



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

## PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 35 OF 2025**  
**DATE ISSUED 26 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).

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## ANNEXURE A

### 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.*

<b><u>CLOSING DATE</u></b>	:	10 October 2025
<b><u>NOTE</u></b>	:	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 <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . 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 relevant and recent (current supervisor) contactable references. A recommended CV template is available on the department's website at <a href="http://www.cogta.gov.za">www.cogta.gov.za</a> click on the Jobs Tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates 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. Persons with disabilities are encouraged to apply.

### OTHER POSTS

<b><u>POST 35/01</u></b>	:	<b><u>DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: REV MGT09</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 Accounting / Auditing or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in related field. Proficient in MS Word, MS PowerPoint, MS Outlook, MS Excel and Microsoft Online Applications. 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 Financial management, auditing, or internal audit. Comprehensive knowledge and understanding of the Municipal Finance Management Act (MFMA). Treasury

<b><u>DUTIES</u></b>	:	Regulations. Division of Revenue Act (DoRA). Public Finance Management Act (PFMA).
	:	The successful candidate will perform the following duties: Manage the development and implementation of revenue enhancement initiatives to enhance revenue collection of the municipalities. Monitor and report on the payment of government debt to municipalities. Monitor and report on credibility of credit controls and debt policies and its by-laws in municipalities. Manage the coordination and development of municipal debt collection strategies financial recovery plans. The incumbent will be required to travel.
<b><u>ENQUIRIES</u></b>	:	Ms K Fata at 082 632 8831
<b><u>APPLICATIONS</u></b>	:	For application enquiries contact: Vanessa Cox Tel No: (010) 593 1998 Applications must be submitted electronically via email to: <a href="mailto:revmgt@ntirho.co.za">revmgt@ntirho.co.za</a>

#### **GRADUATE INTERNSHIP PROGRAMME (2026 TO 2028)**

<b><u>NOTE</u></b>	:	For Internship Programme: Applicants should not have previously served as an intern or have been a contract worker in the Public Service (including Local Government)/Private Sector before the application. (Failure to disclose this will lead to disqualification/ dismissal)
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#### **OTHER POSTS**

<b><u>POST 35/02</u></b>	:	<b><u>INTERNSHIP: CORPORATE BRANDING AND COMMUNICATION REF NO: HRD/2025/1</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month
	:	Pretoria
	:	National Diploma/ Bachelor's Degree in Graphic Design and Communication, Marketing or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment06@cogta.gov.za">Recruitment06@cogta.gov.za</a>
<b><u>POST 35/03</u></b>	:	<b><u>INTERNSHIP: HUMAN CAPITAL MANAGEMENT REF NO: HRD/2025/2</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month
	:	Pretoria
	:	National Diploma/ Bachelor's Degree in Human Resource Management, Industrial Psychology, Social Sciences, Public Administration with focus in Personnel Practices or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment07@cogta.gov.za">Recruitment07@cogta.gov.za</a>
<b><u>POST 35/04</u></b>	:	<b><u>INTERNSHIP: INFORMATION TECHNOLOGY REF NO: HRD/2025/3</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month
	:	Pretoria
	:	National Diploma/ Bachelor's Degree in Information Technology/ Computer Science/ Informatics or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment08@cogta.gov.za">Recruitment08@cogta.gov.za</a>
<b><u>POST 35/05</u></b>	:	<b><u>INTERNSHIP: LEGAL SERVICES REF NO: HRD/2025/4</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month
	:	Pretoria
	:	LLB at NQF level 8 as recognised by SAQA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment09@cogta.gov.za">Recruitment09@cogta.gov.za</a>

<b><u>POST 35/06</u></b>	:	<b><u>INTERNSHIP: FACILITIES AND SECURITY MANAGEMENT REF NO: HRD/2025/5</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
	:	National Diploma in Security Management, Bachelor's Degree in Social Sciences with Psychology, Social and Criminology as course, plus a valid driver's licence or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment10@cogta.gov.za">Recruitment10@cogta.gov.za</a>
<b><u>POST 35/07</u></b>	:	<b><u>INTERNSHIP: COMMUNITY WORKS PROGRAMME (CWP) REF NO: HRD/2025/6</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Public Administration and Management or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment11@cogta.gov.za">Recruitment11@cogta.gov.za</a>
<b><u>POST 35/08</u></b>	:	<b><u>INTERNSHIP: CWP PARTNERSHIPS, TRAINING AND SPECIAL PROJECTS REF NO: HRD /2025/7</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Business Management, Project Management with Contact Management or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment12@cogta.gov.za">Recruitment12@cogta.gov.za</a>
<b><u>POST 35/09</u></b>	:	<b><u>INTERNSHIP: CWP FINANCIAL COORDINATION REF NO: HRD/2025/8</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Financial Management, Accounting or equivalent qualification at NQF level 6/7 as recognized by SAQA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment13@cogta.gov.za">Recruitment13@cogta.gov.za</a>
<b><u>POST 35/10</u></b>	:	<b><u>INTERNSHIP: SUPPLY CHAIN MANAGEMENT REF NO: HRD/2025/9</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Logistics or Supply Chain Management or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment14@cogta.gov.za">Recruitment14@cogta.gov.za</a>
<b><u>POST 35/11</u></b>	:	<b><u>INTERNSHIP: INTERNAL CONTROL REF NO: HRD/2025/10</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
	:	National Diploma or Bachelor's Degree in Accounting or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment15@cogta.gov.za">Recruitment15@cogta.gov.za</a>

<u>POST 35/12</u>	:	<b><u>INTERNSHIP: DISASTER RISK REDUCTION AND CAPACITY DEVELOPMENT REF NO: HRD/2025/11</u></b>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Disaster Management or equivalent qualification with Disaster Risk Reduction at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment16@cogta.gov.za">Recruitment16@cogta.gov.za</a>
<u>POST 35/13</u>	:	<b><u>INTERNSHIP: DISASTER PREPAREDNESS, RESPONSE AND RECOVERY COORDINATION REF NO: HRD/2025/12</u></b>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Disaster Management or equivalent qualification with Disaster Risk Reduction at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment17@cogta.gov.za">Recruitment17@cogta.gov.za</a>
<u>POST 35/14</u>	:	<b><u>INTERNSHIP: STRATEGIC AND EXECUTIVE SUPPORT REF NO: HRD/2025/13</u></b>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Public Management/ Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment18@cogta.gov.za">Recruitment18@cogta.gov.za</a>
<u>POST 35/15</u>	:	<b><u>INTERNSHIP: INTERNAL AUDIT AND RISK MANAGEMENT REF NO: HRD/2025/14</u></b>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Internal Audit/ Risk Management or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment19@cogta.gov.za">Recruitment19@cogta.gov.za</a>
<u>POST 35/16</u>	:	<b><u>INTERNSHIP: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (DEPUTY DIRECTOR-GENERAL'S OFFICE) REF NO: HRD/2025/15</u></b>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment20@cogta.gov.za">Recruitment20@cogta.gov.za</a>
<u>POST 35/17</u>	:	<b><u>INTERNSHIP: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (GAUTENG AND FREE STATE CLUSTER) REF NO: HRD/2025/16</u></b>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Public Administration, Development studies or equivalent qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629

<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:Recruitment21@cogta.gov.za">Recruitment21@cogta.gov.za</a>
<b><u>POST 35/18</u></b>	:	<b><u>INTERNSHIP: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (LIMPOPO &amp; MPUMALANGA CLUSTER) REF NO: HRD/2025/17</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	National Diploma/ Bachelor's Degree in Public Administration, Development studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment22@cogta.gov.za">Recruitment22@cogta.gov.za</a>
<b><u>POST 35/19</u></b>	:	<b><u>INTERNSHIP: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (WESTERN CAPE/ EASTERN CAPE CLUSTER) REF NO: HRD/2025/18</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	National Diploma/ Bachelor's Degree in Public Administration, Development studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment23@cogta.gov.za">Recruitment23@cogta.gov.za</a>
<b><u>POST 35/20</u></b>	:	<b><u>INTERNSHIP: MUNICIPAL POWERS AND FUNCTIONS AND INTERVENTIONS SUPPORT REF NO: HRD/2025/19</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	National Diploma/ Bachelor's Degree in Public Administration, Management or equivalent at NQF level 6/7 as recognised by SAQA. Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment24@cogta.gov.za">Recruitment24@cogta.gov.za</a>
<b><u>POST 35/21</u></b>	:	<b><u>INTERNSHIP: KNOWLEDGE MANAGEMENT, MONITORING AND REPORTING SYSTEMS REF NO: HRD/2025/20</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	National Diploma/ Bachelor's Degree in Development Studies, Knowledge Management, Information Systems or equivalent qualification at NQF level 6/7 as recognised by SAQA. Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment25@cogta.gov.za">Recruitment25@cogta.gov.za</a>
<b><u>POST 35/22</u></b>	:	<b><u>INTERNSHIP: POLICY GOVERNANCE AND ADMINISTRATION (DEPUTY DIRECTOR-GENERAL'S OFFICE) REF NO: HRD/2025/21</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	National Diploma/ Bachelor's Degree in Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA. Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629 Applications must be submitted electronically via email to: <a href="mailto:Recruitment26@cogta.gov.za">Recruitment26@cogta.gov.za</a>
<b><u>POST 35/23</u></b>	:	<b><u>INTERNSHIP: MUNICIPAL CAPACITY DEVELOPMENT REF NO: HRD/2025/22</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R7 860.39 per month Pretoria
	:	National Diploma/ Bachelor's Degree in Human Resource Development, Public Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA plus a valid driver's license.

**ENQUIRIES**  
**APPLICATIONS**

: Ms M Bakhane / Mr S Ramphisa Tel No: (012) 334 0628/0629  
: Applications must be submitted electronically via email to:  
[Recruitment27@cogta.gov.za](mailto:Recruitment27@cogta.gov.za)

## ANNEXURE B

### DEPARTMENT OF CORRECTIONAL SERVICES



#### APPLICATIONS

- : Send your complete application to: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can indicate the reference number on the subject line and email your application to [NationalOfficeHRM@dcs.gov.za](mailto:NationalOfficeHRM@dcs.gov.za). Contact persons: Ms N Khumalo (012) 305 8589/ (012) 307 2174. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date of 14 October 2025 @ 15h45.

#### CLOSING DATE NOTE

- : 14 October 2025 at 15h45
- : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. For re-advertised posts, candidates who previously applied need to re-apply. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

#### OTHER POSTS

#### POST 35/24

- : **CHIEF ENGINEER (MECHANICAL): GRADE A REF NO: HO 2025/09/01**

Directorate: Professional Services

#### SALARY CENTRE REQUIREMENTS

- : R1 266 450 per annum, (all-inclusive package)
- : National Head Office: Pretoria
- : Degree in Mechanical Engineering/BSC Engineering or relevant qualification as recognized by SAQA. Professional registration with the Engineering Council of South Africa (ECSA) as a Mechanical Engineer or Mechanical Engineering Technologist. Six (6) years post qualification experience required as a registered professional engineer. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act and Regulations of 2000, Council for Built Environment Act of 2000 and PFMA/DORA/Treasury

Regulations. Knowledge of all different contract options for infrastructure projects, supply chain management policies, Promotion of Access to Information Act of 2000, Broad-Based Black Empowerment Act of 2003, Preferential Procurement Act and Regulations of 2000. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act and Regulations of 1993. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and people management skills. Planning and organising. Conflict management and negotiation skills. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and development. Creating a high-performance culture.

<b><u>DUTIES</u></b>	: Perform final review and approval of audits on new engineering designs according to design principles or theory. Co-ordinate the design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology and pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/25</u></b>	: <b><u>CHIEF ENGINEER (CIVIL): GRADE A REF NO: HO 2025/09/02</u></b>
<b><u>SALARY</u></b>	: R1 266 450 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	: National Head Office: Pretoria: Directorate: Professional Services
<b><u>REQUIREMENTS</u></b>	: Degree in Engineering/BSC Engineering or relevant qualification as recognized by SAQA. Professional registration with the Engineering Council of South Africa as a Civil Engineer or Civil Engineering Technologist. Six (6) years post qualification experience required as a registered professional engineer. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of various facets of civil engineering practice, including construction methods, techniques and system applied in full spectrum of the civil engineering profession. Knowledge of contract building law to the extent applied in the profession. Knowledge of all aspects of the building engineering design and analysis, engineering operational communication, process and maintenance, to the extent applied in the profession. Technical consulting. A good understanding and competence in the context of the built environment. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge and understanding of national government's strategic visions and goals as well as provincial and local government strategies and policies. Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills. Innovation and creative thinking, resourceful, people orientated, assertive, hardworking, self-motivated and ability to use professional judgment in decision making.
<b><u>DUTIES</u></b>	: Oversee all engineering aspects of civil infrastructure projects, including design, construction, and maintenance. Manage engineering teams, develop project plans and ensure projects are completed on time and within budget. Manage all civil/structural aspects of construction projects, including design, documentation, and inspection. Provide technical guidance, reviewing designs and ensuring projects adhere to engineering principles and standards. Developing and managing project budgets, allocating resources and ensuring cost-effectiveness. Ensure that projects comply with relevant regulations, codes and quality standards. Management of risks through identifying potential risks, developing mitigation strategies and ensuring a safe working

<b><u>ENQUIRIES</u></b>	environment. Management of performance information, finances, human resources and assets.
<b><u>NOTE</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174 Appointment under the Public Service Act.
<b><u>POST 35/26</u></b>	<b><u>DEPUTY DIRECTOR: BAVIAANSPOORT DOG TRAINING CENTRE (NCB4)</u></b> <b><u>REF NO: HO 2025/09/90</u></b> Directorate: Core Curriculum
<b><u>SALARY</u></b>	R925 380 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	Baviaanspoort Dog Training Centre
<b><u>REQUIREMENTS</u></b>	Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of government programmes such as ASGISA. Knowledge of policies, legislation and strategy (WPCSA, Correctional Services Act, Strategic Plan, Code of Conduct etc.) Understanding of basic accounting systems, policies and legislation of government (PFMA and Supply Chain Management). Knowledge of HR policies and legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure). Knowledge protection/rights of animals (Policies and legislation). Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy and ASGISA). Facilitation, presentation and project management skills. Communication and marketing skills. Report writing skills. Database management. Generic management and analytical skills. Negotiation, transformation and change management skills. Dog handling skills. Assertiveness. Decisiveness. Customer service orientation. Tolerant. Initiative. Honesty and integrity. Emotional intelligence. Love/care for animals.
<b><u>DUTIES</u></b>	Coordination of attendance of courses and training interventions scheduled by the dog training centre. Alignment of training programmes with relevant unit standards and development of learning materials. Management of auxiliary support services. Manage administrative functions of the dog training centre. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<b><u>NOTE</u></b>	Appointment under the Correctional Services Act.
<b><u>POST 35/27</u></b>	<b><u>DEPUTY DIRECTOR: KROONSTAD TRAINING COLLEGE (NCB4) REF NO: HO 2025/09/91</u></b> Directorate Core Curriculum
<b><u>SALARY</u></b>	R925 380 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	Kroonstad Training College
<b><u>REQUIREMENTS</u></b>	Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Sound experience in middle management. Knowledge of skills development and related policies, legislation and strategy. Understanding of basic accounting systems, policies and legislation of government. Ability to develop training or learning programmes. Facilitation, project management, communication, marketing, report writing, database management, generic management, analytical and negotiation skills. Assertiveness, decisiveness, customer service, orientation, tolerance, initiative, honesty and integrity. Exposure to and knowledge of managing projects and processes in conflict environments. Registered assessor and moderator in FET Certificate in Corrections Services NQF Level 4. Compile and marking of examinations and compile of mark sheets for moderations. Experience in managing multiple compliance framework environment. Managing of training and development processes. Sound decision of planning, organizing, leading and coordinating.
<b><u>DUTIES</u></b>	Manage the provision of basic training in line with Corrections Science Learnership to newly appointed officials at entry level. Ensure that basic training materials are aligned to NQF/SAQA requirements. Ensure that

monitoring and evaluation of basic training is conducted. Manage the verification process. Ensure compliance to policies relating to the roll out of basic training. Oversee Corporate Services in the capacity of Head of College. Lead Human Resource functions. Manage logistical operations and support. Administer college finances. Supervise clubs and mess facilities. Manage training and development functions. Supervise training and development support. Identify and assess training needs. Ensure training initiatives align with the college objectives. Develop and overseeing training budgets. Design and implementing effective training programmes. Oversee the administration and operations of the college library. Facilitate access to primary health care and social work services for learners within the college. Oversee the delivery of primary health care services to support the well-being of learners. Provide social work services to support the well-being of learners. Design and implement training policies. Implement national training policies at the college level. Ensure compliance with the national training standards and regulations. Contribute to the review and development of training policies and guidelines. Communicate training policies effectively to all stakeholders. Monitor, evaluate and control the implementation of training policies. Management of performance information, finances, human resources and assets.

