deadline pressures.

**DUTIES** : Reconcile Departmental Movable Assets and BAS. Capture movements of Movable Assets into FAR. Verify the Departmental Movable Assets in terms of the Departmental Policy. Dispose obsolete and redundant Movable Assets in terms of the Departmental Policy. Render theft and losses.

**ENQUIRIES APPLICATIONS** : Mr S Tom Tel No: (033) 355 8643  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 33/132** : **ADMINISTRATION CLERK (PRODUCTION): OCCUPATIONAL HEALTH AND SAFETY REF NO: DOT 391/2025 (X2 POSTS)**  
Human Resource Administration Directorate

**SALARY CENTRE REQUIREMENTS** : R228 321 annum (Level 05)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills. Planning and organising skills. Language skills. Good verbal and written communication skills. Interpersonal relations skills. Flexibility and teamwork skills. The ideal candidate should be honest, reliable, must be innovative/creative, have the ability to work under pressure, work individually and part of a team, and to maintain confidentiality. He/she must also be trustworthy, loyal, have a friendly disposition and be efficient and responsible.

**DUTIES** : Render general clerical support services. Provide Supply Chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

**ENQUIRIES APPLICATIONS** : Mr N Zondi Tel No: (033) 355 8653  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling these positions.

**POST 33/133** : **TRAINEE PROVINCIAL INSPECTOR REF NO: DOT 416/2025 (X200 POSTS)**

**SALARY CENTRE** : R193 359 per annum (Level 04)  
: Traffic Training College Pietermaritzburg during the period of training. Upon successful completion of the Traffic Officer's Diploma, successful candidates must be prepared to be placed at any of the RTI stations across the KwaZulu-Natal Province

**REQUIREMENTS** : A Senior Certificate or equivalent qualification (NQF Level 4); plus A valid Code B driving licence – manual transmission; plus Have no criminal record – Successful candidates will undergo a full SAPS clearance screening before being appointed; plus Applicants to provide a medical certificate from a medical

practitioner (doctor or clinic) which is not older than 3 months as proof that he/she may perform strenuous exercise. Physical fitness allowing a person to perform strenuous exercise is a requirement. Please note that successful candidates will also be subjected to a full medical examination at State expense to determine fitness before confirmation of appointment; plus Applicants may not be older than 35 years of age on the first day of enrolment at the Traffic Training College; plus Applicants must be a South African Citizen or a Permanent Resident; plus Applicants must be a fit and proper person.. Knowledge, Skills and Competencies Required: Problem solving skills; Good verbal and written communication skills; Driving skills; Innovative and independent thinking skills; Ability to work as part of a team; Ability to interpret and apply legislation and policies.

#### **DUTIES**

: Enforce Road Traffic, Public Passenger and Transport Legislation through inter alia: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS) through inter alia: Conduct learner and driver licence tests. ii. Conduct vehicle road worthy test. Monitor compliance of DLTC and VTS. Provide visible Traffic Control / Policing and promote / ensure crime prevention activities through inter alia: Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties through inter alia: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement

#### **ENQUIRIES APPLICATIONS**

: Mr VK Chetty Tel No: (033) 355 8880  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

#### **FOR ATTENTION NOTE**

: Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling these positions. Successful applicants will be appointed as a Trainee Provincial Inspector (commencing salary R193 359 per annum) for a fixed period of two years during which time they will be required to successfully complete the Traffic Officer's Diploma Course. On successful completion of the Traffic Officer's Diploma Course within the two-year fixed period, the Trainee Provincial Inspector will be employed in a permanent capacity on 12 calendar months' probation as a Provincial Inspector (salary level 6) without a break in service. Trainee Provincial Inspectors who do not successfully complete the Traffic Officer's Diploma Course after the two-year fixed period will automatically have their employment terminated. Persons currently in the employ of the Public Service would be required to resign from their present positions, should they be successful for and appointed as Trainee Provincial Inspectors. Applicants will be required to undergo the following competency tests / examinations: 1. Written Competency Test; 2. Practical Driving Evaluation; 3. Medical Examinations; 4. Fitness Test; 5. Criminal Record and Personnel Suitability Checks; and 6. Formal Interviews. Successful applicants will be required to: 1. Enter into contract of employment including a Performance Agreement pertaining to Trainee Provincial Inspector whilst being trained at the Traffic Training College; 2. Work shifts, including weekends and Public Holidays whilst being trained at the Traffic Training College - Kindly Note That The 24/7 Shift System Will Be Applicable; and 3. Undergo physical training whilst at the Traffic Training College. Successful applicants must be



able to bear arms and undergo training and competency tests in terms of the Firearm Control Act. Applicants will be required to complete an indemnity form relating to the various recruitment processes. Applicants will be subjected to alcohol screening at all stages of the selection process. Applicants found to have positive readings will be immediately disqualified. Successful applicants must serve a minimum of 12 months within the Road Traffic Inspectorate after completing the Traffic Officer Diploma Course. Failure to do so will result in candidates being liable for the full course fees as prescribed by the Traffic Training College.

**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.***

**APPLICATIONS**

: 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.

**Head office: Polokwane:** 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.

**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.

**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.

**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.

**CLOSING DATE**

: 29 September 2025

**NOTE**

: 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 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 (NSG) 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 on the date of the interview. 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 by 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.

#### **OTHER POSTS**

<b><u>POST 33/134</u></b>	:	<b><u>CHIEF ENGINEER REF NO: LDARD 1/8/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 266 450 per annum (OSD), all-inclusive package
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus Engineering degree (B Eng/ BSC (Eng) or equivalent qualification as recognised by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Technical: Programme and Project management. Engineering, legal and operational compliance. Engineering Operational communication. Process knowledge and skills. Maintenance skills. and knowledge. Mobile equipment operating skills. Engineering design and analysis. knowledge. Research and Development. Computer-aided Engineering applications. Creating high Performance culture.

		Technical Consulting. Engineering and Professional judgment. Generic: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity Financial Management. Customer focus and Responsiveness. Communication. Computer skills. People Management. Planning and organising. Conflict Management. Negotiation skills. Change management.
<b><u>DUTIES</u></b>	:	Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People management.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST 33/135</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: LDARD 2/8/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Purchasing Management, Supply Chain Management and Logistics Management) or equivalent qualification as recognised by SAQA. A minimum of three (03) - five (05) years' experience in Acquisition Management / Supply Chain Management at Supervisory Position. A valid driver's licence (with the exception of people with disabilities). knowledge, competencies and skills: Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Understanding of Procurement Regulations, policies, Procurement strategies, Framework and Acts. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Presentation skills. Coordination skills. Change Management skills. Communication skills. Conflict Management skills. Presentation and Report writing skills. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player; Supportive. Willing to work under changing and difficult circumstances.
<b><u>DUTIES</u></b>	:	Facilitate advertisement of bids and price quotations. Facilitate bids evaluation meetings. Facilitate adjudication of bids and price quotations and compilation of procurement reports. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST 33/136</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES REF NO: LDARD 3/8/2025 (X2) POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mopani District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate (NQF level 6) undergraduate qualification in Human Resource Management/ Public Management/ Administration or equivalent appropriate tertiary qualification as recognized by SAQA. PERSAL training certificates. A minimum of 2-3 years' experience in Human Resource Management environment. knowledge, competencies and skills: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Understanding of COIDA. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
<b><u>POST 33/137</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Sekhukhune East Ref No: LDARD 4/8/2025 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	Sekhukhune West Ref No: LDARD 5/8/2025 (X1 Post) Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/Financial Management Qualification or equivalent qualification as recognized by SAQA. A minimum of 2-3 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.
<b><u>POST 33/138</u></b>	:	<b><u>ADMINISTRATIVE CLERK: STORES (SUPPLY CHAIN &amp; ASSET MANAGEMENT) REF NO: LDARD 6/8/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Capricorn District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification as recognized by SAQA. 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 organization.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. Sebatjane LD Tel No: (015) 632 8609, Mr. Masera TN Tel No: (015) 632 8625, Maredi RB Tel No: (015) 632 8610
<b><u>POST 33/139</u></b>	:	<b><u>PHOTOCOPIER OPERATOR: ADMINISTRATION SUPPORT SERVICES REF NO: LDARD 7/8/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sekhukhune South Central
<b><u>REQUIREMENTS</u></b>	:	Grade 8 certificate or equivalent qualification as recognized by SAQA. Knowledge, Competencies and Skills: Knowledge of operating office machine or equipment's. Report writing skills, computer skills, problem solving skills. Ability to communicate with stakeholders at all levels. Computer literacy will be tested.
<b><u>DUTIES</u></b>	:	To provide photocopier services. Operate the photocopier and fax machines. Binding and laminating documents. Provide counter service. Perform minor maintenance on the photocopier machine. Make requisition for photocopying materials.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.

**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.

**OTHER POSTS**

**POST 33/140** : **HEAD CLINICAL UNIT GRADE 1: OBSTETRICS AND GYNAECOLOGY (REPRODUCTIVE MEDICINE)**

**SALARY** : Grade 1: R2 084 754 per annum, A portion of the package can be structured according to the individual's personal needs.