<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 35/28</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY EVALUATION (NCB4) REF NO: HO 2025/09/92</u></b> Directorate: Security Standards and Management
<b><u>SALARY</u></b>	:	R925 380 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree/national diploma in behavioural sciences or equivalent qualification and successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years' relevant experience gained in a supervisory and junior management production post. Top secret security classification as an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Project and programme management. Transformation, change, and stakeholder management. Problem solving, Analysis and service delivery Innovation. Decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty. Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful. Resilient, influence and impact.
<b><u>DUTIES</u></b>	:	Development, maintenance and implementation of standards, policies and policy procedures regulating the management of security information. Development of manual/tool for the evaluation of security policies. Manage and evaluate security risks. Conduct investigations of security incidents/breaches. Liaison with internal and external stakeholders on security evaluation and assessments. Manage the development and maintenance of a data base on security information. Analysis and presentation of information. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 35/29</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY OPERATIONS (NCB4) REF NO: HO 2025/09/93</u></b> Directorate: Security Standards and Management
<b><u>SALARY</u></b>	:	R925 380 per annum, all-inclusive package
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Financial management, problem solving, decision-making and facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing.

<b><u>DUTIES</u></b>	Training and development. Time management. Coaching and mentoring. Understanding of public services policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Willingness to travel. Applied strategic thinking. Good interpersonal relations, Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy, tactful, resilient, influence and impact.
<b><u>ENQUIRIES</u></b>	
<b><u>NOTE</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<b><u>POST 35/30</u></b>	<b><u>DEPUTY DIRECTOR: SECURITY SUPPORT (NCB4) REF NO: HO 2025/09/94</u></b> Directorate: Security Standards and Management
<b><u>SALARY</u></b>	R925 380 per annum, all-inclusive package
<b><u>CENTRE</u></b>	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Good communication, project, programme, transformation, change and stakeholder management skills. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment skills. In- depth understanding of safety and security in a correctional environment. Integrity, honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy, tactful, resilient, influence and impact.
<b><u>DUTIES</u></b>	Development and maintenance of national policy, standards and policy procedures regarding security equipment, technology and systems in DCS. Drafting /compilation of specifications and/or amendments of specifications. Evaluation of tenders. Development and maintenance of security technology, equipment and system strategies. Management of security technology, systems and equipment projects. Training of staff on security technology systems. Manage the maintenance of contracts for security systems. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	Appointment under the Correctional Services Act.
<b><u>POST 35/31</u></b>	<b><u>DEPUTY DIRECTOR: CASE MANAGEMENT (NCB4) REF NO: HO 2025/09/95</u></b> Directorate: Corrections Administration
<b><u>SALARY</u></b>	R925 380 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	Degree/national diploma in behavioural sciences or equivalent qualification and successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years' relevant experience gained in a supervisory and junior management production post. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Ability to network and willingness to travel. Applied strategic thinking. Influence and impact. Financial management, problem solving and decision-making skills. Plan, organise, lead and control. Change management, team leadership, project management and presentation skills. Conflict management, report writing, training and development. Time management, confidentiality, coaching and mentoring.
<b><u>DUTIES</u></b>	Review, develop, enhance & implement systems/tools and procedures in relation to case administration. Ensure the alignment of the following chapters of the B- Order with Unit management and the offender rehabilitation path: Unit

management, case management committees, labour, monitors, gratuity, privileges and disciplinary system. Ensure interpretation and compliance regarding policy procedures. Deal with enquiries by parliament, media, practice, NGO's, politicians, individuals, portfolio committees and regions. Provide inputs for annual report, budget vote, motions against the department and media briefings. Monitor progress with case management utilizing frameworks and action plans. Provisioning of frameworks and tools to regions. Monthly monitoring of successes/failures per region against set targets. Monitor performance of labour by offenders. Monthly monitoring of successes/failures per region against set targets. Monitor compliance with unit management, including a structured day programme and three (3) meals a day system. Quarterly monitoring of successes/failures per region against set targets. Management of performance information, finances, human resources and assets.

<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 35/32</u></b>	:	<b><u>DEPUTY DIRECTOR: CORRECTIONAL CENTRES (NCB4) REF NO: HO 2025/09/96</u></b>
		Direktorate: Corrections Administration
<b><u>SALARY</u></b>	:	R925 380 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree/national diploma in behavioural sciences or equivalent qualification and successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years' relevant experience gained in a supervisory and junior management production post. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking, influence and impact. Financial management, problem solving, decision-making and facilitation skills. Plan, organise, lead and control. Change management and project management. Presentation skills, conflict management and report writing. Training and development. Time management, confidentiality, coaching and mentoring.
<b><u>DUTIES</u></b>	:	Facilitate and monitor the implementation of correctional programmes policy and procedures. Register the need for Training of Master Trainers with Human Resource Development (HRD). Assist HRD in developing a training schedule for orientation of relevant officials on the implementation of the policy and policy procedures on correctional programmes. Obtain approval for orientation of relevant officials on correctional programmes policy and policy procedures. Ensure submission of consolidated name list of relevant officials to be orientated. Facilitate and support HRD in training of Master Trainers. Ensure availability of copies of Correctional programmes policy and procedures for orientation of relevant officials. Support HRD in orientation of relevant officials on correctional programmes policy and procedures. Ensure submission of the Directorate's compliance framework to the Directorate: Inspectorate for monitoring policy implementation on correctional programmes. Ensure submission of evaluation report on policy implementation. Review correctional programmes policy and procedures based on the evaluation report. Conduct research, develop and facilitate the implementation of Correctional Sentence Plan (CSP) and Correctional Sentence Plan Revision Framework (CSPRF) nationally. Updating of the training manual following the training standards set by HRD. Obtain approval of the training manual on CSP and CSPRF. Register the need for training of available CATs master trainers at COEs on the compilation of the CSP and the purpose of CSPRF. Assist HRD in developing a training schedule for training of available CATs master trainers at COEs on the implementation of the CSP and the CSPRF. Conduct research and ensure finalisation of the concept document on correctional programmes. Consult the concept document on correctional programmes with regions, branches and external stakeholders. Review the concept document based on the inputs. Obtain approval of the concept document on correctional programmes. Facilitate and co-ordinate the implementation of correctional programmes by internal and external service providers to sentenced offenders, including women and youth in correctional centres. Register the need for training and support HRD in training of CIOs on implementation of correctional programmes. Facilitate implementation of endorsed correctional programs to

the offender population including women, and youth. Monitor and evaluate the implementation of correctional programmes by internal and external service providers. Ensure monitoring and evaluation of correctional programmes' implementation. Conduct research and develop a databank on available, implemented and quality assured correctional programmes. Ensure consolidation of monthly statistics on available and implemented programmes. Establishment of Correctional Intervention Officials (CIO) to implement correctional programmes. Monitor the process of identification and appointment of Correctional Intervention Officials (CIO). Management of performance information, finances, human resources and assets.

<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 35/33</u></b>	:	<b>DEPUTY DIRECTOR: PROGRAMME TARGETING BEHAVIOUR (NCB4)</b> <b>REF NO: HO 2025/09/97</b> Directorate: Corrections Administration
<b><u>SALARY</u></b>	:	R925 380 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Understanding of Public Service policies and legislative framework. Problem solving and decision-making skills. Service delivery and client orientation. Presentation and facilitation skills. Plan, organize, lead and control. Financial management and project management. Good interpersonal relations. Report writing. Willingness to travel. Ability to network. Training and development. Coaching and mentoring. Influence and impact. Diplomacy and tactful.
<b><u>DUTIES</u></b>	:	Control the research, design and development of need-based programmes targeting the offending behaviour of offenders. Ensure the development of an auditing and accrediting tool. Conduct audit of existing programmes and service providers. Conduct research on programmes targeting offending behaviour. Determine all types of policies in the organization within his/her power of authority. Ensure that policies are aligned with current legislation and policy frameworks. Monitor and evaluate policy implementation. Compile operational and action plans to achieve the strategic objective of the department as set out in its strategic plan. Represent the department at various external and government forums when requested to do so between: co-workers, management at head office, other departments, Ministers/Premier/MEC's, general public, academic institutions, media and international organizations. Determine duty/leave arrangements, allocation of staff to duties, performance management of staff, disciplinary actions, personnel training and development, counselling and guidance of staff under his/her supervision. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 35/34</u></b>	:	<b>CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: HO 2025/09/03</b> Directorate: Professional Services
<b><u>SALARY</u></b>	:	R921 900 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor of technology (B- Tech) in Engineering/Architecture or relevant qualification. Three-year post qualification architectural technologist experience required. Compulsory registration with SACAP as an Architectural Technologist. Computer literate. Valid driver's licence. Competencies And Attributes: Project management, problem solving, technical design and analysis. Research and development. Knowledge of computer-aided applications, legal compliance and technical report writing. Technical consulting, networking, professional judgement, strategic management and direction. Decision making, creativity, customer focus and responsiveness.

<b><u>DUTIES</u></b>	: Good communication & listening skills. Planning, organising and team leadership. Ability to manage conflict.
	: Manage the control advisory services. Plan technological support to engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Monitoring and evaluation of technological designs. Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Manage the administrative and related functions. Research and development: Continuous and 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. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act.
<b><u>POST 35/35</u></b>	: <b><u>DEPUTY DIRECTOR: PROGRAMME SERVICES REF NO: HO 2025/09/04</u></b> Directorate: Formal Education and Skills Development
<b><u>SALARY</u></b>	: R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Recognised degree or diploma in Education or equivalent qualification. 3-5 years management experience within an education environment. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of public service policy and legislative framework. Knowledge of Correctional Services Act as amended as well as applicable legislation. Ability to network with external stakeholders. Analytical thinking, communication, negotiation, networking, interpersonal, listening and financial management skills. Problem solving, decision making and time management. Project and time management. Monitoring and evaluation, mentoring and time management skills. Implementation of performance standards. Report writing, planning and coordination. Presentation or facilitation skills.
<b><u>DUTIES</u></b>	: Provide formal education programme and services. Manage and coordinate the provision of market related and needs based formal education programmes. Monitor and evaluate the formal education programmes to ensure quality control and attainment of service level standards. Manage and coordinate offender participation in formal education programme, services and activities. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act.
<b><u>POST 35/36</u></b>	: <b><u>DEPUTY DIRECTOR: BUDGET CONTROL REF NO: HO 2025/09/05</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	: R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: An appropriate degree/national diploma in Finance related field with financial accounting and management accounting as a major subject or equivalent qualification. At least 3-5 years management experience in a supervisory/junior management at an ASD level. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA, treasury regulations, applicable sections on the white paper on corrections and DCS strategic plan. Knowledge of the public service regulations, HRM policies/procedures, financial administration procedures - manual 3, supply chain/procurement manuals and GUFS. Ability to access and utilise information. Report writing and presentation skills. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Liaison (internal and external). Analytical thinking, applying technology, problem analysis and productivity. Honesty, integrity and committed. Creativity, logical and innovative. Internal actualisation (self-starter), motivated and observant.

<b><u>DUTIES</u></b>	: Overall departmental budget and expenditure monitoring and control in order to prevent over and under spending of the budget. Co-ordinate, distribute and monitor budget allocations to regions and ensure the balancing of budget on BAS. Financial reporting which includes the following: Compile and consolidate in year monitoring reports; prepare appropriation statements to annual financial statements; compile monthly compensation model analysis to the compensation committee; prepare monthly and quarterly expenditure reports with variance analysis to management, regions, oversight bodies and relevant stakeholders. Facilitate and manage the processes of shifting of funds, departmental budget adjustment estimates as well as the request for rollover of funds from treasury. Compile consolidated revised annual cashflow projections of the department. Manage interrogation of deviations per month of actual figures against the anticipated monthly breakdown of revenue and expenditure and report/correct accordingly. Analyse expenditure reports and ensure that all misallocations are journalised accordingly. Ensure effective utilisation and control over resources of the sub-directorate. Perform secretariat functions of technical budget committee and cash flow monitoring forums. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act.
<b><u>POST 35/37</u></b>	<p><b><u>DEPUTY DIRECTOR: ACADEMIC SUPPORT REF NO: HO 2025/09/06</u></b>          Directorate: Core Curriculum</p>
<b><u>SALARY</u></b>	: R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: An appropriate degree/national diploma in Human Resources Development or equivalent qualification. At least 3-5 years management experience in a supervisory/ junior management at an ASD level in the field of Human Resource Development or Education Training & Development. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy, ASGISA etc). Knowledge of policies, legislation and strategy (WPCSA, Correctional Services Act, Strategic Plan, Code of Conduct etc). Understanding of basic accounting systems, policies and legislation of Government (PFMA, Supply Chain Management etc). Knowledge of HR policies and legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure etc). Knowledge of HRD or Education, Training and Development practice. Ability to develop training or learning programmes. Facilitation and presentation skills. Project management, communication, marketing, report writing, generic management, analytical and negotiation skills. Assertiveness, decisiveness, customer service orientation, initiative, honesty and integrity. Emotional Intelligence.
<b><u>DUTIES</u></b>	: Alignment of training programmes with relevant unit standards and development of learning materials. Management of needs analysis process to determine required competencies. Identification of relevant unit standards and qualifications related to the envisaged training programmes. Coordinate the implementation of learning material related specific training interventions. Manage the implementation of theoretical and experiential learning phases. Ensure that RPL and appeal procedures are established. Coordinate the monitoring and evaluation of all relevant training interventions. Manage finance and supply chain management matters in the directorate at head office. Establish and maintain communication and marketing systems for the directorate. Ensure the availability of external and internal training providers/facilitators for specific interventions. Ensure consultation with relevant internal stakeholders (unions) and line functionaries on matters of mutual interest. Conduct benchmarking exercise with international best practices. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<b><u>NOTE</u></b>	: Appointment under the Public Service Act.

<u><b>POST 35/38</b></u>	:	<b><u>DEPUTY DIRECTOR: SENIOR MANAGEMENT TRAINING REF NO: HO 2025/09/07</u></b>
		Directorate: Functional Management and Training
<u><b>SALARY CENTRE REQUIREMENTS</b></u>	:	R896 436 per annum, (all-inclusive package) National Head Office: Pretoria An appropriate National Diploma/Degree in HR Development/Human Resource Management. At least 3- 5 years' management experience in a supervisory/ junior management at an ASD level in Human Resource Development. Computer literate. Valid driver's licence. competencies and attributes: Verbal exchange of sensitive information requiring large degree of tact and diplomacy. Complex memorandums, team building and presentations. Project Management, policy analysis, budgeting, research and analytical thinking. Good communication skills.
<u><b>DUTIES</b></u>	:	Facilitate the process of training of senior management within Department of Correctional Services. Facilitate the development of senior management training policy and monitoring thereof. Management of performance information, finances, human resources and assets.
<u><b>ENQUIRIES NOTE</b></u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174 Appointment under the Public Service Act
<u><b>POST 35/39</b></u>	:	<b><u>DEPUTY DIRECTOR: FUNCTIONAL TRAINING REF NO: HO 2025/09/08</u></b>
		Directorate: Functional Management and Training
<u><b>SALARY CENTRE REQUIREMENTS</b></u>	:	R896 436 per annum, all-inclusive package National Head Office: Pretoria An appropriate degree/national diploma in Human Resources Development or equivalent qualification. At least 3-5 years management experience in a supervisory/ junior management at an ASD level in the field of Human Resource Development or Education Training & Development. Computer literate. Valid driver's licence. Competencies And Attributes: Ability to plan, organise and control the activities of the sub-directorate. Knowledge of Public Finance and Supply Chain Management. Knowledge and understanding of policy and legislation on Education & Training Development. Project management skills. Database management. Communication and analytical skills. Assertiveness. Decisiveness.
<u><b>DUTIES</b></u>	:	Management of training finances and supply chain for interventions nationally. Monitoring of shortfalls & surpluses. Monitoring of multi-year estimates. Compile monthly reports of training interventions. Collate statistics on training interventions. Maintain database of training interventions. Monitoring and evaluation of training interventions (quality assurance). Management of database and catalogue of functional training programmes. Ensure that training interventions are aligned to legislation in education & training development. Ensure training interventions are delivered according to the business plans of the regions. Development and implementation of policy implementation procedures on functional training. Ensure that existing functional training policies are reviewed and aligned with departmental policy and legislation. Assess the impact of functional training policy procedures. Management of performance information, finances, human resources and assets.
<u><b>ENQUIRIES NOTE</b></u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act.
<u><b>POST 35/40</b></u>	:	<b><u>DEPUTY DIRECTOR: ASSESSMENTS AND STANDARDS REF NO: HO 2025/09/09</u></b>
		Directorate: External Training and Standards
<u><b>SALARY CENTRE REQUIREMENTS</b></u>	:	R896 436 per annum, (all-inclusive package) National Head Office: Pretoria An appropriate degree/national diploma in HRD/HRM or equivalent. At least 3-5 years management experience in a supervisory/ junior management at an ASD level in the field of Human Resource Development or Education Training & Development. Computer literate. Valid driver's license. Competencies And Attributes: Planning and organising. Training, reporting procedures, policy analysis and development. Problem solving and conflict management. Communication, negotiations and presentation skills. Innovation and creativity. Risk management. Compilation of management reports.