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub Specialist in Obstetrics and Gynaecology (Reproductive Medicine). Registration with Professional council: Registration with the HPCSA as Medical Sub Specialist in Obstetrics and Gynaecology (Reproductive Medicine). Experience: A minimum of 3-years appropriate experience as a Medical Sub Specialist (Reproductive Medicine) after registration with the HPCSA as a Medical Sub-Specialist in Reproductive Medicine. Competencies (knowledge/skills): Excellent track record of clinical and education skills at postgraduate level. Must be able to provide academic leadership across the Metro West platform and at Groote Schuur Hospital. Needs to stimulate and apply clinical research in the day-to day working environment and be able to supervise post-graduate research projects. Good managerial and communication skills, as well as analytical and clinical problem-solving skills are essential. Must have the clinical skills to handle complex Obstetrics and Gynaecology (tertiary level) cases. Computer literacy. Must have insight into challenges in Health Care in South Africa and Africa, as well as diversity, transformation and equity. Ability to function well in a team environment, with good inter-personal skills. A proven track record of either high-level post-graduate educational skills, preferably at faculty leadership and national level. A strong research track record. Sufficient clinical skills to handle a large clinical workload, training and supervision of undergraduate and postgraduate students (Registrars and Subspecialist fellows).

**DUTIES** : Collaborative engagement with other related disciplines. Build and maintain departmental team spirit and development Provide academic leadership in teaching, training and research, manage the human resources of the unit. Leadership and mentorship of all junior staff, including nursing staff when applicable, as well as staff performance management for the unit. The incumbent should be able to provide comprehensive, efficient and effectively managed specialist and subspecialist services in O&G including gynaecological endocrinology, recurrent pregnancy loss, menopause care, level three family planning services, and level three infertility care including assisted reproductive technology. This includes related investigation, treatment planning and safe and appropriate surgery clinical and services with clinical governance of level 3 Gynae services at Groote Schuur Hospital and across Metro West. This would include taking on a leadership position in the tertiary level portfolio, which also includes taking a leadership role in the department.

**ENQUIRIES** : Ms M Koks Tel No: (021) 404-6020 or email [marilyn.koks@uct.ac.za](mailto:marilyn.koks@uct.ac.za) or Prof M Matjila [mushi.matjila@uct.ac.za](mailto:mushi.matjila@uct.ac.za)

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

**NOTE** : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

**CLOSING DATE** : 29 September 2025

<b><u>POST 33/141</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (FAMILY PHYSICIAN)</u></b> West Coast District
<b><u>SALARY</u></b>	:	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.)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Vredendal Hospital, Matzikama Sub-district Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician. Registration with Professional council: Registration with the Health Professions Council of South Africa as a Medical Specialist in Family Medicine. Experience: <b>Grade 1:</b> None after registration as Medical Specialist. <b>Grade 2:</b> Minimum of 5 years' appropriate experience after registration as Medical Specialist in Family Medicine. <b>Grade 3:</b> Minimum of 10 years' appropriate experience after registration as Medical Specialist in Family Medicine. Inherent requirements of the job: Valid driver's licence (Code B/EB); willingness to work Commuted Overtime at the hospital; willingness to work at PHC clinics throughout the sub-district. Competencies (knowledge/skills): Ability to lead a multidisciplinary team in delivering primary health care at clinic and hospital levels. Knowledge of Community-Oriented Primary Care; stakeholder engagement; strong communication, interpersonal, leadership and conflict resolution skills; ability to perform under high-stress; basic computer skills (MS Word, Excel, Outlook).
<b><u>DUTIES</u></b>	:	Provide clinical governance and guidance to facility managers at the hospital and clinics; clinical service delivery at specialist level (Family Medicine and Emergencies); training of students, community service staff, Medical Officers and allied health staff; clinical and managerial tasks related to HR and financial resources; engage in relevant research.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr E C T Ockhuis Tel No: (027) 213-2038/6 Submit online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment is required for applying. Candidates may be subjected to a practical test. Applicants not yet registered must submit proof of application and registration fee payment by interview day; this concession applies only to first-time council registration or registration status changes. Pool applications may be considered for other vacancies in the Matzikama Sub-district for three months if job title, core functions, inherent requirements, and salary level remain the same.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/142</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Forensic Pathology Services, Forensic Medicine, Stellenbosch University Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with Professional council: Registration with the Health Professions Council of South Africa as a Specialist in Forensic Pathology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Forensic Pathology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized Foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Forensic Pathology. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized Foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Forensic Pathology. Inherent requirements of the job: Valid driver's license. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working

	hours and away from base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge/skills): Above-average ability to communicate clearly and discreetly in person and in writing. Above-average Computer and software literacy. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach Medical students, Forensic Pathology Officers and Medical Staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology practice. Research ability. Exposure to Post-mortems, autopsy work and dissection. Creativity and openness to new ideas.
<b><u>DUTIES</u></b>	: Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of and supervising post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including all ancillary investigations. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and training, research, clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.
<b><u>ENQUIRIES</u></b>	: Dr J Verste, Email: ( <a href="mailto:jverster@sun.ac.za">jverster@sun.ac.za</a> )
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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). Candidates may have to undergo profiling assessments prior to appointment. The pool of applicants will be considered for vacancies within Forensic Medicine, Stellenbosch University 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.
<b><u>CLOSING DATE</u></b>	: 29 September 2025
<b><u>POST 33/143</u></b>	: <b><u>MEDICAL SPECIALIST GRADE 1 TO 3</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	: 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.)
<b><u>CENTRE</u></b>	: Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with Professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Forensic Pathology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Forensic Pathology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized Foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Forensic Pathology. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized Foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Forensic Pathology. Inherent requirements of the job: Valid driver's license. Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge/skills): Above-average ability to communicate clearly and discreetly in person and in writing. Above-average Computer and software



	literacy. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach Medical students, Forensic Pathology Officers and Medical Staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology practice. Research ability. Exposure to Post-mortems, autopsy work and dissection. Creativity and openness to new ideas.
<b><u>DUTIES</u></b>	: Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including all ancillary investigations. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. -Academic teaching and training, research, clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.
<b><u>ENQUIRIES</u></b>	: Dr. IJ Molefe; Email: <a href="mailto:Itumeleng.Molefe@uct.ac.za">Itumeleng.Molefe@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a security clearance prior to appointment. Candidates may be subjected to a profiling assessment prior to appointment. Candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for 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 Observatory Forensic Pathology Institute for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	: 29 September 2025
<b><u>POST 33/144</u></b>	: <b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (OCCUPATIONAL MEDICINE)</u></b>
<b><u>SALARY</u></b>	: 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.
<b><u>CENTRE</u></b>	: Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Occupational Medicine. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Occupational Medicine. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Occupational Medicine. <b>Grade 2:</b> 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 Occupational Medicine. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Occupational Medicine. Competencies (knowledge/skills): Good clinical and disability assessment skills. Insight into occupational health policies, services and programmes. Good communication as well as analytical and problem-solving skills. Computer and statistical literacy.
<b><u>DUTIES</u></b>	: Provide academic leadership through teaching, training as well as conducting and supervising research in occupational health. Provide specialist clinical services in Occupational Medicine with a client/patient focus. Provide specialist Occupational Medicine (clinical and non-clinical) occupational health services to the WCG-HW employees. Provide specialist non-clinical services in Occupational (and where applicable Environmental) Health with a population focus.

<b><u>ENQUIRIES</u></b>	:	Prof M Jeebhay Tel No: (021) 406 6309 or <a href="mailto:Mohamed.jeebhay@uct.ac.za">Mohamed.jeebhay@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV. This will be a joint position with the Western Cape Government-Health (Groote Schuur Hospital) and UCT Departments of Public Health and Medicine (Occupational Medicine Division and Clinical Unit) for appointment as of 01 January 2026. There is no commuted overtime attached to this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/145</u></b>	:	<b><u>REGISTRAR (RADIOLOGY) (X3 POSTS)</u></b> (5-Year Contract)
<b><u>SALARY</u></b>	:	R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory (X2 Posts) Red Cross War Memorial Children's Hospital (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Current certificate of ATLS/ACLS. Completion of Part 1 FCA Rad (Diag) SA. Emergency and after hour call cover. Commuted overtime is compulsory. Each Registrar will be working from Red Cross War Memorial Children's Hospital and Groote Schuur Hospital but will be required to work across the platform. Registrars will be required to register as post-graduate students with the University of Cape Town. Competencies (knowledge/skills): Knowledge and practical skills for safe general diagnostics radiology. Knowledge & appropriate use of equipment. Interpersonal relationships and skills. Research methodologies. Diagnostic Radiology experience. Any additional experience in other fields of diagnostic imaging. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Diploma certificates e.g. Diploma in Anaesthesia (DA) or DiP PEC.
<b><u>DUTIES</u></b>	:	Provision of safe imaging services. Learn the art and science of diagnostic radiology and imaging. Earn clinical skills required by diagnostic imaging. Participate in academic activities and teaching responsibilities of the division. Assist with training of interns, medical students and nursing staff. Undertake a suitable research project for completion of an MMed degree. Supervision in diagnostic imaging. Performance appraisals/assessments. Safety of personnel and patients. Input at meetings. Involvement in research/ audits relating to diagnostic radiology and imaging.
<b><u>ENQUIRIES</u></b>	:	Prof S Moosa Tel No: (021) 404 4184
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must

indicate whether they have bursary obligations. Please ensure that you attach an updated CV. Preference will be given to SA citizens/permanent residents with a valid identity document\*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/146</u></b>	:	<b><u>REGISTRAR (MEDICAL) (FAMILY MEDICINE)</u></b> Garden Route District (4-Year Contract)
<b><u>SALARY</u></b>	:	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).
<b><u>CENTRE</u></b>	:	Garden Route District Office (Stationed at Mossel Bay Hospital with associated Primary Health Care Centres and short opportunities at George Regional Hospital as needed)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid (code B/EB) driver's license and willingness to travel. Willingness to work overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills.
<b><u>DUTIES</u></b>	:	Clinical service provision, including participating in community-orientated primary care activities. Participate in the Teaching program, including in-service capacity building of staff and supervision of health sciences students. Research and Professional Development (incl. completion of MMED mini dissertation). Effective Clinical Administration in patient records and patient reports as part of the leadership and clinical governance activities.
<b><u>ENQUIRIES</u></b>	:	Dr J Van Jaarsveld Tel No: (044) 604-6108
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period

of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. 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. All applicants are required to apply simultaneously to the relevant university when they submit their application. 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." The links to the applications portals are as follows: Stellenbosch University: <http://www.sun.ac.za/english/maties/apply>. "It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme.

<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/147</u></b>	:	<b><u>REGISTRAR (MEDICAL) (NEUROSURGERY)</u></b> (5 Year Contract)
<b><u>SALARY</u></b>	:	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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license. Commuted overtime is compulsory. Emergency and after-hours call cover. Registrars may be required to work across the training platform on request. Competencies (knowledge/skills): FCS (Neurosurgery) Primary Examination passed. Current Advanced Trauma Life Support (ATLS) certification. Experience as a Medical Officer in a recognized Neurosurgery training unit. Surgical experience. Research experience (particularly with publications). Evidence of effective leadership, communication, and interpersonal skills (as demonstrated in CV and references). Proficiency in neurosurgical patient care, including peri-operative management, trauma, and critical care.
<b><u>DUTIES</u></b>	:	Provision of safe and effective neurosurgical care to patients. Provision of care to neurosurgical patients in both outpatient and in-hospital setting. Comprehensive peri-operative care of neurosurgical patients, including in the Intensive Care Unit (ICU). Participate in trauma and emergency care related to neurosurgery. Attend regular tutorials and assist with the training of interns, medical students, nursing and allied staff. Take part in on-site after-hours duties relating to the care of acute patients and inpatients. Involvement in research and audits, particularly in neurosurgical techniques and patient outcomes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof I Vlok Tel No: (021) 938-9265
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a

representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/148</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	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).
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.
<b><u>DUTIES</u></b>	:	Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
<b><u>ENQUIRIES</u></b>	:	Dr E Manefeldt Tel No: (023) 348-1100
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3

		months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/149</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (TB &amp; HIV MENTORSHIP AND GOVERNANCE - COMPREHENSIVE HEALTH)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Garden Route District Office Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Expertise in management, clinical governance and mentorship of TB and HIV programmes. Accreditation as a mentor for Nurse Initiated Management of Antiretroviral Therapy (NIMART). Managerial and communication skills (verbal and written). Computer literacy including virtual meeting platforms e.g. MS TEAMS/ZOOM Proficiency in facilitating mentorship forums online and in person. Good leadership and project management skills.
<b><u>DUTIES</u></b>	:	Support Comprehensive Health, enabling effective implementation and monitoring of TB and HIV programmes throughout the Garden Route District. Coordinate, implement and support mentorship and training of clinical staff in TB/HIV services. Facilitate mentorship and authorisation of Professional Nurses in NIMART Through mentorship programmes and stakeholder engagement, improve outcomes of TB and HIV programmes. Support the collection of accurate data at point of care and the analysis thereof to inform quality improvement plans. Support the development and/or strengthening of Sub-district clinical governance systems to affect improved outcomes in TB and HIV services.
<b><u>ENQUIRIES</u></b>	:	Ms G Holton Tel No: (044) 803-2700
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 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.
<b><u>CLOSING DATE</u></b>	: 29 September 2025
<b><u>POST 33/150</u></b>	: <b><u>PHARMACIST GRADE 1 TO 3</u></b> Overberg District
<b><u>SALARY</u></b>	: Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE REQUIREMENTS</u></b>	: Hermanus Hospital (Stationed at Hermanus CDC) : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with Professional council: Registration with the SAPC as a Pharmacist. Experience: <b>Grade 1:</b> None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. - <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. - <b>Grade 3:</b> A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB/CI) driver's licence. Availability to work after hours, if and when required. Be able to work independently and in a multi-disciplinary team. Willingness to perform relief duties at pharmacies in the Sub-district. Willingness to travel to Sub-district PHC facilities. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy.
<b><u>DUTIES</u></b>	: Support with the efficient and cost-effective functioning of pharmaceutical service in all Overstrand Sub District PHC sites including adherence to statutory requirements and policies. Support to ensure provision of safe and cost-effective pharmaceutical care to patients. Support and accept co - responsibility for pharmaceutical supply management in Overstrand clinics by ensuring safe and reliable procurement, storage, control, distribution and discarding of pharmaceuticals using JAC and MEDSAS systems. Support the pharmaceutical budget and expenditure to ensure compliance with financial prescripts. Support with monitoring of Pharmacists Assistants to ensure optimum productivity and people development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms J Nel Tel No: (028) 313-5700 : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post
<b><u>CLOSING DATE</u></b>	: 29 September 2025

<b><u>POST 33/151</u></b>	:	<b><u>SCIENTIST CANDIDATE (FORENSIC TOXICOLOGY)</u></b> Chief Directorate: Emergency and Clinical Support Services (4-Year Contract)
<b><u>SALARY</u></b>	:	R660 612 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute Minimum educational qualification: A Science Degree (Bsc)/ BTech or relevant qualification. Registration with Professional council: Registration with SACNASP as a Candidate Natural Scientist is compulsory upon appointment. Experience: None after registration as a Candidate Natural Scientist. Inherent requirements of the job: Knowledge and Competency in Analytical and Technical skills and techniques (e.g. chromatography, mass spectrometry, sample preparation, laboratory equipment and preparation). Sound understanding of Scientific principles, quality systems (e.g. ISO/IEC17025), and research methods. Proven proficiency in Computer Literacy, Microsoft Office and statistical programs (e.g. SPSS). Ability to manage and analyze scientific data. Ability to interpret scientific results. Competencies (knowledge/skills): Ability to proficiently communicate clearly and discreetly in person and in writing. Ability to testify in court proceedings on analytical work. Quality assurance and control and ISO17025. Research and Scientific Methods. Time management and productivity. Proactivity, adaptability and accountability. Teamwork and collaboration. Attention to detail. Self-management. Customer Focus and Responsiveness. Good Laboratory Practice (GLP). Forensic Toxicology principles and applications. Biosafety level II laboratory biosafety requirements.
<b><u>DUTIES</u></b>	:	Effective and efficient laboratory support. Effective and efficient technical and scientific support. Effective and efficient administrative support, information management, and resource management. Effective and efficient Quality Management System (QMS) support. Effective and efficient Research and Development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms B Davies Tel No: (021) 406-6026/6412) or <a href="mailto:Bronwen.Davies@uct.ac.za">Bronwen.Davies@uct.ac.za</a> Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted Candidates will be subjected to a practical test. Candidates will be subjected to a security clearance prior to appointment. 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 Observatory Forensic Pathology Institute for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/152</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (OPHTHALMOLOGY) (5/8TH)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R625 842 per annum Grade 2: R714 096 per annum Grade 3: R826 470 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Paarl Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with Professional council: Registration with the HPCSA as medical officer. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a



recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate experience in Internal Medicine. Proven experience in procedural skills appropriate to the field of Internal Medicine. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Good professional attitude. Communication skills.

**DUTIES** : Provide comprehensive medical care to patients by diagnosing and treating illnesses and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Financial management by effective and efficient use of resources. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

**ENQUIRIES** : Dr C. Piek Tel No: (021) 860-2561 or email: [cornelia.piek@westerncape.gov.za](mailto:cornelia.piek@westerncape.gov.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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 Chief Directorate: Rural Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

**CLOSING DATE** : 29 September 2025

**POST 33/153** : **DENTIST GRADE 1 TO 3 (5/8TH POST)**  
Overberg District

**SALARY** : Grade 1: R607 884 per annum  
Grade 2: R714 096 per annum  
Grade 3: R826 470 per annum  
(A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Swellendam & Cape Agulhas Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South African (HPCSA) as Dentist. Registration with Professional council: Registration with the HPSCA as Dentist. Experience: **Grade 1:** None after registration as Dentist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 7 years appropriate experience as Dentist after registration with the HPSCA as a

Dentist in respect of SA qualified employees. Minimum of 8 years relevant experience after registration as Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 12 years appropriate experience as Dentist after registration with the HPSCA as a Dentist in respect of SA qualified employees. Minimum of 13 years relevant experience after registration as Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid code B/EB/C1 driver's license. Willingness to travel. Competencies (knowledge/skills): Ability to lead a small dynamic team. Good communication skills.

## **DUTIES**

: Quality clinical and non-clinical patient care, able to implement effective dental health programs in a cost-effective manner. Preventative planning and carrying out of dental health programs. Able to successfully lead the dentistry component – implement weekly meetings, facilitate training initiatives, give feedback to direct supervisor, take responsibility for orders and stock, establish equipment needs. Responsible for supervision of dental assistants and oral hygienist. Provide an efficient administrative service regarding all clinical and non-clinical matters: Maintain appropriate data bases of work done, complete SPMS documents of all employees in the component, take responsibility for any medico-legal matters with the component, manage referrals appropriately. Provide guidance and leadership towards the design and implementation of policies and SOPs within the component, and work towards the realisation of strategic goals and objectives.

## **ENQUIRIES APPLICATIONS**

: Dr S Bothma Tel No: (028) 514-8400  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

## **NOTE**

: No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

## **CLOSING DATE**

: 29 September 2025

## **POST 33/154**

: **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (COMPREHENSIVE HEALTH) (CBS AND FBS) (X2 POSTS)**  
Chief Directorate: Metro Health Services

## **SALARY CENTRE REQUIREMENTS**

: R549 192 per annum  
: Khayelitsha Eastern 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 Professional Nurse and midwife with basic Community Nursing Science. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with Professional council: Registration with the SANC as Professional Nurse and Midwife with basic Community Nursing Science. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy. Knowledge of all relevant public service regulations and policies. Understanding public/private partnerships. Understanding the District Health System. Project management skills. Experience in Health programmes (women's health, child health, mental health, chronic diseases, infectious diseases).