<b><u>DUTIES</u></b>	: Manage training assessment and standards processes within the department. Development of assessment and moderation policies, guidelines and strategies. Development of standards, development policies, guidelines and strategies. Manage the development of assessment, moderation and standards development tools. Manage the organisational learning assessment process. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b> <b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. : Appointment under the Public Service Act.
<b><u>POST 35/41</u></b>	: <b>DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: HO 2025/09/10</b> Directorate: External Training and Standards
<b><u>SALARY</u></b> <b><u>CENTRE</u></b> <b><u>REQUIREMENTS</u></b>	: R896 436 per annum, (all-inclusive package) : National Head Office: Pretoria : An appropriate degree/ national diploma in Public Administration or equivalent. At least 3-5 years management experience in a supervisory/ junior management at an ASD level. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy, ASGISA etc). Knowledge of DCS policies, legislation and strategy (WPCSA, Correctional Services Act, DCS Strategic Plan, Code of Conduct etc). Understanding of basic accounting systems, policies and legislation of Government (PFMA, Supply Chain Management etc). Knowledge of HR policies and legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure etc). Knowledge of HRD or Education, Training and Development practice. Facilitation and presentation skills. Ability to develop training or learning programmes. Project management, communication and marketing skills. Report writing and database management. Generic management, analytical and negotiation skills. Customer service orientation, tolerant and initiative. Honesty and integrity.
<b><u>DUTIES</u></b>	: Alignment of HRD policies to all relevant national policies and applicable legislation. Management of needs analysis process for policy review and/or development. Establish and maintain a database for all relevant policies and legislation. Manage the implementation of HRD policies and procedures. Employ appropriate technology for the implementation of HRD policies. Ensure that evaluation tools are developed and implemented. Ensure that corrective measures are established and implemented. Ensure that impact assessments are conducted periodically. Ensure compliance to policies and procedures through inspections. Monitor and evaluate the implementation of HRD policies and procedures in DCS. Conduct research on HRD policies and procedures. Check compliance to existing HRD policies and procedures. Establish measures to ensure compliance to HRD policies and procedures. Determine resource requirements for the implementation of policies. Facilitate training on existing HRD policies and procedures. Manage and facilitate DCS internship programme and learnership. Coordinate DCS internship needs. Determine resource requirements for the implementation of the DCS internship programme. Advertise DCS internship recruitment processes. Networking and liaison with internal and external stakeholders. Establish and maintain communication and marketing strategies for HRD policies and procedures. Liaise and communicate with statutory bodies and service providers such as SAQA, SETA's and education and training institutions. Consult with relevant internal stakeholders (labour organisations) and line functionaries on matters of mutual interest. Conduct benchmarking exercise with the international stakeholders for best practices. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b> <b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. : Appointment under the Public Service Act.
<b><u>POST 35/42</u></b>	: <b>DEPUTY DIRECTOR: EMPLOYEE ASSISTANT PROGRAMME (EAP) REF NO: HO 2025/09/11</b> Directorate: Employee Wellness and OHS
<b><u>SALARY</u></b> <b><u>CENTRE</u></b>	: R896 436 per annum, (all-inclusive package) : National Head Office: Pretoria

<b><u>REQUIREMENTS</u></b>	:	Degree in Social Work/Social Science or equivalent. Registration with the South African Council for Social Service Professions and EAPA- SA will be an added advantage. At least 3- 5 years management experience in a supervisory/junior management at an ASD level. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of DCS EAP policy and processes and Labour Relations Act. Knowledge of prescripts, regulations and collective agreement with regard to EAP. Knowledge of DPSA circulars with regard to EAP. Knowledge of social work practices and EAP intervention strategies. Good communication, counselling, research and listening skills. Project management. Networking/liaison with stakeholders. Technical report writing and decision-making skills. Applied strategic thinking.
<b><u>DUTIES</u></b>	:	Manage and monitor the implementation of employee assistance programme. Develop standard operating procedures and practices. Develop and review EAP policies in line with the departmental needs. Develop guidelines on the implementation of employee assistance programmes. Evaluate EAP processes and outcomes in terms of utilisation, quality of services provided and attainment of objectives. Participate in professional EAP organisations and activities. Conduct training of all regional coordinators on the systems monitoring tool (SMT). Develop and review monthly reporting tool and circulate to all regions. Facilitate the development of the standard quarterly reporting tool and coordinate its submission to the DPSA. Conduct annual review of systems monitoring tool (SMT) and monitor the compliance of the regions to submit to DPSA within the stipulated period. Compile a comprehensive quarterly report on all the EAP activities. Develop stakeholder database. Conduct quarterly stakeholder engagement sessions. Attend and participate in the MPAC steering committee activities. Conduct monthly meetings with the regions. Attend and participate in the DPSA steering committee meeting as on and when required. Management of human resources, finances, assets and performance information.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act.
<b><u>POST 35/43</u></b>	:	<b><u>DEPUTY DIRECTOR: SPORTS ADMINISTRATION REF NO: HO 2025/09/12</u></b> Directorate: Employee Wellness and OHS
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	National diploma/degree in Sports Management or equivalent. 3-5 years supervisory/junior management experience at an ASD level in a sports related environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of project management and planning. Knowledge of procurement directives and procedures. Good presentation and communication skills. Compilation of management reports. Research. Analytical thinking, report writing, planning and organising. Sports management.
<b><u>DUTIES</u></b>	:	Develop and review policies related to departmental championships for approved sport codes. Draft and develop clear policies and procedures for organizing departmental championships. Ensure alignment with national/regional sports regulations and organizational goals. Updates policies regularly based on feedback, performance review and changes in the sports environment. Assesses and review approved sport codes to determine suitability and readiness for departmental championships. Evaluation of sports reports, complaints of annual sports program, evaluation and amendment of manuals for sport participation. Represent DCS at the annual general meeting of sports codes. Develop, implement and review sport education programs and policies. Design or support the integration of sports education into academic curricula. Ensure alignment with physical education standards and learner development goals. Establish systems to identify and nurture athletic talent at various educational levels. Coordinate training and development pathways for officials. Plan and oversee inter-departmental sports competitions and events. Work with schools, clubs and community groups to promote sport. Address barriers to participation (e.g., cost, access, culture etc.). Attendance of meetings and arrangement of DCS participation (accommodation, transport, meals, funding etc.). Establish pathways for identifying and nurturing talented athletes. Support training structures and facilities for elite athlete development. Collaborate with coaches and performance staff. Ensure smooth communication within the team. Handle disputes, concerns and team dynamics

professionally. Submit team sheets, rosters and reports to relevant bodies. Prepare seasonal and match-specific plans (schedules, travel and training). Coordinate training sessions, team meeting and events. Ensure sports facilities meet safety codes, sport-specific standard and accessibility requirements. Manage the day-to-day running of the facility (opening/closing, staffing, bookings etc.). Supervise facility scheduling for games, practices and special events. Ensure smooth coordination between departments (maintenance, security, events etc.). Identify, recruit and select qualified referees and umpires. Maintain a pool of certified officials across different levels of sports. Organize training workshops, certification courses and refresher clinics. Stay updated with rule changes and ensure officials are informed. Coordinate and assign officials to matches, tournaments and events. Ensure fair rotation and avoid conflict of interest. Provide feedback and corrective training where needed. Management of human resources, finances, assets and performance information.

<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act.
<b><u>POST 35/44</u></b>	:	<b><u>DEPUTY DIRECTOR: INSPECTION SERVICES REF NO: HO 2025/09/13 (X2 POSTS)</u></b> Directorate: Inspectorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (all-inclusive package) National Head Office: Pretoria Degree or national diploma in Public Administration or equivalent qualification. At least 3-5 years management experience in a supervisory/ junior management at an ASD level. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management skills. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact.
<b><u>DUTIES</u></b>	:	Plan and coordinate inspection programmes. Manage, coordinate and quality control of inspection reports of national and regional inspectors. Execute comprehensive and high-level inspections as directed by the Commissioner and the Director needing investigation. Management of inspection teams. Compilation and maintenance of inspection tools. Manage, train and develop staff (regional and national). Management of human resources, finance and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act.
<b><u>POST 35/45</u></b>	:	<b><u>DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: HO 2025/09/14</u></b> Directorate: Strategic Planning Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (all-inclusive package) National Head Office: Pretoria Degree or national diploma in Public Administration or Business Administration. At least 3-5 years management experience in a supervisory/ junior management at an ASD level in monitoring and reporting. Exposure to strategic management, auditing, reporting preferably in a security cluster environment will be an added advantage. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. Department of Planning, Monitoring and Evaluation (DPME) regulations. Performance information auditing. Project and programme management. Quality improvement. Ability to customize and package information to user requirements. High level of proficiency in Microsoft Office (Word, Excel, PowerPoint). Research. Interpersonal, presentation, analytical, problem solving and project management skills. Integrity and honesty. Applied strategic thinking. Assertiveness. Ability to network. This position requires an

	outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and reporting contexts. Ability to exercise sound judgement, take initiative and offer leadership. Demonstrate timely decision-making and extensive judgment in monitoring and reporting. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	: Develop, maintain and manage institutional monitoring tools and guidelines for departmental performance against strategic plans and annual performance plans. Develop, support implementation and maintain strategies, systems, guidelines, standard operating procedures and templates for institutional monitoring and reporting of performance. Monitor and report on implementation of Strategic Plans, Annual Performance Plans (APPs) and Annual Operational Plans of the Department. Compile performance reports against strategic plans and annual performance plans and administer feedback system. Provide and present performance about strategic plans and annual performance plans to management structures and government oversight structures. Conduct verification and validation of planned and reported performance against strategic plans and annual performance plans. Manage process of feedback on verification and validation outcomes to management for improved performance. Participate and support internal processes for performance reviews and improvements. Monitor and evaluate departmental performance against predetermined objectives. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b> <b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act.
<b><u>POST 35/46</u></b>	: <b><u>DEPUTY DIRECTOR: INTERNATIONAL CONFERENCES REF NO: HO 2025/09/15</u></b> Directorate: International Relations
<b><u>SALARY</u></b> <b><u>CENTRE</u></b> <b><u>REQUIREMENTS</u></b>	: R896 436 per annum, (all-inclusive package) National Head Office: Pretoria : BA in International Relations or relevant qualification. Knowledge of International Relations. At least 3-5 years management experience in a supervisory/ junior management at an ASD level. Computer literate. Valid driver's license. Competencies and Attributes: Good communication, analytical, research and report writing skills. Project management and analytical thinking. Diplomacy. Knowledge of budgeting, research and presentations.
<b><u>DUTIES</u></b>	: Strategically develop, promote and manage International Relations on correctional activities through the management of bilateral cooperation in Africa. Manage, participate and ensure implementation of SADC decisions. Ensure DCS participation in African Bi-National Commissions (BNC) and Joint Commission of Cooperation (JCC). Work closely with the Department of International Relations and Cooperation on Africa Bilaterals. Coordinate the Department's participation in international conferences. Provide administration support to incoming and outgoing international visits. Provide inputs to the strategic plans, annual performance plans, operational plans, annual budget, monthly and quarterly reports. Perform ad hoc duties as requested. Manage finance, human resources and assets. Management of performance information.
<b><u>ENQUIRIES</u></b> <b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act.
<b><u>POST 35/47</u></b>	: <b><u>DEPUTY DIRECTOR: INFORMATION SYSTEM REF NO: HO 2025/09/16</u></b> Directorate: Policy, Research and Information Management
<b><u>SALARY</u></b> <b><u>CENTRE</u></b> <b><u>REQUIREMENTS</u></b>	: R896 436 per annum, (all-inclusive package) National Head Office: Pretoria : Degree/National Diploma in Information and Knowledge Management or equivalent qualification. 3- 5 years junior management experience at an ASD level. Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of Public Service policy and legislative framework. Strategic capability and leadership. Plan, organise, lead and control. Communication skills (verbal and written). Policy development, diversity management and conceptual skills. Project and programme management. Conflict, financial, transformation management and change management. Problem solving and decision making. Training and development. Presentation skills, high level of

	integrity and honesty. Coaching and mentoring. Good work ethics, confidentiality, interpersonal relations and time management. Service delivery and client orientation. Ability to work long hours and willingness to travel. Diplomacy and tactful. Influence and impact.
<b><u>DUTIES</u></b>	Develop and implement information management strategies. Design and oversee systems for collecting, storing, accessing and disposing of information. Align information management with organizational goals and compliance requirements. Promote knowledge sharing practices across departments. Capture tacit knowledge (e.g., from experienced employees) and convert it into accessible resources. Policy development and compliance. Develop and enforce information governance policies. Ensure compliance with data protection laws and regulations (e.g., POPIA in South Africa). Digital transformation and systems oversight. Implement and maintain knowledge management systems (KMS), intranets and document repositories. Drive digital initiatives to improve access to information. Records, archives management and information security. Establish records retention schedules. Manage classification, archiving and disposal of departmental records. Ensure secure storage and transfer of sensitive data. Work with IT to manage access controls and cybersecurity risks. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	Ms N Khumalo (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	Appointment under the Public Service Act.
<b><u>POST 35/48</u></b>	<b><u>DEPUTY DIRECTOR: PERFORMANCE AUDIT REF NO: HO 2025/09/17</u></b> Directorate: Specialised Audit
<b><u>SALARY</u></b>	R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	National diploma/degree in Internal Auditing or related fields. 3-5 years supervisory/junior management experience at an ASD level. Registration with IIA and Professional Internal Auditor Certification will be an added advantage. Computer literate. Valid driver's license. Competencies And Attributes: Project management, technical skills, analytical, Data analytics and innovative skills. Knowledge of Global Internal Audit Standards (GIAS) and applicable legislations, policies and regulations. Report writing. Communication (verbal and written), interviewing, interpersonal, leadership, problem-solving skill and time management skills. Coaching and mentoring.
<b><u>DUTIES</u></b>	Developing, managing and implementing performance audit strategies, plans and methodologies to assess the economically, efficiency and effectiveness of public sector programs, services and activities. Provide input in the development and implementation of a three-year audit strategic plan that identifies performance audits. Oversee and manage performance audit assignments, ensuring they align with legislative requirements, policies and accepted good practice. Ensure processes are in place to control work, maintain discipline and comply with relevant regulations and standards. Manage and develop staff within the sub-directorate including performance management, human resources, financial, assets and performance information. Monitor the progress of audits and evaluate their effectiveness in achieving objectives. Engage in continuous professional development to stay current with audit tools, techniques and industry changes. Facilitate communication and engage with various stakeholders to foster understanding and collaboration. Conduct quality assurance to ensure compliance with internal and performance audit standards/methodology (per project). Conduct and review ad hoc assignments and follow up audits. Compilation of the final audit report. Attend audit committee meetings. Attendance of the audit steering committee meetings. Provide quarterly reports to the Chief Audit Executive. Liaising with the AG's Office to prevent duplication of audit efforts.
<b><u>ENQUIRIES</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	Appointment under the Public Service Act.
<b><u>POST 35/49</u></b>	<b><u>DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: HO 2025/09/18</u></b> Directorate: Employee Relations
<b><u>SALARY</u></b>	R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	National diploma /degree in Labour Relations or equivalent. 3-5 years relevant experience in Employee Relations/Labour relations at

	supervisory/management (ASD) level. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of Labour Relations Act with emphasis on the code of good practice on dismissals. Knowledge of rules of the dispute resolution agencies – CCMA and GPSSBC. Knowledge of rules pertaining to conciliation and arbitration practices. Knowledge of RSA Constitution with regards to labour rights and DCS grievance procedure. Knowledge of Correctional Services Act, Regulations, DCS Employee Relations policy, Public Service Disciplinary Code and Procedure, SMS Disciplinary Code and Procedure, DCS Suspension Policy, DCS Code of Conduct and DCS HR Corporate Policies. Knowledge of Labour Relations Act with emphasis on dispute resolution mechanisms, Basic Conditions of Employment Act, Employment Equity Act, Public Service Act and Regulations.
<b><u>DUTIES</u></b>	: Representing the DCS in the Departmental Bargaining Council. Obtaining mandates for consultations and negotiations timely. Oversee the DCS representation in the PSCBC and GPSSBC. Preparing for consultation/negotiation. Give advice and guidance to Management. Management of information in relation to the Collective Bargaining process. Maintain and promote sound relations with Labour. Monitoring the execution of resolutions and control. Assist in dispute resolution – conciliation and arbitration. Policy implementation. Development of policies & procedures. Management of performance information, Manage of finances and human resources and assets.
<b><u>ENQUIRIES</u></b>	:
<b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>POST 35/50</u></b>	: <p style="text-align: center;"><b><u>CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: HO 2025/09/19 (X2 POSTS)</u></b></p> <p>Directorate: Construction Project Management</p>
<b><u>SALARY</u></b>	: <p>R879 342 per annum, (all-inclusive package)</p>
<b><u>CENTRE</u></b>	: <p>National Head Office: Pretoria</p>
<b><u>REQUIREMENTS</u></b>	: <p>National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience or B Tech (Built Environment field) with a minimum of 4 years certified managerial experience or honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literate. Valid driver's licence. Competencies and Attributes: Programand and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement. Decision making, team leadership and analytic skills. Creativity, self-management and financial management. Customer focus and responsiveness. Communication, planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation.</p>
<b><u>DUTIES</u></b>	: <p>Manage and coordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Report project progress to Director: Construction Project Management. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Maintain the record management system and the architectural library. Utilize resources allocated effectively. Keep up with new technologies and procedures. Research literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management. Management of performance information, finances, human resources and assets.</p>
<b><u>ENQUIRIES</u></b>	: <p>Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174</p>
<b><u>NOTE</u></b>	: <p>Appointment under the Public Service Act</p>

<b><u>POST 35/51</u></b>	:	<b><u>ARCHITECT: (PRODUCTION) GRADE A REF NO: HO 2025/09/20</u></b> Directorate: Professional Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R761 157 per annum, (all-inclusive package) National Head Office: Pretoria B degree in Architecture or relevant qualification with 3-5 years' post qualification architectural experience. Compulsory registration with the SACAP as a Professional Architect. Computer literate. Valid driver's licence. Competencies and Attributes: Programme and project management. Architectural design and analysis knowledge. Computer-aided engineering applications. Research and development. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking. Professional judgement. Decision making, team leadership and analytic skills. Creativity, self-management and financial management. Customer focus and responsiveness. Communication, planning and organizing. Conflict management, problem solving and analysis. People management and Innovation.
<b><u>DUTIES</u></b>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities. Coordinate 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. Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils or architectural-related matters. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174 Appointment under the Public Service Act.
<b><u>POST 35/52</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: MATERNAL/CHILD AND YOUTH HEALTH REF NO: HO 2025/09/21</u></b> Directorate: Health Care Services (Non-Communicable Diseases and Support Services)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R755 355 per annum National Head Office: Pretoria Basic R425 qualification i.e. degree/national diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate /recognizable experience at managing or coordinating mental health care issues, maternal, child and youth health. Computer literate. Valid driver's licence. Competencies and Attributes: Policy and procedure design and development. Programme management. Monitoring and evaluation. National standard setting. Resource management. Nursing statutes and other relevant legal frameworks. Communication. Interpersonal skills. Research. Liaison and networking. Coordination. Facilitation. Problem solving. Planning and organizing.
<b><u>DUTIES</u></b>	:	Design, develop, monitor and review policies, programmes and guidelines for special categories i.e. women, children, adolescents, youth, geriatrics, inmates with disabilities and mental health care users (including forensic mental health care). Provide a comprehensive package of preventive, promotive, curative and rehabilitative services for special categories. Facilitate audit on quality of clinical records pertaining to the provision of clinical care to special categories. Reporting on indicators and programme performance for special categories. Develop and review relevant Information, Education and Communication (IEC)

material for special categories programmes and services. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act 101 of 1999 as amended. Management of performance information, finances, human resources and assets.

**ENQUIRIES**  
**NOTE**

: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.  
: Appointment under the Public Service Act.

**POST 35/53**

**ASSISTANT MANAGER NURSING: COMMUNICABLE DISEASES REF NO: HO 2025/09/22**

Direktorate: HIV and AIDS (Communicable Diseases)

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

: R693 096 per annum

: National Head Office: Pretoria

: Basic R425 qualification i.e. degree/diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate /recognizable experience at managing or coordinating communicable diseases. A valid driver's license. Computer literate. Competencies and Attributes: Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Programme management, monitoring and evaluation. National standard setting. Nursing statutes and other relevant legal frameworks. Communication, liaison and networking skills. Coordination. Facilitation. Problem solving, planning and organizing.

**DUTIES**

: Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for communicable diseases. Provide direction and supervision for the implementation of programmes and services for communicable diseases (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Facilitate the practice of nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Management of human resources, finance and assets. Management of performance information.

: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174

: Appointment under the Public Service Act

**POST 35/54**

**ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH SERVICES: GRADE 1 REF NO: HO 2025/09/23**

Direktorate: Health Care Services (Non-Communicable Diseases and Support Services)

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

: R638 856 per annum

: National Head Office: Pretoria

: Relevant degree/national diploma in Environmental Health or an equivalent qualification that allows registration with the HPCSA in the profession. Minimum five (5) years appropriate experience after registration with the HPCSA. Registration with Health Professions Council of South Africa (HPCSA). Knowledge and understanding of environmental health program as outlined in Regulation 698 of 2009 (regulation defining the scope of the profession of environmental health, as amended). Computer literate. Valid driver's licence. Competencies and Attributes: Sound knowledge of Environmental Health and Hygiene legislations and the interpretation thereof. Sound knowledge of project management. Managerial, facilitation, analytical

	and organisational skills. Problem solving and decision making. Financial and administrative management. Good personal relations and communication skills (verbal and written). Change management. Ability to network. Assertiveness. Service delivery and client orientation. Knowledge of logistical processes. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	: Ensure implementation of control measures and management protocols for communicable, emerging and re-emerging diseases in respect of the Environmental Health. Facilitate investigations, manage prevention, advocacy and control of environmental health related disease outbreaks and risks. Design and review policies, strategies, guidelines, norms and standards for the management of water, sanitation and hygiene in the department. Identify environmental health priority diseases and establish surveillance programme. Develop and implement integrated pest management (IPM) plans to control pests in correctional facilities. Design, implement and review policies for the coordination of environmental health air quality and indoor air quality in correctional facilities. Monitor the implementation of the Food Services Acts, Guidelines and Regulations inclusive of the Hazard Analysis Critical Control Risk management. Monitor departmental incinerators and ensure their compliance to applicable legislation. Monitor water availability, water quality and water safety in correctional facilities. Monitor and mitigate the impact of the environment including climate change on health. Monitor and evaluate food safety in the food service units, abattoirs, dairies and bakeries. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	:
<b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>POST 35/55</u></b>	: <b><u>ASSISTANT DIRECTOR: INSPECTION SERVICES REF NO: HO 2025/09/24 (X3 POSTS)</u></b> Directorate: Inspectorate
<b><u>SALARY</u></b>	: R582 444 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Relevant degree or national diploma in Public Administration/ Management or equivalent qualification. 3-5 years' experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication. Project and programme management. Transformation management. Change management. Stakeholder management. Problem solving. Analysis. Service delivery innovation. Decision making. People management and empowerment. In-depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality. Good interpersonal relations. Knowledge of the Correctional Services Act 111 of 1998 as amended. Assertiveness. Ability to network. Diplomacy and tact. Resilience. Influence and impact.
<b><u>DUTIES</u></b>	: Assist in compilation of the Directorate operational plan. Facilitate the annual inspection programme. Conducting of inspections in all regions, Private Public Partnership (PPP) correctional centres, training colleges, head office and priorities mandated by the national commissioner. Conduct inspections in order to comply with the standards set to support management in dealing with the risk of non-compliance. Compilation of inspection reports to the national commissioner. Facilitate the development and continuous maintenance of inspection tools. Coordination and analysis of all inspection reports and bi-monthly regional certifications. Management of human resources, finance and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:
<b><u>NOTE</u></b>	: Ms N Khumalo (012) 305 8589/ (012) 307 2174.
<b><u>POST 35/56</u></b>	: <b><u>ASSISTANT DIRECTOR: INITIATORS REF NO: HO 2025/09/25 (X2 POSTS)</u></b> Directorate: Code Enforcement
<b><u>SALARY</u></b>	: R582 444 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Degree or national diploma in Labour Relations or Public Management or equivalent qualification. 3-5 years' experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Initiation, facilitation, presentation, conflict, problem solving and decision-making skills. Knowledge of labour law. Report writing. Project management. Training and development. Change management. Plan,

organize, lead and control. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislation framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

<b><u>DUTIES</u></b>	: Initiate in disciplinary hearings/arbitrations. Controlling and updating status reports. Compile and update reports. Analyse investigation reports. Consultation with witnesses. Conduct research. Formulation of charges. Obtain approval/mandate for prosecution. Serve notification and set dates for hearings. Preparation of witnesses. Liaise with external law enforcement agencies such as the Directorate Special Operations (DSO), Special Investigation Unit (SIU) and Department of Justice. Update database. Maintain case files and system. Management of human resources, finances and assets. Management of performance.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/57</u></b>	<b><u>ASSISTANT DIRECTOR: MONITORING AND INTERVENTION (NCB3) REF NO: HO 2025/09/98</u></b> Directorate: Corrections Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R506 667 per annum : National Head Office: Pretoria : Relevant NQF level 6 qualification in Behavioural Science with at least 5 years' experience gained in a supervisory post (NCB 2). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of legislative framework. Coaching and mentoring. Confidentiality. Integrity and honesty. Assertiveness. Decision making. Networking. Facilitation, planning, presentation and problem-solving skills.
<b><u>DUTIES</u></b>	: Provide support to regions regarding correctional programmes implementation, reporting of statistics and monitor the achievements of targets. Respond to enquiries regarding the implementation of correctional programmes, targets, source documents or tools. Conduct orientation and support visits focusing on the interpretation of Performance Indicators (PIs), Technical Indicator Descriptions (TIDs) and the correct reporting methods and utilization of approved tools. Consolidation of statistics from the Correctional Programmes Tool (CPT) from all regions and the reporting to various forums. Ensure that statistics on the number of offenders that completed correctional programmes are available for different categories of offenders. Assist in the development of strategic and operational plans and the APP for the directorate. Take part in the determination of national and regional targets for offenders that have completed correctional programmes. Assist with responses to Auditor General enquiries and create a database of all responses. Participate in the review of correctional programmes policy. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Correctional Services Act.
<b><u>POST 35/58</u></b>	<b><u>ASSISTANT DIRECTOR: OPERATIONAL SUPPORT (NCB3) REF NO: HO 2025/09/99</u></b> Directorate: Corrections Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R506 667 per annum : National Head Office: Pretoria : Relevant NQF level 6 qualification in Behavioural Science with at least 5 years' experience gained in a supervisory post (NCB 2). Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant sections of the Criminal Procedure Act 51/1977. Networking/liaison with internal and external stakeholders. Communication, listening and problem-solving skills. Good interpersonal relations. People management and empowerment. Project and stakeholder management. Analytical, negotiation, writing, facilitation, presentation and research skills. Decision making, integrity and honesty. Confidentiality and assertiveness.

<b><u>DUTIES</u></b>	: Ensure the alignment of the relevant chapters of the B- Order with unit management and the offender rehabilitation path such as admission of offenders, periodical imprisonment, transfer of offenders, visits to correctional centers, disciplinary system, segregation, mechanical restraints etc. Ensure interpretation and compliance regarding the policy procedures dealing with enquiries by: NGO's, politicians, portfolio committees, provinces and other departments. Monitor and down manage overcrowding utilizing frameworks and action plans. Provide reports to audit steering committee on a monthly basis, risk management committee on a quarterly basis, integrated case flow management steering committee (bi- monthly) and government programme of action (bi- monthly), regarding overcrowding. Monthly monitoring of successes/failures per region against set targets. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	:
<b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>POST 35/59</u></b>	:
	<b><u>ASSISTANT DIRECTOR: PROFILING CRIME CATEGORIES (NCB3) REF NO: HO 2025/09/100</u></b>
	Directorate: Risk Profile Management
<b><u>SALARY</u></b>	:
<b><u>CENTRE</u></b>	:
<b><u>REQUIREMENTS</u></b>	: <p>R506 667 per annum</p> <p>National Head Office: Pretoria</p> <p>Relevant NQF level 6 qualification in Behavioural Science with at least 5 years' experience gained in a supervisory post (NCB 2). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of Public Service policy and legislative framework. Problem solving and decision-making skills. Service delivery and client orientation. Facilitation and presentation skills. Plan, organise, lead and control. Change, project, conflict and financial management skills. Training and development. Coaching and mentoring. Applied strategic thinking. Team leadership. Report writing. Confidentiality, integrity and honesty. Ability to network. Willingness to travel.</p>
<b><u>DUTIES</u></b>	: <p>Compile profiles of the offender population in terms of the backgrounds, incarceration history, institutional performance, criminal history etc. Develop an instrument to do systematic and comprehensive profiling of offenders' crime categories. Develop an instrument to effectively classify offenders for security, placement and programme purposes. Control the development and maintenance of a system to analyze impacts of crime and prevention of crimes according to crime profiles. Conduct research, develop profile system for crime categories and assess the adequacy and impact of intervention programmes and services. Work with multi-disciplinary teams to compile correction/sentence plans for every offender. Assist with the prediction of future criminal offending behaviour. Assist the parole boards with regard to release decisions leading to probation or parole. Ensure that policies are aligned with current legislation and policy frameworks. Assess the programming needs of offenders based on their profiles and crime committed. Ensure that the objectives and activities of the sub-directorate and different regions are integrated. Management of performance information, finances, human resources and assets.</p>
<b><u>ENQUIRIES</u></b>	:
<b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>POST 35/60</u></b>	:
	<b><u>ASSISTANT DIRECTOR: MONITORING SERVICES (NCB3) REF NO: HO 2025/09/101</u></b>
	Directorate: Parole and Probation (Parole Supervision)
<b><u>SALARY</u></b>	:
<b><u>CENTRE</u></b>	:
<b><u>REQUIREMENTS</u></b>	: <p>R506 667 per annum</p> <p>National Head Office: Pretoria</p> <p>Recognised three (3) year degree/national diploma or equivalent qualification in Behavioural Sciences. At least five (5) years relevant experience gained in a supervisory post (NCB 2). Top secret security classification will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant sections of the Criminal Procedure Act 51/1977. Networking/liaison with internal and external stakeholders. Report writing, negotiation, facilitation, presentation and research skills.</p>

	Communication, listening, problem solving and analytical skills. Project management, decision making, people management and empowerment. Integrity, honesty and confidentiality. Good interpersonal relations and stakeholder management.
<b><u>DUTIES</u></b>	Conduct research with regard to national and international tendencies of monitoring services for probationers and parolees. Study research on monitoring services for probationer and parolees' projects in other countries. Attend conferences and workshops with regard to monitoring services for parolees and probationers. Formulation of legislation, regulations, policy, manuals and guidelines with regard to monitoring services for parolees and probationers. Revise legislation, regulations, policy, manuals and guidelines with regard to monitoring services for parolees and probationers. Deal with enquiries from regions, parliament or any other person or institution. Provide inputs with regard to the annual report, interpretation of legislation, regulations, policy, manuals or guidelines. Manage the marketing of monitoring services for parolees and probationers. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	Appointment under the Correctional Services Act
<b><u>POST 35/61</u></b>	<b><u>ASSISTANT DIRECTOR: SECURITY EQUIPMENT (NCB3) REF NO: HO 2025/09/102</u></b> Directorate: Security Standards and Management
<b><u>SALARY</u></b>	R506 667 per annum
<b><u>CENTRE</u></b>	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	Degree/national diploma in Behavioural Sciences with at least 5 years' experience gained in supervisory post (NCB 2). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of Public Service policy, Correctional Service Act and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact. Decision making, networking /liaison with stakeholders and negotiation skills. Problem solving and analysis. Listening, communication, firearm and facilitation skills. Financial management, research, plan, organize, lead and control. Project management, presentation skill, conflict management and confidentiality.
<b><u>DUTIES</u></b>	Conduct research into the latest techniques/method for utilisation of emergency support services in the correctional centre. Identify needs for research into the latest technology/techniques regarding specialised services for utilisation in DCS. Conduct research and liaison with the role players, such as security companies, ARMSCOR, and SABS. Monitoring and evaluation of methods and practices. Draft/compile specifications and/or amend specifications. Continuous evaluation and amendments of existing specifications. Compile specification for new equipment in conjunction with the expertise of role-players. Liaise with all stakeholders (internal and external). Advise management on security equipment related aspects. Assist with updating of training material in conjunction with other security departments. Monitoring and evaluation of tenders. Assist with the finalisation of proposed tender specifications. Evaluation of tenders and testing of the equipment. Conduct quality assurance with regards to new equipment. Monitoring of utilisation and functioning of security equipment in practice. Provide security related advice to regions and other stakeholders. Advise management on security related aspects. Deal with request from parliament, management, portfolio committee, media, NGO's and CBO's in respect of external security matters. Market security policy through workshops, seminars and work sessions in the regions. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	Appointment under the Correctional Services Act
<b><u>POST 35/62</u></b>	<b><u>ASSISTANT DIRECTOR: RISK ASSESSMENT (NCB3) REF NO: HO 2025/09/103</u></b> Directorate: Risk Profile Management
<b><u>SALARY</u></b>	R506 667 per annum
<b><u>CENTRE</u></b>	National Head Office: Pretoria

<b><u>REQUIREMENTS</u></b>	:	Degree/national diploma in Behavioural Sciences with at least 5 years' experience gained in supervisory post (NCB 2). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of quantitative and qualitative research and writing reports. Knowledge of development of tools. Personnel management. Policy formulation, problem solving and decision making. Conflict handling. Development of others. Innovation, creativity, analytical, good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Development of risk and needs assessment tools for the offender population. Participate in the development of tools for assessing offender behaviour. Participate in the development of tools for measuring risk levels of offender. Participate in the development of tools for assessment of special categories of offenders. Participate in the development of tools for identification and assessment of vulnerable offenders. Participate in the training of regions on the implementation of tools. Participate in the piloting of tools in the regions by analyzing results and writing reports. Conduct literature research on assessment tools utilized in the corrections environment. Participate in sessions organized for automation of tools. Development and maintenance of classification tools for the offender population. Provide inputs and participate in the development of the classification tools for sentenced offenders. Participate in the training of regions on the implementation of tools. Participate in research studies conducted as part of the process of developing tools. Participate in the piloting of tools in the regions by analyzing results and writing reports. Conduct literature research on classification tools utilized in the corrections environment. Participate in review of classification tools on a regular basis. Participate in sessions organized for automation of classification tools. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act
<b><u>POST 35/63</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria: Office of the DC: Incarceration Management Ref No: HO 2025/09/26 Office of the DC: Strategic Planning and Monitoring Ref No: HO 2025/09/27 Office of the DC: Remand Detention Services Ref No: HO 2025/09/28 Office of the DC: Remand Operations Management Ref: HO 2025/09/29
<b><u>REQUIREMENTS</u></b>	:	A recognized degree /national diploma in Office Management /Public Administration/related qualification. 3-5 years' experience in a relevant environment. Computer literate. Valid driver's license. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<b><u>DUTIES</u></b>	:	Prepare and consolidate reports for the chief directorate. Ensure a smooth document flow system in the office. Ensure compliance of return dates for memorandums and projects. Ensure quality control over the documentation received. Facilitate the convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act