## **DUTIES**

: Facilitate, co-ordinate, monitor and ensure adequate integration of all Community Based Services within the PHC Programme in the delegated Sub-district of the Khayelitsha Eastern Sub-structure. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient Health Care to the communities of the delegated Sub-district. Facilitate/support and assist in training, motivation and development of delegated staff. Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. Assist with NPO contract management. Perform the operational management (Implementation support,

	Monitoring & Evaluation, integration, development and adjustment) of health programme technical support to the health facilities in a delegated sub-district. Provide mentorship, support and develop capacity (training) at facility level as relevant. Policy implementation and quality improvement initiatives as relevant in the delegated sub district. Manage all appropriate special projects. Assisting in ensuring effective delivery of the Integrated Services incl HAST, VMMC in the health facilities and in the community by all the personnel and stakeholders concerned within the Subdistrict.
<b><u>ENQUIRIES</u></b>	: Ms N Peton Tel No: (021) 360-4200
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a competency/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 29 September 2025
<b><u>POST 33/155</u></b>	: <b><u>RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<b><u>CENTRE</u></b>	: Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer. Registration with Professional council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> Minimum of 20 years' relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer 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: Do an afterhours on call service as rostered. Work late when deemed necessary to fulfil operational requirements Competencies (knowledge/skills): Good communication skills (verbal and written). Good interpersonal skills. Good computer skills especially with Ms Excel, MS PowerPoint, MS Word and Aria Management System. Knowledgeable of radiotherapy protocols and standard operating procedures.
<b><u>DUTIES</u></b>	: Perform and assist with co-ordination of treatment or planning or CT simulations or Quality Assurance and -related radiotherapy activities with RTTs, Community Service and student RTTs to ensure effective patient throughout. Safe handling of patients and assist in patient positioning and immobilization. Accustomed with linear accelerators, orthovoltage treatments, Aria and Eclipse planning systems. Ensure patients are accurately treated and/or planned, according to Clinicians' instructions and give administrative and information support to the Chief. Quality Assurance of treatment or planning of patients, ensuring optimal work is executed. Administer appropriate patient care and perform quality assurance procedures on the treatment floor or planning. Participate in continuing professional development and assist with in-service training of Radiation Therapists, students and other visiting staff. Assist medical physicists in the quality control of equipment. Monitor and keep stock of consumables and assets within the section. Liaise with staff of all levels within,

	and occasionally outside, the Division on issues pertaining to the assigned patients Involvement in CPD activities and departmental lectures.
<b><u>ENQUIRIES</u></b>	: Ms L Jaftha Tel No: (021) 404-4292
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	: 29 September 2025
<b><u>POST 33/156</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: THEATRE)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	: Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwifery. A post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with Professional council: Registration with SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing. Inherent requirement of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Expected to function rotate within the Functional Business Unit of Theatre. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills.
<b><u>DUTIES</u></b>	: Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
<b><u>ENQUIRIES</u></b>	: Ms S Vlok Tel No: (023) 348-1208
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. 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 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 Nursing with the South African Nursing Council.

<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/157</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: ORTHOPAEDICS) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with Professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.
<b><u>DUTIES</u></b>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms F Baartman Tel No: (021) 938-4055 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/158</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN (RADIO)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Emergency Medical Services
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 3-year National Diploma or degree in radio technology in the public safety environment or relevant qualification. Experience: Appropriate experience in radio communications in the public safety environment. Appropriate experience in the repair and maintenance of Radio communications equipment, and the programming and installations of radios into vehicles. Inherent requirements of the job: Physical fitness for the maintenance and upgrade of high sites (equipment and infrastructure). Candidate will be required to transport / carry heavy equipment and tool up and down to high sites to effect repairs. Candidate will be required to climb up and down radio towers and will have to go for high angle training. Candidate will be required to travel both within and outside the province, including overnight stays away from home. Candidate will be required to fly in

a helicopter up and down to high sites, thus the candidate must not be scared of heights or flying. Good strategic management and planning skills. Ability to travel within the province and work within a team. Ability to perform standby duties and work overtime when required. The successful candidate will be expected to operate a vehicle in 4x4 mode on mountainous terrain and perform tyre repairs or replacements as necessary. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of ICASA regulations and the Occupational Health and Safety Act. Extensive knowledge of the following: Project Management; Technical design and analysis of radio fleet mapping and programming; Computer-aided engineering applications for Microwave development; Excellent leadership and managerial skills. The ability to manage and supervise the repair of radio equipment in a radio technical environment. Understanding of provincial supply chain policies and practices related to equipment purchasing and management. Excellent communication skills (written, verbal and presentation) and interpersonal skills with a customer focus and responsiveness. Computer Literacy proficient. Technical report writing skills in terms of radio infrastructure, technical consulting with radio industry role players; Decision making skills.

**DUTIES** : Render radio technical services in the Western Cape province for EMS, and manage Radio Subscriber, Tetra, and Digital radios. Procure equipment, spare parts, and control stock, and ensure effective and accurate record-keeping of assets. Administrate radio user interference and network affiliation. Manage Emergency Communication Centres radio interface communication, research and development and repeater High sites upgrade and maintenance. Manage service contracts and maintenance projects. Manage and carry out maintenance, repairs, routine inspection and evaluation of radio equipment and high sites. Manage, plan and organize maintenance schedules and radio infrastructure services. Attend meetings and communicate effectively with clinical and other personnel as well as private sector employees. Ensure effective and efficient Financial Management and Line Management functions of the unit. Administrate radio user interference and network affiliation.

**ENQUIRIES** : Mr C Wylie Tel No: (021) 508-4519  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates are subjects to a practical assessment. The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

**CLOSING DATE** : 29 September 2025

**POST 33/159** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (SYSTEM MANAGER-BILLING)**  
 Directorate: Health Information Technology

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office; HIS Application Support Centre  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience of hospital administrative and billing procedures. Appropriate experience working on AR-Billing system. Appropriate working experience and knowledge of the Billing system. Appropriate experience in training and supporting system users. Appropriate knowledge/experience of Hospital Fees and patient administration policies will be advantageous. Inherent requirements of the job: Valid driver's licence. Willingness to travel within PGWC health institutions. Willingness to work overtime. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to provide user training and support. Accurate data capturing skills. Computer literacy, including MS Office and MS Project. Knowledge of Accounts Receivable System, Clinicom, JAC, Materials Management and other HIS modules. Understanding of Business Process Re-engineering. Understanding of system maintenance and enhancement process flow. Understanding and developing quality control processes. Proven ability to work in a team environment.

**DUTIES** : Manage and control the Billing System at all hospitals in the Western Cape. Maintain and update master files, documentation, access control and print management. Manage and ensure update of annual or ad-hoc tariff increase. Liaise with HIS management, hospital IT, and other stakeholders on billing

matters. Provide end-user support and resolve system problems. Update and maintain user manuals and billing system procedures. Develop quality control script for system changes and manage test process with formal outcome reporting. Develop system release notice for system changes and ensure user awareness. Identify training needs and provide training to users and core trainers. Assist with data quality assurance. Manage compliance of system release logs and exception reports. Drive business process re-engineering in billing-related areas across hospitals. Support development and administration of new billing modules. Manage Billing System Controllers. Collaborate with the Finance billing team to ensure compliance of system to hospital fee and patient admin policy and manage new enhancement requests to deployment where accepted. Provide ad hoc support to the Deputy Director: eHealth Systems.

<b><u>ENQUIRIES</u></b>	:	Mr J Maharaj Tel No: (021) 938-6513
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo competency assessments/proficiency test.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/160</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMPLIANCE MANAGER (ADVISOR)</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Financial Accounting, Auditing or related field. Experience: Appropriate experience in the preparation of Annual and Interim financial statements as well as an audit environment. Appropriate experience in International Financial Reporting Standards (IFRS) and/or Modified Cash Standards (MCS) and/or Generally Recognised Accounting Practice (GRAP). Appropriate external and/ or Audit experience. Inherent requirements of the job: A valid code B/EB manual driver's licence and willingness to travel Competencies (knowledge/skills): Completed SAICA Articles and/ or appropriate experience in an audit environment. Advanced computer literacy (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations). Knowledge of BAS, LOGIS, and SCM will be an added advantage. Strong people management skills and ability to work in a multi-disciplinary team. Strong technical financial skills, including, experience in the audit and accounting environment, preparation of financial reports and the ability to understand, analyse and monitor financial prescripts. Experience in the compilation of Annual and/or Interim Financial Statements (AFS/IFS), accrual accounting principles, the Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS). Experience in applying auditing standards. Experience in data analytics and excel template development.
<b><u>DUTIES</u></b>	:	Responsible for liaising between Department of Health & Wellness and Auditor-General. Evaluate institutional responses during the audit and ensure timely feedback to the Auditor-General during the entire audit process iro requests for information, communication of audit findings including SCOPA reports. Maintain and update the audit improvement plan (SCM and Finance) and report periodically on level of implementation of institutional remedial action. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and conduct training sessions in respect of the relevant MCS, GRAP and IFRS when required. Compile and develop procedures and policies iro AFS/IFS requirements. Scrutinise Annual Report and related documents for consistency. Engage with Auditor-General and other stakeholders. Data analytics of financial and non-financial information. Evaluate institutional responses and inputs during the preparation of the AFS and IFS. Ensure the updating of management information with regards to interim and final external audits. Ensure the Human Resource Management functions of personnel in the unit.
<b><u>ENQUIRIES</u></b>	:	Mr. MN Davids Tel No: (021) 483-3176