<u>POST 35/64</u>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT SUPPORT REF NO: HO 2025/09/30</u></b> (Re-advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum National Head Office: Pretoria: Directorate: Procurement National diploma or degree in Supply Chain Management/ Purchasing Management/ Procurement/ Cost Accounting/ Financial Management/ Accounting or equivalent qualification. 3-5 years' experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of BAS and LOGIS. Financial management skills. Time management. Telephone etiquette. Problem solving. Numeracy, Organizing, Communication skills. Decision making. Financial management and interpersonal skills.
<u>DUTIES</u>	:	Management of budget for the procurement processes. Management of the multi-year estimations. Manage order placement with suppliers. Manage financial meetings. Manage and control financial documents. Settlement of accounts. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<u>POST 35/65</u>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT ADMINISTRATION REF NO: 2025/09/31</u></b> Directorate: Management Accounting (Re-advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum National Head Office: Pretoria Relevant three (3) year degree or national diploma in a financial management related field with Cost and Management Accounting as major subjects. 3-5 years relevant experience in budgeting or similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Problem solving and decision making. Sound knowledge of government transversal systems including BAS and the budgeting process. Service delivery and client orientation. Integrity and honesty. Assertiveness, influence, impact and ability to network. Strong leadership qualities. Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Advise and assist managers with costing of short, medium and long-term plans. Manage and advise on the reprioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives. Manage and consolidate budget inputs from regions. Evaluate and interrogate inputs from regions for the medium-term expenditure framework (MTEF) budget and estimates of national expenditure (ENE). Ensure that the department complies with the PFMA, treasury regulations and treasury guidelines for the compilation and submission of the medium-term expenditure frame work (MTEF) budget and the estimates of national expenditure (ENE). Manage the alignment budget with the operational and strategic plans. Manage the breakdown per month of anticipate revenue and expenditure for that financial year. Develop, implement and maintain budget planning policies and procedures. Manage reporting of relevant and critical financial management information to senior and external stakeholders. Execute responsibilities of officials in terms of section 45 of the PFMA. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<u>POST 35/66</u>	:	<b><u>ASSISTANT DIRECTOR: BUDGET CONTROL PERSONNEL AND REVENUE REF NO: HO 2025/09/32</u></b> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum National Head Office: Pretoria Relevant three-year degree/national diploma in a financial management related field with Cost and Management Accounting as major subjects. 3-5 years relevant experience in budgeting or similar environment. Knowledge of BAS Computer literate. Valid driver's license. Competencies and Attributes:

	Problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management, confidentiality, coaching and mentoring. Extensive knowledge of the Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Sound knowledge of government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity, honesty, assertiveness, influence and impact. Ability to network. Strong leadership qualities, initiative and drive. Excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	: Co-ordinate and consolidate the departmental compensation of employee's model and revenue. Monitor and evaluate the monthly departmental reporting of expenditure against the spending plan. Compile consolidated revised annual cash flow projections of the department. Manage interrogation of deviations per month of actual figures against the anticipated monthly breakdown of revenue and expenditure and report/correct accordingly. Monitor expenditure control which includes monitoring of performance between spending plan and actual expenditure and compile intervention plan to deviations. Monitor and draw expenditure reports, query regions on variances and maintain and update models to ensure that they are in line with all in year adjustments. Ensure that the department's limited budget is accurately and timeously allocated to address DCS critical and priority needs as far as possible thereby ensuring the attainment of the annual target (% of the budget spent). Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act.
<b><u>POST 35/67</u></b>	: <b><u>ASSISTANT DIRECTOR: FINANCIAL DIRECTIVES POLICY AND TRAINING REF NO: HO 2025/09/33</u></b> Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R468 459 per annum : National Head Office: Pretoria : Recognized degree or national diploma in a financial management related field with Financial Accounting and Management Accounting as major subjects or equivalent qualification with 3-5 years' experience in a financial management environment. In depth knowledge of BAS. Computer literate. Valid driver's license Competencies and Attributes: Knowledge of PFMA, Treasury Regulations, Public Service Regulations, BAS, applicable sections of the White Paper on Corrections and DCS Strategic Plan. Knowledge of Financial Administration Procedures – Manual 4, HRM policies/procedures and Supply Chain Manuals on Transport, Procurement and Asset Management. Ability to access and utilise information. Report writing, presentation, plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Diversity management and frustration tolerance. Managing meetings, self-management and team membership. Decision making. Liaison (internal and external). Communication and time management. Analytical thinking, applying technology, problem analysis, productivity and information management. Responsible, assertive, initiative, accountable, honesty, integrity, committed, credibility, ethical and fairness. Loyal, self-confidence, accommodating, creativity, logical, innovative, internal actualisation (self-starter), motivated and observant.
<b><u>DUTIES</u></b>	: Facilitates in the process of coordinating financial training. Ensures that financial training takes place and where necessary, assist with presentations. Ensures that financial examination papers and preceding case studies for functional courses are available. Responsible for the development of financial personnel at head office. Responsible for the co-ordination of all external and internal training and ensuring effective training material is available regarding financial management courses. Responsible for the evaluation of training courses regarding financial management on regional level. Act as the public relations officer (liaison officer) of the department at all external organizations and other institutions that are concerned with financial training. Co-responsible for initiation and managing the training/development of all Pupil and Assistant State Accountants. Co-responsible for the maintenance of the training program for State Accountants in the Department. Support the formulation, development, maintenance and implementation of policy directives. Coordinate compilation of new financial directives. Ensure that the current directives (FAP manual) are updated and maintained. Approve trip sheets of

the sub-directorate's GG traveling. Responsible to train all his/her subordinates. Responsible for the activity control of the directorate financial accounting. Ensure that the personnel in the division comply with the norms and standards of the Directorate: Financial Accounting. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of performance information, human resources, finance and assets.

**ENQUIRIES**  
**NOTE**

Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.  
Appointment under the Public Service Act.

**POST 35/68**

**ASSISTANT DIRECTOR: BUDGET CONTROL: DEVELOPMENT AND CARE REF NO: HO 2025/09/34**

Direktorate: Management Accounting

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

R468 459 per annum

National Head Office: Pretoria

Relevant three-year degree/national diploma in a financial management related field with Cost and Management Accounting as major subjects. 3-5 years relevant experience in budgeting or similar environment with knowledge of BAS. Computer literate. Valid driver's licence. Competencies and Attributes: Problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management, confidentiality, coaching and mentoring. Extensive knowledge of the Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Sound knowledge of government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity, honesty, assertiveness, influence and impact. Ability to network. Strong leadership qualities, initiative and drive. Excellent verbal and written communication skills. Co-ordinate and consolidate departmental virement inputs and reprioritization of funds, shortfalls and surplus. Vote model Controller of the department and distribution of the original budget including reprioritized budget to the regions including Head Office. Coordinate DCS budget balancing on BAS and responsible for opening and closing the system for all regions including Head Office. It also includes the function of balancing of all the internal charges across all the regions. Monitor expenditure control which includes performance between spending plan and actual expenditure and compile intervention plan to deviations. Draw expenditure reports, query regions on variances and maintain and update models to ensure that they are in line with all in year adjustments. Ensure that the department's limited budget is accurately and timeously allocated to address DCS critical and priority needs as far as possible thereby ensuring the attainment of the annual target (% of the budget spent). Management of performance information, human resources, finance and assets.

**ENQUIRIES**  
**NOTE**

Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.  
Appointment under the Public Service Act.

**POST 35/69**

**ASSISTANT DIRECTOR: ANALYST DEVELOPER REF NO: HO 2025/09/35**

Direktorate: Systems Development Infrastructure

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

R468 459 per annum

National Head Office: Pretoria

Relevant degree or national diploma in Information Technology or equivalent qualification. 3-5 years relevant experience as a developer and analyst programmer in a Microsoft environment. Knowledge of magic software will be an added advantage. One or more of the following programming languages, databases and programming techniques is required (C/C ++, VB.Net, Java, XML, ODBC, Oracle, SQL, PHP, Jasper, Toad, Tomcat and Glassfish). Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of NET enterprise applications, preferably using VB.net and ASA.net. Knowledge of system analysis and design, including object orientated. SQL server and relational database experience. Good presentation skills. Analytical and design skills. Ability to work under pressure. Good report writing and communication skills. Problem solving skills. Knowledge of programming database. Knowledge of application development. Project management skills. Sound HR management skills. Financial management.

<b><u>DUTIES</u></b>	: Development of future application systems. Deliver quality of delivered solutions. Keep up to date with new development languages such as NET, JAVA, PYTHON and acquire new skill as and when required. Quality assurance and end user assistance. Proactively involved in system testing. Analyze and implement new systems as per specifications. Maintain and customize new applications systems. Analyse and coordinate data. Assist with database administration. Liaise with project managers, business and systems analysts on system specifications. Design and code programmes in line with department standards and good design principles. Programme coding. Documenting all programmes to the required standards. Liaise with other members of developing team on programme and coding techniques. Support problem solving. Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/70</u></b>	: <b><u>ASSISTANT DIRECTOR: INTERNATIONAL CONFERENCES REF NO: HO 2025/09/36</u></b> Directorate: International Relations
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Bachelor's Degree/National Diploma in International Relations or equivalent qualification. 3 – 5 years' experience in the international relations environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Communication. Planning and organizing. Interpersonal relations. Time management. Problem solving and decision-making skills. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to handle pressure. Willingness to work beyond normal working hours. Diplomacy.
<b><u>DUTIES</u></b>	: Arrangement of incoming international visits to the Department. Arrangement of outgoing international trips for the Executive and other officials of the Department. Administer the Department's participation in conferences convened by International Correctional Organisations including payment of subscription fees. Point of contact for Department of International Relations and Cooperation (DIRCO) on enquiries on foreign offenders incarcerated in South Africa. Provide support service for all administrative and related matters pertaining to international liaison. Coordinate all international visits for the Department (incoming and outgoing) including liaison with conference organisers and South African Embassies abroad. Provide logistical support for the hosting of international conferences and meetings. Handle all matters relating to foreign nationals incarcerated in South Africa and rendering of consular services. Act as a nodal point between the Department and the Department of International Relations on matters relating to facilitation of international travel. Compilation of memoranda and other routine correspondence for approval by the Executive Authority on issues relating to international conferences and meetings. Administer international subsistence & travelling allowances and claims. Contribute to the management of international relations budget. Work with various embassies in South Africa in order to secure visas. Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/71</u></b>	: <b><u>ASSISTANT DIRECTOR: BILATERAL AND MULTILATERAL RELATIONS REF NO: HO 2025/09/37</u></b> Directorate: International Relations
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: National diploma/degree in International Relations or equivalent qualification. 3-5 years relevant experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Develop new ideas that result in changes to policies, methods etc. Knowledge of project management and planning. Knowledge of procurement directives and procedures. Compilation

	of management reports. Presentation skills and communication skills. Planning and organising. Research and analytical thinking.
<b><u>DUTIES</u></b>	Represent the Department on the bilateral meetings with identified countries (Angola, Lesotho, Nigeria and Zimbabwe). Represent the Department at interdepartmental meetings as well as cluster meetings. Administer requests/questionnaires of the United Nations regarding Crime Prevention and Criminal Justice. Evaluation of UN Documents and resolutions. Prepare inputs and documentation for the attendance of yearly UN meetings. Co-ordinate the completion of questionnaires. Co-ordinate the completion of the questionnaires on the standard minimum rules for the treatment of offenders and other UN standards and norms on crime prevention and criminal justice. Co-ordinate the department's arrangements for the attendance of the annual UN meetings and quinquennial UN congresses on crime prevention and criminal justice. Coordinate submission of inputs for a country report in cooperation with the other members of the Interdepartmental committee. Distribute all UN resolutions relevant to the department, to the functionaries involved for evaluation. Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	Appointment under the Public Service Act
<b><u>POST 35/72</u></b>	<p><b><u>ASSISTANT DIRECTOR: OFFENDER INFORMATION MANAGEMENT REF NO: HO 2025/09/38</u></b></p> <p>Directorate: Policy, Research and Information Management</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>R468 459 per annum</p> <p>National Head Office: Pretoria</p> <p>Recognized bachelor's degree or national diploma in Information/ Knowledge Management or equivalent. 3-5 years relevant experience in information management environment. In-depth knowledge of information management in both correctional centres and community corrections will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Communication and project management skills. Information management. Interpersonal skills. Knowledge of the Correctional Services Act 111 of 1998 as amended. Ability to network. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts. Willingness to travel. Applied strategic thinking. Stakeholder management.</p>
<b><u>DUTIES</u></b>	Implement the information governance framework. Identify business information needs and translate into business case. Ensure compliance with information management policy and internal control measures. Maintain and update database of offender statistics. Monitor and conduct data audits in regions. Provide support to stakeholders regarding the management of data to enable the development and continuous enhancement of electronic and information systems. Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	Appointment under the Public Service Act
<b><u>POST 35/73</u></b>	<p><b><u>ASSISTANT DIRECTOR: INJURY ON DUTY REF NO: HO 2025/09/39</u></b></p> <p>Directorate: Employee Wellness and OHS</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>R468 459 per annum</p> <p>National Head Office: Pretoria</p> <p>Degree/diploma in Occupational Health/Hygiene or Safety Management or equivalent qualification. 3- 5 years' relevant experience gained in an occupational health and safety environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Occupational Injuries and Diseases Act (COIDA). Knowledge of Public Service Regulations. Knowledge of collective agreements with regard to occupational injuries and diseases. Knowledge of DPSA Circulars with regard to occupational injuries and diseases. Knowledge of Occupational Injuries and Diseases statistics. DCS employee occupational health and safety policy and processes. Labour Relations Act. HR Mandates regarding occupational injuries and diseases. Policy analysis, monitoring, evaluation and implementation. Information collection, analysis, interpretation, dissemination with regard to occupational injuries and diseases policies, regulations and acts. HR policies related to</p>

<b><u>DUTIES</u></b>	leave, performance assessment, discipline, grievances, skills development, occupational health & safety, employee wellness, remuneration & allowances, etc. Presentation and communication skills. The ability to access and interpret required management information. Technical report writing. Knowledge of OHS Act. Project management principles. Listening and problem-solving skills. Networking/liaison with stakeholders. Basic Conditions of Employment Act.
<b><u>ENQUIRIES</u></b>	Manage the administration of occupational Injuries and diseases processes within DCS as stipulated by Occupational injuries and Diseases Act. Coordinate and monitor the implementation of policies and processes pertaining to occupational injuries and diseases. Conduct occupational injuries and diseases research. Ensure that incidents are reported, medical assistance is provided and that the compensation claim process begins as soon as possible. Management of performance information, human resources, finance and assets.
<b><u>NOTE</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>POST 35/74</u></b>	<b><u>ASSISTANT DIRECTOR: GYMNASIUMS AND BIOKINETICS REF NO: HO 2025/09/40</u></b> Directorate: Employee Wellness and OHS
<b><u>SALARY</u></b>	R468 459 per annum
<b><u>CENTRE</u></b>	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	Recognised degree in Biokinetics/ Sports Management or equivalent qualification. 3-5 years' experience in wellness, gymsnasiums or sport in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge and understanding of Public Service policy and legislative framework. Knowledge of relevant mandates with regard to wellness, health and fitness. Negotiation, presentation, research, networking and communication skills. Interpersonal relations. Project management. Logistical and financial skills.
<b><u>DUTIES</u></b>	Conduct physical wellness awareness, campaigns and promotion of physical wellness. Write health articles to be distributed on the intranet. Develop visible marketing tools (e.g., health education posters, pamphlets etc). Develop and distribute DCS health booklet. Report on physical wellness and gymnasium participation. Keep attendance register and compile Head Office Biokinetic centre participation statistics. Conduct health and wellness assessments and re-assessments at Head Office. Establish the health status of DCS officials and identify the risk factors that impacts negatively on their health. Open and maintain physical wellness records for each official. Prescribe exercise and nutritional programmes to Head Office officials. Compile physical wellness statistics and reports. Breakdown of health risks identified during health and fitness assessment. Administer national weight loss challenge. Provide guidance to regions on the weight loss challenge. Host and manage Head Office weight loss challenge. Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	Appointment under the Public Service Act
<b><u>POST 35/75</u></b>	<b><u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: HO 2025/09/41</u></b> Directorate: Specialised Audit
<b><u>SALARY</u></b>	R468 459 per annum
<b><u>CENTRE</u></b>	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	Relevant national diploma/ degree in Internal Auditing or related field. 3-5 years' experience in Internal Auditing or related field. Computer literate. Valid driver's licence. Competencies and Attributes: Project management. Analytical and innovative skills. Knowledge of Institute of Internal Auditors (IIA) Standards. Knowledge of applicable legislations, policies and regulations. Knowledge of Public Finance Management Act (PFMA). Report writing, communication and interviewing skills. Interpersonal leadership and problem-solving skills. Time management. Coaching and mentoring. Knowledge of financial management, internal audit policies, practices, procedures & standards for professional practice of internal audit. Knowledge of internal control models and risk management tools and methodologies.

<b><u>DUTIES</u></b>	: Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Develop proposals to determine the scope of allocated internal audits. Collect, analyze and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against audit plan. Quarterly reports and annual reports. Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative, standards change and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit service. Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/76</u></b>	: <b><u>ASSISTANT DIRECTOR: PROCUREMENT POLICY IMPLEMENTATION AND CONTROL REF NO: HO 2025/09/42</u></b> Directorate: Procurement Administration
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Recognised degree or national diploma in Procurement/Purchasing Management/Supply Chain Management. 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Numeracy. Organizing. Good communication skills. Service delivery and client orientation. Telephone etiquette. Time management. Problem solving.
<b><u>DUTIES</u></b>	: Manage the formulation and implementation of procurement policy, procedures and delegated powers. Monitor, identify and correct deficiencies regarding procurement. Facilitate training on procurement administration within the department. Handle enquiries regarding procurement policy and procedures. Continuous record-keeping and reporting of irregular expenditure. Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/77</u></b>	: <b><u>ASSISTANT DIRECTOR: PERSAL MANAGER REF NO: HO 2025/09/43</u></b> Directorate: HR Administration and Utilization
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: An appropriate degree/national diploma in Human Resource Management/Personnel Management/Industrial Psychology or equivalent qualification. 3-5 years' experience in a human resources environment and working knowledge of PERSAL. Successful completion of PERSAL management training course (Introduction, PERSAL establishment, PERSAL appointments). Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge and understanding of Public Service regulations, policies, procedures, resolutions and acts. Listening, communication, report-writing, problem solving and analytical skills.
<b><u>DUTIES</u></b>	: Managing user access and permissions within the PERSAL system at head office. Ensure data integrity and accuracy of employee records. Maintain departmental tables and codes within the system. Handle system control changes (SCCs) for personnel-related requests. Manage user support and training for head office officials. Provide guidance and support to PERSAL users on system functionalities. Troubleshooting and resolving user issues related to the PERSAL system. Facilitate training and capacity-building initiatives for PERSAL users. Ensure compliance with relevant HR policies,

	procedures and regulations. Preparing reports on PERSAL data and system performance. Analyse PERSAL data to identify trends and potential issues. Management of performance information, finances, human resources and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/78</u></b>	: <p style="text-align: center;"><b><u>ASSISTANT DIRECTOR: CENTRALISED FUNCTIONAL TRAINING REF NO: HO 2025/09/44</u></b></p> Directorate: Functional Management and Training
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: <p>An appropriate degree/national diploma in Human Resource Development, Human Resources or equivalent. 3- 5 years' experience in the field of Human Resource Development or Education Training and Development. Computer literate. Valid driver's licence. Competencies and Attributes: Ability to plan, organise and control the activities of the sub-directorate. Knowledge of Public Finance and Supply Chain Management. Knowledge and understanding of policy and legislation on education &amp; training development. Project management, communication and analytical skills. Database management. Assertiveness. Decisiveness.</p>
<b><u>DUTIES</u></b>	: <p>Coordinate and compile monthly reports of training interventions. Collate statistics on training interventions. Maintain database of training interventions. Management of database and catalogue of functional training programmes. Ensure that training interventions are aligned to legislation in Education Training development. Ensure training interventions are delivered according to the business plans of the regions. Facilitate the development and implementation of policy implementation procedures on functional training. Ensure that existing functional training policies are reviewed and aligned with departmental policy and legislation. Assess the impact of functional training policy procedures. Management of performance information, human resources, finance and assets.</p>
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/79</u></b>	: <p style="text-align: center;"><b><u>ASSISTANT DIRECTOR: COURSE DEVELOPMENT REF NO: HO 2025/09/45</u></b></p> Directorate: Functional Management and Training
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: <p>An appropriate national diploma/degree in Human Resource Development or equivalent. 3-5 years' experience in Human Resource Development. Computer literate. Valid driver's licence. Competencies and Attributes: Communication skills. Knowledge and understanding of Public Service regulations, policies, procedures, resolutions and acts. Facilitation and coordination skills. Training material development skills. Training skills. Project management. Interpersonal skills. Report writing and managerial skills.</p>
<b><u>DUTIES</u></b>	: <p>Coordinate the development and review of course development policies within the department. Monitor the implementation of courses developed and the facilitation thereof. Establish course development processes and guidelines within DCS. Management of performance information, human resources, finance and assets.</p>
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/80</u></b>	: <p style="text-align: center;"><b><u>ASSISTANT DIRECTOR: SENIOR MANAGEMENT TRAINING REF NO: HO 2025/09/46</u></b></p> Directorate: Functional Management and Training
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: <p>An appropriate national diploma/degree in Human Resource Development/Human Resource Management or equivalent. At least 3- 5 years' experience in Human Resource Development. Computer literate. Valid driver's licence. Competencies and Attributes: Project management. Policy analysis,</p>

	<p>budgeting, research and analytical thinking. Verbal exchange of sensitive information requiring large degree of tact and diplomacy. Ability to compile complex memorandums. Team building and presentations.</p>
<b><u>DUTIES</u></b>	<p>: Facilitate the process of training of senior management within the Department of Correctional Services (DCS). Identify training needs for senior management aligned with organizational goals and correctional services legislation. Develop a training plan and calendar tailored to leadership roles in correctional environments. Facilitate the development of senior management training policy and monitoring. Organize and coordinate training logistics, including venues, facilitators, and materials. Liaise with accredited training providers and subject matter experts. Ensure participation and attendance compliance among targeted senior managers. Develop tools to monitor training delivery and effectiveness. Conduct post-training assessments to measure impact on performance and leadership competencies. Use evaluation data to refine future training programs. Ensure training aligns with correctional services policies, public service regulations and skills development frameworks. Maintain records of training attendance, outcomes, and compliance. Compile and submit reports to internal stakeholders and external oversight bodies. Promote a culture of continuous professional development among senior leadership. Recommend additional developmental programs such as mentoring, executive coaching and peer learning forums. Management of performance information, human resources, finance and assets.</p>
<b><u>ENQUIRIES</u></b>	<p>: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.</p>
<b><u>NOTE</u></b>	<p>: Appointment under the Public Service Act</p>
<b><u>POST 35/81</u></b>	<p>: <b><u>ASSISTANT DIRECTOR: PROGRAM MAINTENANCE REF NO: HO 2025/09/47</u></b> Directorate: Functional Management and Training</p>
<b><u>SALARY</u></b>	<p>: R468 459 per annum</p>
<b><u>CENTRE</u></b>	<p>: National Head Office: Pretoria</p>
<b><u>REQUIREMENTS</u></b>	<p>: An appropriate national diploma/degree in Human Resource Development or equivalent. 3 – 5 years' experience in Human Resource Development. Valid driver's licence. Computer literate. Competencies and Attributes: Good communication skills. Project and human resource management. Interpersonal skills. Report writing and managerial skills. Knowledge of regulations, policies, procedures, resolutions and acts.</p>
<b><u>DUTIES</u></b>	<p>: Ensure the alignment of training programmes with national correctional training standards and departmental objectives. Regularly review and update curriculum content to meet evolving legislative, operational and rehabilitation needs. Coordinate the development of new programmes based on identified training gaps and strategic priorities. Oversee the availability and maintenance of training materials, equipment and facilities. Ensure training aids and technological tools are current, functional and relevant. Monitor the condition and availability of workshop tools, classroom infrastructure and practical training environments. Implement quality control measures for all training programmes delivered at the centre. Conduct audits to ensure compliance with accreditation standards and internal policies. Facilitate internal moderation and validation of training assessments. Maintain accurate records of programme implementation, learner progress and training outcomes. Compile monthly and quarterly reports on programme performance, challenges and improvements. Promote a culture of continuous improvement and accountability within the training unit. Provide data to inform institutional decision-making and compliance reporting. Management of performance information, human resources, finance and assets.</p>
<b><u>ENQUIRIES</u></b>	<p>: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.</p>
<b><u>NOTE</u></b>	<p>: Appointment under the Public Service Act</p>
<b><u>POST 35/82</u></b>	<p>: <b><u>ASSISTANT DIRECTOR: INDUCTION REF NO: HO 2025/09/48</u></b> Directorate: Core Curriculum</p>
<b><u>SALARY</u></b>	<p>: R468 459 per annum</p>
<b><u>CENTRE</u></b>	<p>: National Head Office: Pretoria</p>
<b><u>REQUIREMENTS</u></b>	<p>: An appropriate national diploma/degree in Human Resource Development with 3-5 years' experience in a HR development environment. Knowledge of PERSAL. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of information collection, analysis, interpretation,</p>

<b><u>DUTIES</u></b>	: dissemination with regard to HR induction policies, acts and regulations. Project management. Strategy development on induction. Knowledge of Public Service Regulations. Problem solving, listening and communication skills. Handling /applying of disciplinary procedures.
<b><u>ENQUIRIES</u></b>	: Manage HR Induction processes within DCS. Formulate HR Induction policy and strategy development. Effective HR Induction policy and strategy monitoring. Provide HR Induction implementation advice and research. Determining and arranging of training needs of staff. Resolution of conflict/grievances of staff. Management of performance information, human resources, finance and assets.
<b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>POST 35/83</u></b>	: <b><u>ASSISTANT DIRECTOR: MARKETING AND CORPORATE IMAGE DEVELOPMENT REF NO: HO 2025/09/49</u></b> Directorate: Marketing and Promotions
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Relevant degree or national diploma in Communications, Public Relations, Marketing, Journalism or related field. 3-5 years' experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Good communication skills. Project management. Interpersonal skills. Report writing. Managerial skills. Knowledge of regulations, policies, procedures, resolutions and acts.
<b><u>DUTIES</u></b>	: Develop and implement marketing strategies. Develop and implement marketing strategies to promote the department's services, rehabilitation programmes and public awareness initiatives. Align marketing efforts with departmental goals and public sector communication frameworks. Design and execute marketing plans that promote the department's services, programmes and corporate image. Maintain and enhance the corporate identity of the Department of Correctional Services (DCS). Ensure consistency in branding, logos, slogans, uniforms, signage and visual materials across all regions and platforms. Monitor public perceptions and implement strategies to build a positive image of correctional services. Manage public relations initiatives to improve the department's reputation and credibility. Coordinate events, exhibitions and awareness campaigns showcasing offender rehabilitation, community outreach and departmental achievements. Build partnerships with community leaders, NGOs, government entities and the media. Ensure accurate and positive coverage of departmental initiatives and social media management. Prepare press releases, media statements, interviews and crisis communication responses. Monitor media trends and address misinformation or negative publicity proactively. Oversee the department's presence on digital platforms, including website content, social media and multimedia. Use digital marketing tools to inform the public about correctional initiatives and promote transparency. Collaborate with internal communication units to ensure staff are informed about departmental branding and messaging. Promote unity, pride and awareness of the department's vision and mission internally. Management of performance information, human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/84</u></b>	: <b><u>SENIOR CORRECTIONAL POLICY ADMINISTRATOR: PRE-RELEASE PREPARATION (NCB 2) (REF NO: HO 2025/09/104</u></b> Directorate: Parole and Supervision (Parole Supervision)
<b><u>SALARY</u></b>	: R429 285 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a production post (NCB1). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. competencies and attributes: Good facilitation, coordination communication skills. Planning and organizing. Good liaison skills with other role players/clients. Report writing, analytical, rational decision making and interpersonal skills. Professionalism and integrity. Creativity and innovative thinking.

<b><u>DUTIES</u></b>	:	Administer and coordinate the activities of benefits and employment for probationers and paroles. Participate in the development of policies, processes and guidelines for benefits and employment for probationers and parolees. Develop database for benefits of probationers and parolees. Provide administrative support to the Directorate Parole and Supervision (Parole Supervision). Manage human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act
<b><u>POST 35/85</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: OPERATIONAL SUPPORT (NCB 2)</u></b> <b><u>REF NO: HO 2025/09/105</u></b> Directorate: Corrections Administration
<b><u>SALARY</u></b>	:	R429 285 per annum
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a production post (NCB1). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998 as amended. In depth understanding of safety and security in correctional environment. Firearm skills and the use of relevant security technology. Communication, project and programme management. Problem solving, analysis, service delivery innovation and decision making. Integrity, honesty and confidential.
<b><u>DUTIES</u></b>	:	Develop templates, consolidate inputs, draft emails and other documents and submit. Handle enquiries and refer to the relevant directorate or regions for further assistance. Evaluation and amendment of policy procedures regarding the following: Admission of offenders, periodical transfer of offenders, appeals, reviews, fingerprints, illegal foreign nationals, identity documents for offenders, legal visits, visits to correctional centres, segregation, mechanical restraints etc. Monitoring and down management of overcrowding utilizing frameworks and action plans. Monitoring of lock-up totals on a monthly basis. Compiling reports to audits steering committee on a monthly basis, national integrated case flow management steering committee on a bi-monthly basis and government programme of action regarding overcrowding. Manage human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act
<b><u>POST 35/86</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: CASE MANAGEMENT ADMINISTRATION (NCB2) REF NO: HO 2025/09/106</u></b> Directorate: Corrections Administration
<b><u>SALARY</u></b>	:	R429 285 per annum
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a production post (NCB1). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the content of departmental mandates applicable to the rehabilitation, treatment and release of offenders. Problem solving and analytical skills. Knowledge of meeting procedures. Facilitation, listening and communication skills.
<b><u>DUTIES</u></b>	:	Responsibilities: Review and implement existing systems and procedures relating to case management administration and case management committees. Develop procedures for unit management and case management committees. Develop procedures and improvement measures for unit managers. Review and disseminate framework on structured day programme. Improve scheduling of visitation to offenders. Disseminate approved policy to regions. Analysis and report on implementation of unit management. Monitor the implementation of unit management including structured day programme incorporating a three-meal system at all correctional centres. Manage human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act

<u>POST 35/87</u>	:	<b><u>SENIOR ADMINISTRATION OFFICER: PROFESSIONAL AND COORDINATING SERVICES REF NO: HO 2025/09/50</u></b>
		Directorate: Core Curriculum
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum National Head Office: Pretoria Recognised degree or national diploma in Human Resource Management/ Development/ Management of Training. 3-5 years' experience in HRD or Education and Training and or as Learnership Coordinator. Computer literate. Valid driver's licence. Competencies and Attributes: Sound knowledge of human resource development. In depth knowledge of DCS policies, regulations, equity issues and procedures pertaining to training related to learnership issues. Communication, problem solving, analysis, client orientation and focus. Decision making, integrity, honesty, good interpersonal relations and assertiveness.
<u>DUTIES</u>	:	Maintain the quality management system in the directorate in line with the ETD policy and regulatory frameworks. Maintain the information security system (ISMS) in compliance with applicable standards and regulatory requirements. Consolidate reports, information and statistics data. Ensure proper retention of records and documents. Create a filing system that is user friendly and update the Quality Management System (QMS). Contribute in the update and reviewing of QMS and ISMS related documents in collaboration with other team members or role players. Render support services within the Directorate. Management of human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<u>POST 35/88</u>	:	<b><u>SENIOR ADMINISTRATION OFFICER: PERSONNEL REF NO: HO 2025/09/51</u></b>
		Directorate: Core Curriculum
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Kroonstad Training College An appropriate degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in a human resource environment. PERSAL knowledge. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and Impact. Communication skills. Problem solving skills. Network and diplomacy. Service delivery and client orientation. Coaching and mentoring. Facilitation and negotiation skills.
<u>DUTIES</u>	:	Coordinate PERSAL control. Ensure that inventory is managed properly. Control salary adjustments. Coordinate the outcome of disciplinary hearings. Control of transfers/interdepartmental transfers. Control establishment. Management of human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<u>POST 35/89</u>	:	<b><u>SENIOR ADMINISTRATION OFFICER: FUNCTIONAL TRAINING</u></b>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum National Head Office: Pretoria: Directorate: Functional Management and Training Ref No: HO 2025/09/52 Krugersdorp Training College: Directorate: Functional Management and Training Ref No: HO 2025/09/53 An appropriate degree/national diploma in Human Resource Development or equivalent qualification and 3-5 years relevant experience in a human resource development. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy, ASGISA etc). Knowledge of DCS policies, legislation and strategy (WPCSA, Correctional Services Act, DCS Strategic Plan, Code of Conduct etc). Understanding of basic accounting systems, policies and legislation of

Government (PFMA, Supply Chain Management etc). Knowledge of HR policies and legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure etc). Knowledge of HRD or Education, Training and Development practice. Facilitation and presentation skills. Ability to develop training or learning programmes. Project management, communication and marketing skills. Report writing and database management. Generic management, analytical and negotiation skills. Customer service orientation, tolerant and initiative. Honesty and integrity.