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/161</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE (FINANCIAL STATEMENTS)</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Financial Accounting, Auditing or related field. Experience: Appropriate experience in the preparation of Annual and Interim financial statements as well as an audit environment. Appropriate experience in International Financial Reporting Standards (IFRS) and/or Modified Cash Standards (MCS). Inherent requirement of the job: A valid code B/EB manual driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of BAS, LOGIS, and SCM will be an added advantage. Advanced computer literacy (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations). Strong people management skills and ability to work in a multi-disciplinary team. Strong technical financial skills, including, experience in the audit and accounting environment. Preparation of financial reports and the ability to understand, analyse and monitor financial prescripts. Experience in the compilation of Annual and/or Interim Financial Statements (AFS/IFS), accrual accounting principles, the Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS). Experience in data analytics and excel template development.
<b><u>DUTIES</u></b>	:	Responsible for the compilation of the AFS and IFS of the Department of Health & Wellness. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and conduct training sessions in respect of the relevant MCS, GRAP and IFRS when required. Compile and develop procedures and policies iro AFS/IFS requirements. Scrutinise Annual Report and related documents for consistency. Engage with Auditor-General and other stakeholders. Data analytics of financial and non-financial information. Evaluate institutional responses and inputs during the preparation of the AFS and IFS. Ensure the updating of management information with regards to interim and final external audits. Ensure the Human Resource Management functions of personnel in the unit.
<b><u>ENQUIRIES</u></b>	:	Mr MN Davids Tel No: (021) 483-3176
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/162</u></b>	:	<b><u>ADMINISTRATIVE MANAGER: CORPORATE SERVICES</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Alan Blyth Hospital & Kannaland Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirements of the job: A valid driver's (Code B/EB/C1) license. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good communication skills (written and verbal). Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.
<b><u>DUTIES</u></b>	:	Efficient and effective strategic planning of the corporate services at Alan Blyth Hospital and Kannaland Sub District with support to PHC Services. Management of personnel administration, human resource development & training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records.



	Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.
<b><u>ENQUIRIES</u></b>	: Dr C Dreyer Tel No: (044) 203 - 7203
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates will be subjected 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.
<b><u>CLOSING DATE</u></b>	: 29 September 2025
<b><u>POST 33/163</u></b>	: <b><u>ASSISTANT DIRECTOR: SUPPORT SERVICES (ENVIRONMENTAL HYGIENE SERVICES)</u></b>
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate three-year National Diploma or degree. Experience: Appropriate experience that focus on the Key Result Areas of the post. Appropriate supervisory experience. Inherent requirement of the job: Perform Standby duties. Competencies (knowledge/skills): Excellent computer skills (MS Word, Excel, PowerPoint, Outlook and Access). Excellent report writing skills and the ability to motivate and train staff. Leadership, conflict resolution and problem-solving skills. Sound knowledge and understanding of Health Care Risk Waste Regulation, 2013, HR Policies, Disciplinary Code and Procedure.
<b><u>DUTIES</u></b>	: Effective and efficient Human Resource management e.g. recruitment and selection process, Performance Management System, Leave management, disciplinary procedures, grievance procedures, Project Management, Training and Development of staff. Effective Management of the Environmental Hygiene Services of the Hospital which comprise of the following areas; Cleaning, Porters, Government Motor Transport, Death Administration; Waste Management; Messenger Services; Specimen services; and Pest Control. Manage and oversee Contract Management i.e. Cleaning, Waste management and any other adhoc contract services. Responsible for the FBU budget within EHS and to provide effective support to the Deputy Director, Support Services. Responsible to ensure compliance with regards to Ideal Hospital Standards, Infection Prevention Control and Internal Policies and Practices.
<b><u>ENQUIRIES</u></b>	: Mr R de Jager Tel No: (021) 404-3405
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within 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.
<b><u>CLOSING DATE</u></b>	: 29 September 2025
<b><u>POST 33/164</u></b>	: <b><u>CLINICAL TECHNOLOGIST GRADE 1 TO 3: CARDIOLOGY (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	: Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with Professional council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: <b>Grade 1:</b> None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with

the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job. After hours service. Competencies (knowledge/skills): Good communication skills (verbal and written). Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Appropriate experience in clinical technology within the field of cardiology including in-service training at a registered training facility. Above average academic record, work record and managerial abilities. Ability to work independently, without supervision and work within a group with all levels of staff.

**DUTIES** : To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology. Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis). Delivery of 24-hour standby service (required to work after hours, during weekends and public holidays).

**ENQUIRIES** : Mr M Govender Tel No: (021) 404 4094/5  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 29 September 2025

**POST 33/165** : **RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC)**

**SALARY** : Grade 1: R397 233 per annum  
 Grade 2: R463 941 per annum  
 Grade 3: R543 099 per annum

**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with Professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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: Must work shifts. Competencies (knowledge/skills): Knowledge of theatre, mobile, fluoroscopy and general radiography protocols. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving

		and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team
<b><u>DUTIES</u></b>	:	Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Provide support to the Chief and Assistant Director regarding day to day activities.
<b><u>ENQUIRIES</u></b>	:	Ms N Behardien-Peters Tel No: (021)-404-4187
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/166</u></b>	:	<b><u>SPEECH THERAPIST GRADE 1 TO 3</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with Professional council: Registration with the HPCSA as a Speech Therapist or Speech Therapist and Audiologist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Speech Therapist in respect of SA qualified employees. 1-year relevant experience after registration with the HPCSA as Speech Therapist of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as Speech Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as Speech Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Excellent communication skills. Good report writing, interpersonal, organising, leadership and planning skills, as well as computer literacy. Good and sound knowledge of appropriate national and provincial legislation and policies. Ability to work independently and in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Render tertiary-level diagnostic and therapeutic communication and dysphagia services in accordance with patient needs and professional standards. Perform and analyse specialized assessments (such as VFSS, FEES, stroboscopy) to inform management. Manage resources optimally and effectively. Participate in the multi-disciplinary team environment both within and outside hospital. Participate in and present In-service training and Continuing Education. Perform administrative tasks related to the speech and language service within the hospital.
<b><u>ENQUIRIES</u></b>	:	Ms A Gaskin Tel No: (021) 938 4825/5090

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/167</u></b>	:	<b><u>CASE MANAGER</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience preferably at hospital level, alternatively at a medical scheme or in a clinical environment. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD10 Coding) with procedure codes. Knowledge of the UPFS and ability to perform clinical audits of patient accounts. Knowledge of the Medical Scheme Act 131 of 1998 and relevant PMB Regulations. Excellent verbal and written communication skills. Excellent interpersonal skills and the ability to act independently, objectively and with confidence and collaboratively as part of the healthcare team. Computer literate (Microsoft Office/Teams). Ability to work under pressure, handle a high work volume and meet strict deadlines. Strong critical thinking and problem-solving abilities.
<b><u>DUTIES</u></b>	:	Ensure that pre-admission and pre-authorisation information is accurate and in accordance with hospital and funder procedures. Manage and implement Case Management policies, protocols and procedures timeously. Provide training and workshops when required. Liaise with internal and external stakeholders such as Funders and Managed care organisations with regards to treatment of patient, MHC policies, protocols, optimal fund utilisation, clinical information, diagnostic and procedural coding. -Provide complete and accurate clinical updates and discharge information to Funders. Conduct clinical audits of patients' accounts and ensure clinical auditing of the account controllers are accurate. Ensure accurate, specific and comprehensive clinical coding. Complete queries/requests of the Medical Scheme follow-up section timeously. Queries will include drafting of motivational letters where possible, obtaining authorisation, concurrent review of patient clinical information, i.e. length of stay, level of care, clinical coding and PMB. When handling or investigating a debtor query, ensure the account is accurately billed. Manage the workflow and supervise personnel of the Case Management department. Participate in interdisciplinary team meetings to optimize patient care. Provide estimations for all patient classifications. Provide Case management statistics on a weekly / monthly basis.
<b><u>ENQUIRIES</u></b>	:	Ms J Jooste Tel No: (021) 938-4140
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. This post does not form part of any Occupation Specific Dispensation. Shortlisted candidates may be subjected to a practical test
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/168</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Ceres Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate supervisory experience. Competencies (knowledge/skills): Knowledge of Public finance management act National

treasury regulations, Provincial treasury instructions, SCM and financial delegations and accounting officer system finance Instructions. Experience in financial year end reporting procedures (AFS/IFS). Practical experience of LOGIS and BAS. Good written and verbal communication skills. Good management and supervisory skills. Ability to work independently and as part of a team. Experience in management of debts and loss control processes. Computer skill (Power Point, Advance Excel, Microsoft word. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel.

**DUTIES** : Responsible for overall supply chain management functions which includes demand, acquisition, logistic, assets and Disposal management, ensure timeous and accurate compilation of monthly, quarterly finance and SCM reporting (Note 41&42, Bas and Logis Reconciliation is done), compile report for IFS/AFS disclosure inputs. Oversee expenditure, revenue, patient administration and ensure that Suppliers are paid within 30 days. Functioning of patient administration and revenue component. Ensure effective and efficient assets and warehouse management procedures are implemented to ensure optimal utilization of resources and timeous distribution of stock to end-users. Perform secretariat/advisory functions in the quotation committee meeting. Perform system controller functions and all system approval on EPS and LOGIS are done in accordance with applicable delegation of authority if applicable. Management of staff including staff performance, R&S process, training, disciplinary process and general support of staff.

**ENQUIRIES** : Mr. M Wessels Tel No: (023) 316-9602  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 29 September 2025

**POST 33/169** : **CASE MANAGER**

**SALARY** : R397 116 per annum  
**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year health-related National Diploma or 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/or Revenue Generation. Inherent Requirement of the Job: The candidate must be willing to work overtime. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS) and/or other tariff structures; Managed Health Care or Hospital Information Systems and Electronic Data Interchange (EDI). Knowledge of the Medical Schemes Act 131 of 1998 and application of Prescribed Minimum Benefit (PMB) legislation (Chronic Disease List and Diagnostic Treatment Pairs). Experience in ICD-10 code assignment and linking patient diagnoses with procedural codes. Proficiency in Excel, Microsoft Word and web-based medical aid programs. Excellent communication, conflict management, interpersonal and leadership skills.