<b><u>DUTIES</u></b>	:	Coordinate the implementation of functional training initiatives. Collate statistics on training interventions and compile reports. Plan, organize, and administer training. Obtain approvals for availability of funds. Obtain nominations from line functions. Compile a business plan on all courses that are going to run on a specific financial year. Logistical arrangements of training interventions. Management of resources continuously in order to reach objectives and goals of the section. Ensure that trips are well co-ordinated when attending training. Ensure that state transport is not misused. Ensure consultation with relevant internal stakeholders and line functionaries on matters of mutual interest. Provide inputs for the establishment and maintenance of communication and marketing systems for the sub-directorate. Monitoring and evaluation of all relevant training interventions. Development and implementation of evaluation tools. Development and implementation of corrective measures. Conduct impact assessment periodically. Provide resources for the implementation of training programmes. Management of resources.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act
<b><u>POST 35/90</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: AUDIO VISUAL REF NO: HO 2025/09/54</u></b> Directorate: Internal Communications and Media Production
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Communications, Public Relations, Marketing, Journalism or related field. At least 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Technical skills as a video camera person and video editor. Expertise/working knowledge of a variety of broadcast equipment. Strong ability to conceptualise audio-visual productions. Strong ability to execute all audio-visual production processes. High level of computer competency in various audio-visual editing software. Communication, problem solving, listening and planning skills. Working knowledge of public service policies and legislative framework. Good interpersonal relations. Ability to network, integrity, honesty, service delivery and client orientation. Ability to make and implement decisions.
<b><u>DUTIES</u></b>	:	Perform professional audio-visual recordings of departmental programmes and events. Electronically edit and produce programmes from footage gathered. Provide technical support and expertise for the development of corporate video materials. Regularly maintain the audio-visual equipment and stock and keep electronic and easily traceable records thereof. Provide support through the development and regular updating of a video library that ensures accessibility and easy retrieving. Provide support during the development, implementation and management of a distribution system of audio-visual products to target audiences and actual distribution tasks. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act
<b><u>POST 35/91</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: LEAVE ADMINISTRATION REF NO: HO 2025/09/55</u></b> Directorate: HR Administration and Utilization
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Recognised national diploma /degree in Human Resources or equivalent. 3- 5 years' experience in leave administration. Knowledge and training in PERSAL system is essential. Computer literate. Valid driver's licence. Competencies and Attributes: Communication, listening and problem-solving skills. DCS

<b><u>DUTIES</u></b>	: financial policy regarding claims, expenditure, advances, payments, invoices, etc. Technical report writing skills.
<b><u>ENQUIRIES</u></b>	: Provide advice and guidance in the implementation of leave policies and directives. Authorise and approve the capturing of leave forms. Administer the discount and payment of gratuities. PERSAL administration. Attend to audit queries. Management of human resources, finance and assets.
<b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>POST 35/92</u></b>	: <b><u>SENIOR ADMINISTRATION OFFICER: SALARY CONTROLLER REF NO: HO 2025/09/56</u></b> Directorate: HR Administration and Utilization
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R397 116 per annum : National Head Office: Pretoria : National diploma/degree in Human Resources. 3-5 years' relevant experience, including PERSAL. Computer literate. Valid driver's licence. Competencies and Attributes: Good listening and communication skills. Report-writing skills. Problem solving skills and analytical thinking.
<b><u>DUTIES</u></b>	: Ensure effective data integrity. The inspection of data inputs into the personnel management information systems. The formulation of strategies to improve data integrity. Control the filling of post establishment. Ensuring placements are in accordance with the post establishment. Report discrepancies on the post establishment (over/under/out of adjustment) to the supervisor. Report vacancies to the personnel office. Render advice to the supervisor on the placement of computer equipment for personnel management information systems. Communicate requirements on PERSAL. Undertake short/medium/long term planning of activities aimed at improving data integrity. Ensure adherence to the strategic management information objectives of the DCS. The establishment/maintenance of a human resource financing model for the short/medium/long term. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/93</u></b>	: <b><u>SENIOR ADMINISTRATION OFFICER: ADMINISTRATION SUPPORT REF NO: HO 2025/09/57</u></b> Directorate: Gender and Employment Equity
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R397 116 per annum : National Head Office: Pretoria : Relevant national diploma/ degree in Internal Auditing or related field. 3-5 years' experience in internal audit. Registration with IIA and Professional Internal Auditor Certification as an added advantage. Computer literate. Valid driver's licence Competencies and Attributes: Knowledge of Public Finance Management Act (PFMA). Knowledge of internal control models and risk management tools and methodologies. Knowledge of Global Internal Audit Standards (GIAS) and applicable legislations, policies and regulations. Batho Pele Principles, Audit techniques, Project management. Analytical and innovative skills. Report writing. Communication, interviewing and leadership skills. Interpersonal relations. Coaching and monitoring.
<b><u>DUTIES</u></b>	: Audit Execution: Conduct and oversee performance audits, evaluating the economy, efficiency, and effectiveness of government programs and directorates. Staff Supervision: Lead, mentor, and manage a team of auditors, including allocating duties, performing quality control, and ensuring professional development. Project Management: Plan and execute audit projects, from fieldwork to compiling draft reports, ensuring projects align with allocated targets. Compliance & Standards: Monitor and ensure compliance with relevant regulations, internal policies, and professional audit standards. Reporting & Recommendations: Compile and present audit findings and recommendations for improvement to senior management. Methodology Improvement: Contribute to the enhancement of internal audit methodologies and technologies used within the organization. Risk Management: Identify potential financial risks, including fraud, and facilitate management action to mitigate these risks. Conduct research with relevant sources to determine adherence to policies, regulations and applicable legislation. Compile and

<b><u>ENQUIRIES</u></b>	issue a final audit report. Conduct and review adhoc assignments and follow up audits.
<b><u>NOTE</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<b><u>POST 35/94</u></b>	<b><u>SENIOR INTERNAL AUDITOR: PERFORMANCE AUDIT REF NO: HO 2025/09/58</u></b> Directorate: Specialised Audit
<b><u>SALARY</u></b>	R397 116 per annum
<b><u>CENTRE</u></b>	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	Relevant national diploma/ degree in Internal Auditing or related field. 3-5 years' experience in internal audit. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Public Finance Management Act (PFMA). Knowledge of internal control models and risk management tools and methodologies. Knowledge of the Institute for Internal Auditors (IIA) Standards for the Professional Practice of Internal Audit. Knowledge of Internal Audit policies, including the Audit Charter and Audit Methodology. Project management. Analytical and innovative skills. Knowledge of applicable legislations, policies and regulations. Report writing. Communication, interviewing and leadership skills. Interpersonal relations.
<b><u>DUTIES</u></b>	Conduct research with relevant sources to determine adherence to policies, regulations and applicable legislation. Arrange meetings with the client. Compile an engagement letter with client. Creation of audit assignment manually and on the team software. Convene a meeting with client to understand the client operations environment. Conduct risk assessment adequacy based on the system description. Conduct interviews with the process owners to identify the controls that are in place. Compilation of audit programmes. Conduct interviews to confirm process analysis. Documentation of information gathered. Request documentation pertaining to the particular activity. Preparation of working papers in terms of the Institute of Internal Auditors Standards (IIA). Gather evidence to support audit results and issue an exception standard report. Identification of reportable findings to discuss with the process owners. Drafting of audit findings in accordance with IIA standards. Identification of criteria/standards by referring to applicable policies, legislation and regulations. Obtain and discuss the root cause with the process owners in order to make recommendations. Identification of effects of weaknesses in controls. Obtain management comments and action plan on how to rectify control weaknesses. Compile and issue a final audit report. Draft a follow up questionnaire and send to the client to respond within five working days. Scrutinize the responses on the follow up questionnaire to determine the necessity to do a follow up audit. Creation of an audit assignment manually and on the team software. Compilation of audit results and address the review notes. Gather evidence to support audit results and issue an exception standard report. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	Appointment under the Public Service Act
<b><u>POST 35/95</u></b>	<b><u>SENIOR ADMINISTRATION SUPPORT REF NO: HO 2025/09/59</u></b> Directorate: Regularity Audit
<b><u>SALARY</u></b>	R397 116 per annum
<b><u>CENTRE</u></b>	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	Relevant degree or national diploma in Public Administration/Office Administration or relevant qualification. 3-5 years' relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework, Public Service Financial and other related system/s. Planning and organizing. Good written and verbal communication skills. Detail orientated (attention to detail). Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation.
<b><u>DUTIES</u></b>	Identify office needs. Ensure effective asset management and utilization of assets for the directorate. Conduct regular assets and inventory counts and inspection. Ensure optimal utilization of financial resources and support with regard to budget management in line with the relevant directives and legislations. Perform budget control and ensure enforcement of financial

<b><u>ENQUIRIES NOTE</u></b>	: disciplines. Ensure compliance with policies and procedure in the directorate. Management of human resources, finance and assets. Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<b><u>POST 35/96</u></b>	: <b><u>SENIOR ADMINISTRATION OFFICER: OFFENDER INFORMATION REF NO: HO 2025/09/60</u></b> Directorate: Policy, Research and Information Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R397 116 per annum : National Head Office: Pretoria : Recognized national diploma in Information/ Knowledge Management or equivalent. 3-5 years' relevant experience in working with systems. Computer literate. Valid driver's licence. Competencies and Attributes: Communication and project management skills. Ability to network. Report writing and managerial skills. Knowledge of relevant regulations, policies, procedures, resolutions and acts. Stakeholder management. Willingness to travel.
<b><u>DUTIES</u></b>	: Perform data audits on core systems (Admission, Detention Release (A&R) and Community Corrections) and promote data integrity and compliance with the certification of data protocols. Participate and facilitate user requirement specification sessions in coordination and cooperation with business and systems development when new relevant systems (within this functionality) are developed. Ensure that the user requirements of business for their requested system(s) are incorporated and reflected in the end product. Facilitate and participate in the implementation of the enhancements to the A&R and Community Correction Systems as well as the implementation of new relevant operational systems within this function. Perform required administrative duties, taking minutes at meetings, maintain sound document management in line with DCS requirements. Conduct training of users on Community Correction System and relevant operational systems in relation to this functionality. Attend, investigate and resolve all calls/problems logged on Gestionnaire Libre de Parc Informatique (GLPI) system by Correctional Centres and Community Corrections' officials. Management of human resources, finance and assets.
<b><u>ENQUIRIES NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. : Appointment under the Public Service Act
<b><u>POST 35/97</u></b>	: <b><u>SENIOR ADMINISTRATION OFFICER: NATIONAL ARCHIVES REF NO: HO 2025/09/61</u></b> Directorate: Policy, Research and Information Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R397 116 per annum : National Head Office: Pretoria : Recognized degree or national diploma in Information Management or relevant qualification. At least 3-5 years' experience in records management. Knowledge of the National Archive Act. Computer literate. Valid driver's licence. Competencies and Attributes: Decision making. Planning and organising. Analytical thinking. Problem identification and solving. Co-ordination. Time management. Policy implementation.
<b><u>DUTIES</u></b>	: Implement and monitor information resources of the organization in terms of the broad policy guidelines contained in the National Archives Act of South Africa. Maintain complete information regarding the custody, storage, treatment, filing and disposal of all public records in our care. Overall management of archives sections. Ensure the protection of archives building. Perform admission of documentation and research on instructions pertaining to archives. Management of human resources, finance and assets.
<b><u>ENQUIRIES NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. : Appointment under the Public Service Act
<b><u>POST 35/98</u></b>	: <b><u>SENIOR STATE ACCOUNTANT: BOOKKEEPING REF NO: HO 2025/09/62</u></b> Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R397 116 per annum : National Head Office: Pretoria : An appropriate three-year degree/diploma with Accounting and/or Management Accounting as major subjects. 3-5 years' proven financial experience. Computer literate. Valid driver's licence. Knowledge of BAS will be

an added advantage. Competencies and Attributes: Financial training, strategic planning monitoring and evaluation skills. Data analysis skills, communication, quality assurance, facilitation and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of the White Paper on Corrections. Ability to prioritize and manage multiple tasks. Innovative and creative. Knowledge and experience in monitoring and evaluation systems. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decisions. Experience in the compiling of Annual Financial Statements. Good communication skills and interpersonal relations. Professional person with integrity and ability to perform under pressure.

<b><u>DUTIES</u></b>	:	Monthly funds requisition from National Treasury. Compile the monthly bank reconciliation. Control the Paymaster- General accounts, which includes PMG exceptions, BAS credit transfer account and bank adjustment account. Coordinate and compile the compliance certificate. Maintenance of departmental debt procedures with regard to cash and cash equivalent. Manage the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Manage Human Resources, Finances and Assets.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act
<b><u>POST 35/99</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: LEDGER CONTROL REF NO: HO 2025/09/63</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year degree/diploma with Accounting and/or Management Accounting as major subjects. 3-5 years' proven financial experience. Computer literate Knowledge of BAS will be an added advantage. Valid driver's licence. Competencies and Attributes: Financial training, strategic planning monitoring and evaluation skills. Data analysis skills, communication, quality assurance, facilitation and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of the White Paper on Corrections. Ability to prioritize and manage multiple tasks. Innovative and creative. Knowledge and experience in monitoring and evaluation systems. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decisions. Experience in the compiling of Annual Financial Statements. Good communication skills and interpersonal relations. Professional person with integrity and ability to perform under pressure.
<b><u>DUTIES</u></b>	:	Exercise control over receivables and payables. Provide training with regard to clearing of receivables and payables. Ensure the closure of the account months and the financial year as well as the financial year end process. Maintenance of departmental procedures with regard to receivables and payables. Manage the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act
<b><u>POST 35/100</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: BUDGET CONTROL REF NO: HO 2025/09/64</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree or national diploma in Finance or relevant qualification and 3-5 years' relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training, strategic planning monitoring and evaluation skills. Data analysis skills, communication, quality assurance, facilitation and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of the White Paper on Corrections.

	Ability to prioritize and manage multiple tasks. Innovative and creative. Knowledge and experience in monitoring and evaluation systems. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decisions. Experience in the compiling of Annual Financial Statements. Good communication skills and interpersonal relations. Professional person with integrity and ability to perform under pressure.
<b><u>DUTIES</u></b>	: Assist with regards to budget planning and controlling in head office. Serve as a financial agent between the CFO, directorates at head office and the colleges. Give financial advice to our clients, management and other officials. Render budget management at head office. Administer maintenance, capturing and distribution of budget for head office. Administer and capture inputs of head office with regard to the MTEF. Render a support service by the Financial Control Office (FCO) in terms of giving financial-and budgetary advice to the directors at head office. Render an office support service to the Directorate: Financial Accounting. Ensure that sound systems and procedures for budget management and control are in place. Manage the responsibilities of Section 45 of the PFMA. Ensure that the system of financial management and internal control established for correctional services is carried out within the area of responsibility of that official. Effective, efficient, economical and transparent use of financial and other resources within that official's area of responsibility. Accounting and reporting requirements. Design, implement and maintain accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information. Maintenance of appropriate and consistent financial/non-financial reports that satisfy the needs of the users of financial/non-financial information. Guidance on regular performance reporting to management. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:
<b><u>NOTE</u></b>	:
<b><u>POST 35/101</u></b>	: <p style="text-align: center;"><b><u>SENIOR STATE ACCOUNTANT: PROGRAMME ADMINISTRATION REF NO: HO 2025/09/65</u></b></p> Directorate: Management Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: <p>R397 116 per annum            National Head Office: Pretoria            An appropriate degree/national diploma in a financial management related field with Cost and Management Accounting as major subjects. 3-5 years' relevant experience in budgeting or similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Sound knowledge of BAS and the budgeting process. Good knowledge of Public Finance Management Act, Treasury Regulations. Report writing, problem solving, interpersonal relations, policy implementation, conflict resolution, communication and typing skills. Integrity, honesty, friendly, adaptability, confident, self-discipline, ability to work under pressure and punctuality. Excellent verbal and written communication skills.</p>
<b><u>DUTIES</u></b>	: <p>Support the Assistant Director with analysis and control of budget and expenditure to advise senior managers on the best decision to take in line with the achievements of the strategic objectives of the department. Ensure economical, effective and efficient utilization of budget allocated to the department. Maintain the master copy of the relevant programmes approved budget and ensure fair distribution, capturing and maintenance thereof on the financial system and monitor budget balancing on BAS on a monthly basis. Provide monthly in year monitoring inputs on the relevant programme with regard to state of expenditure as well as anticipated expenditure. Advise on the re-prioritization of funding on detecting planning deviations and report areas of risk to programme manager. Interrogate and report on deviations per month against anticipated revenue and expenditure for that financial year. Compilation and submission of monthly, quarterly and annual appropriation statement. Monitor the rectification of misallocation of budget as well as the expenditure and compile a variance analysis report on a monthly basis. Advise on adherence to policy and procedure in respect of budget control. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of human resources, finance and assets.</p>
<b><u>ENQUIRIES</u></b>	: <p>Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.</p>

<b><u>NOTE</u></b>	:	Appointment under the Public Service Act
<b><u>POST 35/102</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: ACTIVITY CONTROL REF NO: HO 2025/09/66</u></b> Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum National Head Office: Pretoria An appropriate three-year national diploma or degree in Finance with Financial Accounting, Management Accounting and or Financial Information System as major subjects. 3-5 years' relevant finance/tax experience. Computer literate. Valid driver's licence. Competencies and Attributes: Good knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Standard Chart of accounts (SCOA). Knowledge of division of Revenue Act and the Basic Accounting System. Good interpersonal relations and communication skills. Professional person with integrity and ability to perform under pressure.
<b><u>DUTIES</u></b>	:	Exercise control over expenditure items. Ensuring balancing of the internal charges concept. Control over the revenue items. Responsible for checking expenditure against allocated budget. Manage the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Maintenance of departmental activity procedures. Management of human resources, finance and assets.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Khumalo Tel No: 012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<b><u>POST 35/103</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: TAX CONTROL REF NO: HO 2025/09/67</u></b> Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum National Head Office: Pretoria Degree or national diploma in finance related field with Financial Accounting and/or Taxation and /or Management Accounting as major subjects. 3-5 years' relevant finance/tax experience. Computer literate. Valid driver's licence. Competencies and Attributes: Project management. Willingness to work outside normal working hours. Change management. Good knowledge of Public Finance Management Act, Treasury Regulations, BAS and PERSAL. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations, assertiveness and ability to work independently as well as in a team.
<b><u>DUTIES</u></b>	:	Prepare and submit annual and bi-annual employees tax reconciliation and payments to SARS. Responsible for monthly employee's tax reconciliation and payments to SARS. Manage the checking and control of tax on service terminations on PERSAL. Administration of employee's tax certificates. Clearing suspense accounts on salary related accounts. Management of human resources, finance and assets.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<b><u>POST 35/104</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: COMPENSATION CONTROL REF NO: HO 2025/09/68</u></b> Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum National Head Office: Pretoria Degree or national diploma in Finance related field or relevant qualification plus 3-5 years' experience. BAS training and advanced MS Excel will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: PFMA. Treasury Regulations. White Paper on Corrections (applicable sections). DCS Strategic Plan (applicable sections). Public service regulations. HRM policies/procedures. Financial administration procedures. Supply chain manuals – transport, procurement, asset management. Ability to access and utilise information. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Project management. Analytical thinking. Honesty, integrity and committed. Ethical, fairness and judgement. Creativity, logical initiative and innovative. Internal actualisation (self-starter) and motivated.