**DUTIES** : Perform case management functions (authorisation, concurrent and retrospective reviews, discharge planning, liaison with relevant role-players and third parties to monitor utilisation). Provide quotations to H2, H3 and Foreign patients. Assist with ICD-10 code assignment and identification of PMB conditions. Manage and implement case management policies, protocols and procedures in the hospital (including onsite skills development and training for relevant role-players). Conduct clinical audits of patient accounts (medical aids, state departments such as RAF and COIDA) to ensure accuracy of invoices regarding ICD-10 codes, UPFS procedure codes and resource utilisation. Offer support for hospital account queries and assist with follow-up on outstanding medical scheme balances via Medikredit EDI reports. Supervise staff and liaise with role-players on case management matters.

**ENQUIRIES** : H J van Graan Tel No: (021) 658-5007  
**APPLICATIONS** : Applications must be submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

<b><u>NOTE</u></b>	:	This post does not form part of any Occupation-Specific Dispensation. No payment of any kind is required when applying. Short-listed candidates may be required to complete a practical test.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/170</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION AND HOSPITAL FEES AND MEDICAL RECORDS)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum George Regional Hospital 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 requirement 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Kombrink Tel No: (044) 802-4332 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/171</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT (RECRUITMENT AND SELECTION)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Human Resource Management: Recruitment and Selection experience. Appropriate supervisory experience. Competencies (knowledge/skills): Extensive knowledge of HR Policies, procedures, practices relevant to Recruitment and Selection and various OSD's implementation. Communication, interpersonal and problem-solving skills. Computer literacy with proficiency in MS Word and Excel.
<b><u>DUTIES</u></b>	:	Ensure effective and efficient management of the Recruitment and Selection section and the correct implementation of HR policies and circulars to the section. Investigate and respond to queries as well as assist and advise in respect of grievances with regards to Recruitment and Selection. Ensure proper safekeeping of all documents. Supervision and development of subordinate. Render support to supervisor and colleagues when needed.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms B Alexander Tel No: (021) 404 2271 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test. The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions,

		inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/172</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 TO 4</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eerste River Hospital Minimum educational qualification: Appropriate Bachelor's Degree in Social Work or equivalent qualification. Registration with Professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: <b>Grade 1:</b> No experience. <b>Grade 2:</b> A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. <b>Grade 3:</b> A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. <b>Grade 4:</b> A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirement of the job: Valid code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (MS word, Excel, and Power point) and e-mail (Outlook) Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a hospital setting.
<b><u>DUTIES</u></b>	:	Provision of comprehensive, client centered clinical social work services in the hospital setting, with regards to care, support and protection of vulnerable individuals, groups, families and communities, to ensure safe discharge plans. Deliver an accountable service through the application of Social Work administrative processes. Effective networking with the multi-disciplinary team as well as relevant external role players. Keep up to date with new developments in social work and welfare fields. Utilize and manage resources. Support social auxiliary workers and volunteers. Participate in training and development of staff. Assist with the achievement of the departmental and organizational goals. Perform all the administrative functions required of the job.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Vlok Tel No: (021) 850-4702 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within 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."
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/173</u></b>	:	<b><u>EMS EMERGENCY CALL CENTRE SUPERVISOR (X4 POSTS)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town Centre (X2 Posts)

	Central Karoo Centre (X1 Post) Cape Winelands Centre (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Senior certificate (Grade 12) or equivalent. Experience: Appropriate experience in the Emergency Call Centre environment (Minimum of 5 continuous years of experience with call taking and dispatching). -Appropriate previous supervisory experience. Inherent requirement of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/skills): Competency in the CAD (CareMonX) system. Good leadership, communication, and interpersonal skills. Good planning, leading, organizing and control abilities. Ability to work well under pressure. Computer Literacy with MS Word, Excel and PowerPoint, Outlook and Internet.
<b><u>DUTIES</u></b>	: Efficient, effective, and quality management of the Shift or Component in the CTCC. Cost Effective Management of allocated overtime needs. Effective Human Resource Management, Training and Development and the management of Labour Relations matters. Supervision and Management of all Administrative Requirements. Effective Communication and Liaison with internal and external clients. Support to colleagues and the CT Centre Manager.
<b><u>ENQUIRIES</u></b>	: Ms P Masitho Tel No: (021) 932-1966 – Cape Town Ms BA Dees Tel No: (023) 346-6032 – Cape Winelands Ms M Arries Tel No: (044) 805-5070 – Central Karoo.
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. -Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	: 29 September 2025
<b><u>POST 33/174</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u></b> Garden Route District
<b><u>SALARY</u></b>	: Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Alan Blyth Hospital, Ladismith, Oudtshoorn & Kannaland Sub-district Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<b><u>DUTIES</u></b>	: Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<b><u>ENQUIRIES</u></b>	: Ms A Laubscher Tel No: (028) 551-1010



<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 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."
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/175</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ceres Hospital 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 Professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> 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: Willingness to work in other wards inside hospital. Will be required to work shifts, weekends and public holidays. Willingness to work overtime. Competencies (knowledge/skills): Good interpersonal, communication skills. Sound scientific knowledge of nursing. Computer literacy – able to capture and interpret relevant data. Ability to work independently and in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Provision of quality basic nursing patient centred care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr L Scholtz Tel No: (023) 316-9600
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 Ceres 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.
<b><u>CLOSING DATE</u></b>	:	29 September 2025

<b><u>POST 33/176</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CHILDREN'S WARD)</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R369 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Hermanus Hospital, Overstrand 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 as Professional Nurse and Midwife. Registration with Professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Relieve and rotate in all areas of the hospital. A valid driver's licence (Code B/EB/C1). 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. Ability to communicate effectively.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing care plans, laws and regulations relevant to nursing and health care. Implement standards, practices, criteria, and indicators for quality assurance. Utilize human, material, and physical resources efficiently and effectively. Maintain constructive and supporting working relationships with nursing and other stakeholders. Management of information.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A Klaasen Tel No: (028) 312-1166 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/177</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (FEMALE /CHILDREN'S WARD) (X2 POSTS)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Vredendal Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with Professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> 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: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment and willingness to rotate between Wards. Competencies (knowledge/skills): Ability to function/make decisions

	independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<b><u>DUTIES</u></b>	: Provide direction/supervision for the implementation of the nursing plan to ensure quality optimal, patient care. Implement standards, practices, criteria and indicators for quality nursing practice. Practice nursing and health care in accordance with the nursing and health care laws and regulations to protect patients. Maintain a constructive working relationship with nursing and members of the health and social care teams. Efficient and cost-effective utilization of human-, material- and physical resources.
<b><u>ENQUIRIES</u></b>	: Mr LK Wagenaar Tel No: (027) 213 2039
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Matzikama 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.
<b><u>CLOSING DATE</u></b>	: 29 September 2025
<b><u>POST 33/178</u></b>	: <b><u>ADMINISTRATION CLERK: FINANCE / ADMIN</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: R228 321 per annum
<b><u>CENTRE</u></b>	: Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject. Experience: Appropriate experience in a Finance environment. Appropriate experience in LOGIS and BAS systems. Competencies (knowledge/skills): Written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the Public Finance Management Act, Provincial Treasury Instructions and National Treasury Regulations. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.
<b><u>DUTIES</u></b>	: Capturing of creditors' payments on LOGIS and BAS. Capturing of journals and debts on BAS. Provide an efficient and effective financial service in line with relevant financial instructions. Maintain effective record keeping of invoices and orders received on database and perform other general office administration duties. Filing of payments and journals. Provide efficient support to suppliers by reconciling account statements.
<b><u>ENQUIRIES</u></b>	: Mr PD Rossouw Tel No: (021) 834-5896
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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.
<b><u>CLOSING DATE</u></b>	: 29 September 2025
<b><u>POST 33/179</u></b>	: <b><u>ADMINISTRATION CLERK: HRM (SPMS) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R228 321 per annum
<b><u>CENTRE</u></b>	: Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Performance Management.

		Competencies (knowledge/skills): Knowledge and experience of PERSAL Computer skills (Ms Word, Excel, Outlook, PowerPoint) Sound knowledge of SPMS and PERMIS. Able to work independently. Able to deal with conflict. Good interpersonal, verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Assist with the administration of the Performance Management System of Tygerberg Hospital. Implement Pay Progression, payments, and grade progression. Provide advice and assistance with the administration of SPMS, and PERMIS. Co-ordinate and monitor moderating committee meetings. Support to supervisor and staff members in the component.
<b><u>ENQUIRIES</u></b>	:	Ms MH Marcus Tel No: (021) 938-4906
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/180</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Beaufort West Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Financial Management and Supply Chain. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and practical experience of the LOGIS System. Sound knowledge of the Basic Accounting System (BAS) and all applicable government legislation. Computer literacy (MS, Excel and Word). Sound knowledge of PFMA, National and Provincial Treasury Instructions. Good communication skills.
<b><u>DUTIES</u></b>	:	Reconcile (clear) asset and liability accounts on the Basic Accounting System (BAS). Debt Management on BAS. Do LOGIS & BAS Transactions (Payments & Journals) within set timeframes. Reconciliation of Supplier Statements and applicable correspondence in that regard. Handle supplier queries and give timeous feedback. Financial Reporting. Filing and Safekeeping of documentation. Travel & Subsistence Claims.
<b><u>ENQUIRIES</u></b>	:	Ms E Abbott Tel No: (023) 414 8200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical test may form part of the interview process. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/181</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (WARDS)</u></b> Overberg District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Swellendam Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health environment with experience with HECTIS & CLINICOM System. Inherent requirement of the job: Willingness to work overtime when required. Must be willing to workday duty, weekends and public holidays. Competencies (knowledge/skills): Knowledge of HECTIS & Clinicom. Computer literacy (MS Word and Excel) and knowledge of record keeping procedures. Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
<b><u>DUTIES</u></b>	:	Patient administration including admission and discharge of patients and liaise with all clients and ensure follow-up appointments on Clinicom system. Update patient information on systems. Record and collect patient statistics, daily, weekly and monthly. Clinicom and other PGWC system computer duties, including folder and x-ray control. Manage material resources, assets and order ward stock via LOGIS. Effective support to the nursing and operational

	:	manager, supervisor and colleagues. Maintain patient confidentiality on information.
<b><u>ENQUIRIES</u></b>	:	Ms F Vermeulen Tel No: (028) 514-8419
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/182</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (SUPPLY CHAIN MANAGEMENT)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R228 312 per annum
<b><u>CENTRE</u></b>	:	Office of the Chief Directorate (Sub-directorate: Finance)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject. Experience: Appropriate experience in Supply Chain Management. Competencies (knowledge/skills): Computer literate in Microsoft Office. Knowledge of Supply Chain Management processes, PFMA and AOS. Knowledge of LOGIS and EPS. Ability to effectively communicate (verbal & written).
<b><u>DUTIES</u></b>	:	Demand and acquisition management of goods and services. Assist with the preparation of inputs for the annual financial statements (AFS) and ensuring audit compliance. Advertising requests on the EPS and conducting SCM evaluations according to SCM prescripts. Prepare batches, draft minutes for QC and vetting committee. Placing of orders with suppliers and maintaining accurate filing systems. Address supplier and user queries. Monthly reporting. Perform relief duties within SCM component.
<b><u>ENQUIRIES</u></b>	:	Ms. S Ngodwana Tel No: (021) 815-8817
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Administration Clerk: Support (Supply Chain Management) 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.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/183</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (CLINICAL MANAGER)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R228 312 per annum
<b><u>CENTRE</u></b>	:	Emergency Medical Services: Metro Services (Pinelands)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Senior certificate (Grade 12 or equivalent). Experience: Appropriate administrative experience in line with the duties. Inherent requirements of the job: Valid Code 8 or Code 10 Driver's Licence. Excellent computer literacy in the MS Office package. Ability to travel between EMS districts and external stakeholders. Willingness to assist with departmental logistics and event planning. Competencies (knowledge/skills): Good interpersonal and organizational skills. Ability to function independently and within a team environment.
<b><u>DUTIES</u></b>	:	Render administrative support to Departmental head and other Management. Efficient Office Management, filing and record keeping and sound administrative skills. Diary management of Manager. Arranging of meetings and minute taking. Compiling of documents needed for the meeting. Effective administrative support to other departments. Ensure effective and efficient control of equipment in component. Handling of all telephonic and email enquiries from internal and external stakeholders. Compiling and typing of submissions and letters. Assist with projects within the department. Receiving of confidential documents and the distribution thereof. Screen necessary documents to determine actions or information required. Procurement of goods and services for the component.
<b><u>ENQUIRIES</u></b>	:	Dr K Meyer Tel No: (021) 508-4517
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates are subjects to a practical assessment. The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/184</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT</u></b> Directorate: Information Technology
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town (Tygerberg Hospital: HIS Application Centre)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration. Competencies (knowledge/skills): Numerical and Financial Competence. Analytical and Problem-Solving Skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook, and Teams). Information systems management skills. Analytical and problem-solving skills. Excellent communication and people skills. Basic database development and maintenance skills. Good organizing skills. Technical and IT skills.
<b><u>DUTIES</u></b>	:	Responsible for Administrative Support by provide high-level administrative support to managers, ensuring seamless office operations. Ensuring functional Diary Management, organize appointments, meetings, and events, managing time effectively and resolving scheduling conflicts. Coordinate meetings, prepare agendas, take minutes, and distribute materials to stakeholders. Travel and Accommodation Management: Organize travel arrangements, including flight bookings, accommodation, and travel claims. Financial Administration: Track expenditure, assist with purchase orders, and support procurement activities. Human Resource and Contract Administration: Assist with recruitment coordination, onboarding, and contract management. Reporting and Presentations: Support the preparation of reports, presentations, and other documentation. SharePoint Administration: Manage documents and ensure correct access and organization within SharePoint.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Matasane, Email: <a href="mailto:Cally.Matasane@westerncape.gov.za">Cally.Matasane@westerncape.gov.za</a>
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/185</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE (DEBT AND BOOKKEEPING ADMINISTRATION)</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience BAS systems and working in a Debt & Bookkeeping Administration. Environment. Competencies (knowledge/skills): Computer literacy in Microsoft applications (MS Word and Excel). Good interpersonal relations, communication and organizational skills. Knowledge of the Basic Accounting System (BAS). Knowledge of Clearing of Assets and Liabilities. Knowledge of Debt Management. Knowledge of financial transactions in asset and liability accounts. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations. Good communication skills.
<b><u>DUTIES</u></b>	:	Ensure the clearing of suspense accounts on monthly basis. Ensure that all debts are registered and accounted for. Ensure new debt files a taken on and followed up adequately. Compile CMI re on a monthly & Quarterly Basis. Dealing with debt & bookkeeping related queries. Requesting and analytical interpretation of financial data. Provide inputs i.r.o weekly/monthly & yearly reporting. Ensuring Petty Cash is managed effectively. Record keeping/safe-guarding of documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. P Kula Tel No: (021) 483-4839
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Applicants will be subjected to a competency/ proficiency test.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/186</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town, Office base: Stikland Compliance Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Finance and Supply Chain Management. Inherent requirements of the job: Valid Code B/EB (manual) drivers' licence. Willing to travel and spend long periods away from the home while placed at Health Institutions in the Western Cape. Competencies (knowledge/skills): Knowledge of computerised Management Financial systems. Knowledge of Supply Chain Management: Demand Planning, Warehouse Management, Asset Management, Acquisition Management. Knowledge of Accounting: Payments, Clearing of Ledger Accounts.
<b><u>DUTIES</u></b>	:	Process LOGIS and BAS payments. Process orders. Perform warehouse functions. Procuring and accounting of assets. Effect transactions on LOGIS/Syspro system.
<b><u>ENQUIRIES</u></b>	:	Ms E Vermeulen, email: <a href="mailto:Eleanor.Vermeulen@westerncape.gov.za">Eleanor.Vermeulen@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/187</u></b>	:	<b><u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u></b> West Coast District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	West Coast District Office, Malmesbury
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate relevant working experience in Information Management, Health Information Systems and end-user systems support. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel extensively. Competencies (knowledge/skills): Appropriate working knowledge of current Information Management Computer software systems (PHCIS, CLINICOM, Sinjani, Ideal Health facility, Tier.net, EDR.web etc.) utilized by the Department of Health. Good numerical, data analysis, presentation and training skills. Advanced computer skills in MS Word, Excel, PowerPoint.
<b><u>DUTIES</u></b>	:	Ensure effective and efficient data capturing, verification and validations adhered to. Routine and quarterly data quality monitoring. Compilation and submission of data within timelines Effective administrative support services. Assist to compile accurate reliable data reports. Maintain an effective filing system. Provide information management feedback. Ensure effective and efficient office administration.
<b><u>ENQUIRIES</u></b>	:	Ms. N Cottee Tel No: (022) 814 0304
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/188</u></b>	:	<b><u>ADMINISTRATION CLERK: REGISTRY</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 312 per annum
<b><u>CENTRE</u></b>	:	Southern/Western Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate registry experience. Competencies (knowledge/skills): Computer literacy (MS Office, Outlook). Ability to function independently as well as in a multi-disciplinary team. Good planning and organizational skills. Good communication and Interpersonal skills.

<b><u>DUTIES</u></b>	:	Render an effective and efficient Registry service for People Management. Control of Archive, including disposal of files/records. Handling of telephonic enquiries. Render optimal support to supervisor. Effective and efficient utilization of all resources. Perform related administrative tasks as instructed by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms. Z Mnyazi Tel No: (021) 202-0967
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/189</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with Professional council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Competencies (knowledge/skills): Ability to work independently and under pressure.
<b><u>DUTIES</u></b>	:	Provide quality basic nursing care according to procedures and policy. Provide basic nursing care under the direct and indirect supervision of the Registered Professional Nurse. Create a safe and therapeutic environment for patients and the public. Development and Implementation of basic patient care plans. Maintain professional growth, ethical standards and self-development. Accurate recordkeeping and effective utilization of resources.
<b><u>ENQUIRIES</u></b>	:	Ms F Baartman Tel No: (021) 938-4055
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the South African Nursing Council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/190</u></b>	:	<b><u>HOUSEKEEPING SUPERVISOR (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate housekeeping experience in a hospital environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to perform physical tasks, e.g., lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Competencies (knowledge/skills): Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering, and time management. Good communication skills.
<b><u>DUTIES</u></b>	:	Supervise, coordinate, control, and inspect the duties of the Household Aids. Do scheduling of housekeeping duty registers. Ensure the correct segregation and removal of different types of waste in the wards. Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment. Ensure proper linen sorting and Linen



		management in the wards. Render support to the nursing department and none nursing personnel at ward level. Render support to the Support Services unit. Adhere to the Code of Conduct and display the core values of the Department of Health: Western Cape Government in the execution of duties. Maintain self-development.
<b><u>ENQUIRIES</u></b>	:	Mr JJ Roberts Tel No: (021) 938-4121
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates may be subjected to a practical/competency test.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/191</u></b>	:	<b><u>HOUSEKEEPING SUPERVISOR</u></b> Overberg Hospital
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Caledon Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning, linen and housekeeping supervisory experience in a health facility environment. Inherent requirement of the job: Willingness to work overtime and provide relief work in other departments and assist at other facility within sub-districts to ensure effective provision of services. Competencies (knowledge/skills): Understanding hospital waste management, linen management, Hospital catering, Infection prevention and Control, and OHS. Knowledge of inventory/stock control, ability to manage hospital hygiene audits and ability to count. Ability to supervise and discipline staff members and to optimally utilise housekeeping staff. Computer literacy (MS Word, Excel and Outlook).
<b><u>DUTIES</u></b>	:	Responsible for overall control, organising, performing, and coordinating tasks related to linen, waste management and hygiene services and maintaining a high standard of cleanliness and hygiene within the hospital as well as audit and evaluate hospital hygiene standards. Manage infection control and health and safety policies. The ability to operate housekeeping machines and equipment and report damages when occurs to the machine and equipment. Effectively manage the utilisation of physical and material resources in accordance with legislation and policies. Supervise, manage and coordinate the housekeeping and laundry teams, and implement disciplinary procedures when required. Effective communication, and assistance provided to supervisors, colleagues, and management to assist with improved service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms N. Fudu Tel No: (028) 212-1070
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/192</u></b>	:	<b><u>FOOD SERVICE AID (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic reading, writing and numerical abilities (basic mathematics). Experience: Appropriate experience in an Industrial Food Services Unit. Inherent requirements of the job: Prepared to work shifts, weekends and public holidays. Ability to lift heavy objects and be on feet the entire day. Responsible for own transport to and from work. Competencies (knowledge /skills): Ability to function in a group and work under pressure. Knowledge of HACCP; national guidelines on safe preparation, storage and handling of powdered infant formula for health facilities and home environments; health and safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Understanding of the functioning of a hospital milk kitchen.
<b><u>DUTIES</u></b>	:	Preparation and distribution of milk feeds to the wards according to prescribed standardized recipes and the standard operating plan, with temperature control during the processes. Assist with receipt, storage and stock control of food and milk kitchen supplies and maintain record-keeping and statistics of milk feeds

		delivered to the wards. Pre-prepare, prepare, dish up and distribute normal and special diets. Adhere to general hygiene and safety directives in the Food Service Unit and milk kitchen, including use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment and report broken items. Assist with informal in-service training of new employees.
<b><u>ENQUIRIES</u></b>	:	Mr R Broekhuizen Tel No: (021) 918-1385
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Candidates short-listed for interviews will be expected to complete a practical test. The pool of applications may 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 remain the same as those advertised.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/193</u></b>	:	<b><u>PORTER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	False Bay Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate porter experience in a in a hospital/health environment. Inherent requirement of the job: Willingness to work shifts, overtime, weekends and public holidays. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs. Ability to interact with clients, public and staff. Ability to work in a team and independently.
<b><u>DUTIES</u></b>	:	Accompany/assist and transport of patients via beds/trolleys/wheelchairs between treatment areas. Assist with the loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files, reports, etc) to wards/treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the maintenance of trolleys and wheelchairs (this includes cleaning and repairs). Removal and transportation of corpses.
<b><u>ENQUIRIES</u></b>	:	Ms C Peters Tel No: (021) 832-5257
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/194</u></b>	:	<b><u>HOUSEHOLD AID (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospital or health environment. Inherent requirement of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Willingness to undergo formal and informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Good communication and interpersonal skills. Ability to work in a team environment and independently.
<b><u>DUTIES</u></b>	:	Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patients and parents' meal serving and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use of machinery, maintenance and safekeeping of consumables and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled linen, dirty linen, clean linen, counting of linen, packing linen room). Assist in performing ad-hoc duties within the hospital.

<b><u>ENQUIRIES</u></b>	:	L Chenga Tel No: (021) 658 5436 / M Fredericks Tel No: (021) 658 5111
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/195</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (20 HOURS PER WEEK) (X3 POSTS)</u></b> Chief Directorate: Metro Health Services (Contract until 31 March 2026)
<b><u>SALARY</u></b>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<b><u>CENTRE</u></b>	:	Helderberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to work flexibly across weekdays, weekends, and after-hours (sessional schedule will be adjusted according to service need). Competencies (knowledge/skills): Competency in clinical care across key generalist domains: – Emergency care – Internal medicine – Surgical and procedural support- Obstetrics and gynaecology – Paediatrics -Ability to manage undifferentiated patients and complex presentations Team-based care and cross-disciplinary collaboration. Effective communication and clinical documentation and record keeping. Computer literacy: electronic health records, MS Word, Excel.
<b><u>DUTIES</u></b>	:	Provide direct, high-quality clinical care across hospital departments as needed. Participate in daily ward rounds, new admissions, EC callouts, and step-down planning. Cover OPD, EC, inpatient wards, maternity, paediatrics, and surgical services depending on service pressure. Uphold standards of clinical governance and safety. Support district-level referral and discharge planning. Participate in case discussions, audit activities, and team meetings.
<b><u>ENQUIRIES</u></b>	:	Dr. W Viljoen Tel No: (021) 850 4705
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within Khayelitsha/Eastern Sub-structure 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.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/196</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (GENERAL SURGERY) (13 SESSIONS)</u></b> Chief Directorate: Mero Health Services (6-Month Contract)
<b><u>SALARY</u></b>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<b><u>CENTRE REQUIREMENTS</u></b>	:	Karl Bremer Hospital Minimum educational qualification: Appropriate qualification that allows registration or existing registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Registration with Professional council: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in General Surgery. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in General Surgery in respect of SA qualified employees. 1-year relevant experience after registration as Medical Specialist in General Surgery 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. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist in General Surgery after registration with the HPCSA as a Medical Specialist in General Surgery in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Specialist in General Surgery 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. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Specialist in General Surgery after registration with the HPCSA as a Medical Specialist in General Surgery in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Specialist in General Surgery with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience with General Surgery, including endoscopy and laparoscopic surgery. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes, referral writing skills and sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.
<b><u>DUTIES</u></b>	:	Provision of clinical service delivery at specialist level across the full spectrum of General Surgery services but with a focus on the endoscopy service. Duties in theatre may also be needed, performing surgical procedures. Consultant ward rounds with senior decision making in respect of patient care, including disposition decisions and oversight and input into OPD services. Clinical Governance in respect of accurate medical record keeping, data / trend analysis, contribution to Morbidity & Mortality meetings and management of complaints. Use of existing digital platforms for referrals and patient related documentation. Teaching, training, research activities, including supervision & teaching of junior doctors and participation in the academic program in the hospital. Contribution to improvement of internal systems within the General Surgery service – both within the hospital and the Metro East ecosystem and participation in the wider management of the medical services within the hospital, both clinical and administrative, where reasonable and feasible.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr S Le Roux Tel No: (021) 918-1990 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/197</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY) SESSIONAL (4 HOURS PER WEEK)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Psychiatry. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Technical skills appropriate for investigation. MMED in Psychiatry and/or FC Psychiatry (SA) qualifications. Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Clinical skills required of a Medical Specialist Psychiatrist, including assessment, diagnosis and treatment in a psychiatry outpatient setting.
<b><u>DUTIES</u></b>	:	Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<b><u>ENQUIRIES</u></b>	:	Dr I Lewis Tel No: (021) 404 5381 or <a href="mailto:lan.lewis@uct.ac.za">lan.lewis@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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)". 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.
<b><u>CLOSING DATE</u></b>	:	29 September 2025
<b><u>POST 33/198</u></b>	:	<b><u>DENTIST: GRADE 1 TO 3 (SESSIONAL 35 HOURS) (NHI FUNDING)</u></b> (Contract Until 31 March 2026) West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R468 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<b><u>CENTRE</u></b>	:	NHI Project – West Coast (Placement in the Matzikama Sub-district, PHC platform)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as

Dentist. Registration with Professional council: Registration with the HPCSA as Dentist. Experience: **Grade 1:** None after registration as Dentist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA qualified employees. A minimum of 8 years relevant experience after registration as Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA qualified employees. A minimum of 13 years relevant experience after registration as Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to render dental services at all Primary Health Care Clinics within the Sub-district as well as at Vredendal Hospital. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation, policies and protocols of the Department of Health, Western Cape with regards to community dentistry.

**DUTIES** : Provide optimal primary and secondary dental treatment to children and adults in clinics and the hospital in the Sub-district. Effective management of dental clinic and services. Training functions. Effective promotion and marketing of oral health. Ensure quality of care.

**ENQUIRIES** : Dr AO Hofmeester-Oncke Tel No: (027) 213-4070  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Matzikama 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** : 29 September 2025

**POST 33/199** : **NURSING ASSISTANT: GRADE 1 TO 3 (MEDICINE) (20 HOURS SESSIONS)**  
 (Contract end date 31 March 2026)

**SALARY** : Grade 1: R115 per hour  
 Grade 2: R134 per hour  
 Grade 3: R158 per hour

**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with Professional council: Registration with the SANC as Enrolled Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Inherent requirements of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing Practices. Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs

	and symptoms. Basic computer literacy. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<b><u>DUTIES</u></b>	: Assist patients with activities of daily living (physical care) Provide quality basic nursing care Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Provide elementary clinical nursing care. Utilise human, material and physical resources efficiently and effectively.
<b><u>ENQUIRIES</u></b>	: Ms T Wulff Tel No: (021) 404 2109
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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 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.
<b><u>CLOSING DATE</u></b>	: 29 September 2025