<b><u>DUTIES</u></b>	: Ensure effective administration. Personnel evaluation and assessment. Internal and external training of personnel. Sub-inventory controller. Control over use of telephone in the office. Application of personnel discipline. Compile financial circulars. Control GUFS. Ensure that personnel in the section comply with norms and standards of the directorate. Comply with the responsibilities in Section 45 of the PFMA. Handling of sensitive issues. Control over personnel compensation system. Institution/cancellation of state guarantees. Checking captured documents on PERSAL. Control and manage ledger account. Control over all unclaimed salaries. Control over all hand payments. Approve BAS payments advices. Institution/cancellation of bursary debt. Check termination of service for correctness. Control over provisional salary debt. Control over PERSAL code absent ledger. Control over claims for pump allowance. Control over salary claims of seconded personnel. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/105</u></b>	: <b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER: TENDER COMMITTEE SECRETARIAT REF NO: HO 2025/09/70</u></b> Directorate: Procurement Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R397 116 per annum : National Head Office: Pretoria : Degree or national diploma in Purchasing Management or equivalent qualification. 3-5 years' relevant experience in supply chain management. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the PFMA and Treasury Regulations. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Knowledge of supply chain management legislation and related prescripts. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.
<b><u>DUTIES</u></b>	: Ensure that bid documents are correct and available for issuing to prospective bidders. Issue advertised bids to prospective bidders. Keep record of bids issued to prospective bidders. Execute the administration of the bid adjudication committees. Ensure the correctness of recommendations submitted for consideration by the adjudication committees. Arrange bid adjudication committee meetings. Compile minutes of the bid adjudication committee meetings. Ensure the execution of the decisions of the bid adjudication committee meetings. Ensure that information of the bids approved is captured on National Treasury Contract Information System. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/106</u></b>	: <b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER: COMMODITY MANAGEMENT REF NO: HO 2025/09/71</u></b> Directorate: Procurement Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R397 116 per annum : National Head Office: Pretoria : Recognized degree or national diploma in Supply Chain Management or equivalent qualification. 3-5 years' experience in Supply Chain Management. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of supply chain management policy. Knowledge of supply chain management user manual in respect of procurement. Knowledge of Procurement Preference Policy Framework (PPPFA) and its regulations. Knowledge of Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Communication and presentation skills. Problem solving and decision making. Confidentiality, communication, facilitation, conflict management and time management skills. Assertiveness. Integrity and honesty. Influence and impact. Ability to network. Service delivery and client orientation. Coaching and mentoring. Willingness to travel.
<b><u>DUTIES</u></b>	: Coordinate and administer the effective use of commodities in line with the commodity policy. Administer and provide advice and support with regard to

	the commodity policy and the implementation thereof. Attend to audit queries. Management of human resources, finance and assets.
<b><u>ENQUIRIES NOTE</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<b><u>POST 35/107</u></b>	<b><u>NETWORK CONTROLLER REF NO: HO 2025/09/72</u></b> Directorate: IT Infrastructure and Telephony
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R325 101 per annum National Head Office: Pretoria Recognized degree or national diploma in Information Technology or equivalent qualification. 2-3 years' experience in IT and network environment. Computer literate. Valid driver's licence. Competencies and Attributes: Good understanding of MS Windows XP/7/10 as well as the MS Office suite. Good understanding of Linux/Ubuntu and Open Office. Planning and organising with regard to own work. Ability to operate computer hardware and software. Problem solving. Ability to work in a team. Interpersonal relationships. Record keeping. Information gathering. Communication skills. Improve efficiency with regard to own work. Be able to function autonomously.
<b><u>DUTIES</u></b>	Provide desktop /server support. Receive request from help desk. Manage and maintain a virus free network. Install and maintain transversal system (BAS, LOGIS, PERSAL). Receive requests from users. Install all systems requested. Installation and maintenance of printing from all systems. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Monitor wide and local area networks. Maintain and repair network faults. Place network points and replace. Monitor and connect IP telephony and video conferencing. Receive requests to create virtual boardroom. Create meeting ID for users. Configure switches to communicate with the telephone.
<b><u>ENQUIRIES NOTE</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<b><u>POST 35/108</u></b>	<b><u>HELP DESK SUPPORT TECHNICIAN REF NO: HO 2025/09/73</u></b> Directorate: IT Infrastructure and Telephony
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R325 101 per annum National Head Office: Pretoria Recognized degree or national diploma in Computer Science/Information Technology or equivalent qualification. (A+, N+) and 2-3 years' experience in ICT helpdesk and ITIL certification. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of multiple technical disciplines (workstation connectivity, applicable software, and troubleshooting techniques). Good customer relations. Desktop hardware and software knowledge. Knowledge of desktop fault diagnosis and rectification. Telephone etiquette. Ability to work in a team. Typing, analytical, problem solving and good communication skills.
<b><u>DUTIES</u></b>	Provide first line support. Provide first level telephone support to the end-user community on hardware, software and network-related problems. Liaise with clients and external vendors on logged calls. Log calls with external vendors as per service level agreement and track the resolution of the incident. Classify level, priority and nature of incident/problem. Escalate incidents and problems in the help desk system to other support areas. Track activities related to the resolution of the incident/problem. Administration of logged calls. Enhance technical analysis in terms of software/hardware trouble-shooting and problem-solving. Provide advice regarding the set-up, configuration and usage of computers.
<b><u>ENQUIRIES NOTE</u></b>	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<b><u>POST 35/109</u></b>	<b><u>JUNIOR DEVELOPER REF NO: HO 2025/09/74 (X4 POSTS)</u></b> Directorate: System Development Infrastructure
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R325 101 per annum National Head Office: Pretoria Relevant IT qualifications. 2-3 years' working knowledge of software development. Experience in developing intranet and internet websites. Knowledge of basic coding language such as XML, XSL, HTML, JavaScript, VB Script, Visual Basic, COM, ASP< C#, SQL. Database (i.e. oracle and MS

	SQL) knowledge will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Technical Knowledge. Training in telephone etiquette. Training in image projection. Communication (verbal & written). Interpersonal relations. Time management. Team Work. Problem solving skills. Analytical thinking. Accountable. Committed. Disciplined. Flexible. Punctual. Respect. Self-confidence. Integrity and honesty. Professionalism. Understanding of Public Service policy and legislative framework. Service delivery and client orientation.
<b><u>DUTIES</u></b>	: Develop and publish website content. Writing stable code. Internet and intranet maintenance. Writing and maintaining code. Monitoring the technical performance of internal systems. Debugging code. System documentation. Maintain and customize existing application systems. Analyse and implement new requirements. Develop future application systems. Ensuring quality of delivered solution.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/110</u></b>	: <b><u>ADMINISTRATION OFFICER: RESEARCH ANALYSIS REF NO: HO 2025/09/75</u></b> Directorate: Policy, Research and information Management
<b><u>SALARY</u></b>	: R325 101 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Recognised national diploma/degree in Public Administration, Office Management or equivalent qualifications. 2-3 years' relevant experience. Understanding of research methodology. Computer literate. Valid driver's licence. Competencies and Attributes: DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. DCS uniform filing system. Knowledge of memorandum, fax and letter format. Financial and logistical administration. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	: Administer documentation/information management. Receive and forward documents to the Deputy Director. Administer the capturing of data, data analysis, report research findings and design research tools. Capturing and analyzing data using statistical tools. Design research tools. Assist in conceptualizing and identifying departmental research projects. Contribute to the development of research capability and knowledge resources base. Administer and undertake the administration of research projects. Assist in monitoring and evaluation of research projects. Carry out research projects and track the progress and evaluate research projects. Building and maintaining relations with relevant stakeholders. Respond to ad-hoc requests from various stakeholders. Assist in fostering collaborative partnerships. Provide logistical administrative support to the directorate. Ensure that estimations, budget and allocation of funds of the directorate are correct. Exercising of inventory control, requisitioning of suppliers and obtaining of quotations.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/111</u></b>	: <b><u>ADMINISTRATION OFFICER: FILING ADMINISTRATION REF NO: HO 2025/09/76</u></b> Directorate: Strategic Planning Management
<b><u>SALARY</u></b>	: R325 101 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Recognised national diploma/degree in Public Administration/Public Management/Office Administration or equivalent. 2-3 years' experience in records management. Computer literate. Valid driver's licence. Competencies and Attributes: DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. DCS uniform filing system. Knowledge of memoranda, fax and letter format. Filing skills and records keeping. Financial and logistical administration.
<b><u>DUTIES</u></b>	: Administer document management, filing and record keeping. Maintain an organized and up-to-date filing system (both physical and electronic). File correspondence, reports, records, and other documents systematically for easy retrieval. Ensure compliance with document retention and disposal policies. Keep accurate records of incoming and outgoing mail and documents. Maintain registers such as asset registers, leave registers and meeting minutes. Handle confidential information with discretion. Archive old records in

accordance with policy. Retrieve files promptly upon request. Support daily administrative operations including photocopying, scanning and printing. Manage office supplies and ensure availability of stationery and equipment. Assist with data entry and updating databases and contact lists.

<u><b>ENQUIRIES</b></u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u><b>NOTE</b></u>	:	Appointment under the Public Service Act
<u><b>POST 35/112</b></u>	:	<b>ADMINISTRATION OFFICER: COURSE ADMINISTRATION REF NO: HO 2025/09/77</b> Directorate: Core Curriculum
<u><b>SALARY</b></u>	:	R325 101 per annum
<u><b>CENTRE</b></u>	:	National Head Office: Pretoria
<u><b>REQUIREMENTS</b></u>	:	Recognised three (3) year degree/national diploma in Human Resource Development/Management or equivalent qualification and 2-3 years relevant experience in Human Resource Development. Valid driver's licence. Computer literate. Competencies and Attributes: Course and curriculum development. Research and evaluation. Financial management and facilitation skills. Plan, organize, lead and control. Project management. Presentation skills. Conflict management. Report writing and time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Knowledge of Correctional Service Act. Service delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Good communication, decision making and problem-solving skills.
<u><b>DUTIES</b></u>	:	Administer training schedules, venues, facilitators, and learning resources. Prepare and disseminate training invitations, attendance registers and programmes. Liaise with trainers, course coordinators and attendees for smooth execution of training. Ensure compliance with departmental policies, procedures and training standards. Support the implementation of quality assurance mechanisms for training delivery. Handle confidential information with professionalism and integrity. Capture and maintain accurate learner records and training registers. Process registration, assessments and completed documentation. Monitor attendance, compile reports and maintain course databases. Draft and type correspondence, submissions and minutes related to training activities. File and archive training documents and records according to approved procedures. Assist in compiling statistics, reports, and presentations for training analysis. Administer logistics and operational support. Arrange accommodation, transport, catering, and training materials for courses. Ensure training venues are prepared and resourced according to requirements. Coordinate procurement of course-related materials and supplies. Management of physical/information resources and adherence to DCS policies/procedures. Administer own inventory control. Signing of attendance register. Administer own stationery. Compile own performance contract in agreement with supervisor. Ensure proper management of all types of leave. Compile weekly/monthly reports. Compliance with DCS policies and procedures.
<u><b>ENQUIRIES</b></u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u><b>NOTE</b></u>	:	Appointment under the Public Service Act
<u><b>POST 35/113</b></u>	:	<b>ADMINISTRATION OFFICER: RESEARCH AND EVALUATION REF NO: HO 2025/09/78</b> Directorate: Core Curriculum
<u><b>SALARY</b></u>	:	R325 101 per annum
<u><b>CENTRE</b></u>	:	National Head Office: Pretoria
<u><b>REQUIREMENTS</b></u>	:	Recognised three (3) year degree/national diploma in Human Resource Management/HR Development or equivalent qualification. 2-3 years relevant experience in human resource development. Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of public service policy and legislative framework. Knowledge of Correctional Service Act. Service delivery and client orientation. Integrity and honesty. Influence and impact. Communication, negotiation and problem-solving skills. Decision making and networking/liaison with stakeholders. Course and curriculum development, research and evaluation. Financial management and facilitation skills. Plan, organize, lead and control. Project, conflict and financial management.

<b><u>DUTIES</u></b>	Assertiveness, report writing and time management. Confidentiality, coaching and mentoring. Willingness to travel.
	: Assist in gathering and organizing data for curriculum development and review. Support benchmarking exercises by collecting information on national and international training standards. Compile and summarize research findings for use by curriculum developers and academic committees. Coordinate meetings and workshops related to curriculum and course development. Prepare meeting documentation, take minutes and follow up on action items. Assist in compiling course materials, outlines and manuals. Maintain an electronic and physical filing system for course content, research reports and policy documents. Track the status of course development projects and update related records and progress reports. Support the development of monitoring tools to track course effectiveness and relevance. Collect and compile feedback from pilot trainings or course implementations. Assist in the implementation of education and training quality assurance policies. Ensure that course development complies with accreditation, institutional and national training standards. Organize and maintain a repository of learning resources, training materials and research tools. Assist in sourcing external materials or experts needed for new or revised courses. Monitoring and Evaluation (M&E). Assist in tracking project indicators, milestones and deliverables. Support the implementation of M&E frameworks to assess the effectiveness and impact of programs or training. Compile monitoring data and assist in preparing evaluation reports.
<b><u>ENQUIRIES</u></b>	
<b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	: Appointment under the Public Service Act
<b><u>POST 35/114</u></b>	
	: <b><u>VETTING ADMINISTRATORS REF NO: HO 2025/09/79 (X7 POSTS)</u></b>
	Directorate: Security Standards and Management
<b><u>SALARY</u></b>	
<b><u>CENTRE</u></b>	
<b><u>REQUIREMENTS</u></b>	
	: R325 101 per annum
	: National Head Office: Pretoria
	: Recognized degree/diploma in Administration/Secretarial functions. 2-3 years' experience in rendering support/administrative services. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of relevant legislations policies and procedures. Problem solving and analysis. Self-management and motivation. Customer focus and responsiveness. Initiative, reliable and responsible. Interpersonal relations. Planning and organizing. Communication skills.
<b><u>DUTIES</u></b>	
	: Administration of the filing system for all documents within the department. Render administrative support services. Provide support to the Head of unit and the other staff regarding vetting operational meetings. Liaise regularly with NIA on vetting matters particularly in relation to administrative systems and processes. Management of resources.
<b><u>ENQUIRIES</u></b>	
<b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	: Appointment under the Public Service Act
<b><u>POST 35/115</u></b>	
	: <b><u>ADMINISTRATION OFFICER: LOGISTICS AND STORES REF NO: HO 2025/09/80</u></b>
<b><u>SALARY</u></b>	
<b><u>CENTRE</u></b>	
<b><u>REQUIREMENTS</u></b>	
	: R325 101 per annum
	: Zonderwater Training College
	: An appropriate three (3) year degree or national diploma in Logistics/Supply Chain Management/Purchasing Management or equivalent qualification. 2-3 years' experience in a supply chain management environment. Computer literate. Valid driver's licence. Competencies and Attributes: Problem-solving, decision making and facilitation skills. Plan, organize, lead and control. Presentation, conflict management, training and communication skills. Time management, confidentiality, coaching and mentoring skills. Knowledge of LOGIS system. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness, influence and impact. Ability to network.
<b><u>DUTIES</u></b>	
	: Implementation and administer Supply Chain Management, Transport, LOGIS and Procurement policies. Monitor and control incoming and out-going stock. Manage the administration of warehouse, transit and fleet. Oversee the asset verification and logistical processes, asset reconciliations and inventory balancing. Administer reconciliation between BAS and LOGIS. Facilitate

logistical training. Placement of orders. Generate procurement suppliers. Administer quotations and bids. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Updating of asset register, asset balancing and reconciliation. Conducting monthly spot checks. Annual asset verification and asset disposals. Management of resources.

**ENQUIRIES**  
**NOTE**

**POST 35/116**

- : Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.  
: Appointment under the Public Service Act

**ADMINISTRATION OFFICER: PERSAL REVIEWER REF NO: HO 2025/09/81**

Direktorate: HR Administration and Utilization

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

- : R325 101 per annum  
: National Head Office: Pretoria  
: National diploma/degree in Human Resource Management or equivalent. 2-3 years' experience in a PERSAL environment, training as a personnel clerk or internship and training in all PERSAL functions. Computer literate. Valid driver's licence. Competencies and Attributes: Problem solving and analysis skills. Report-writing skills. Good verbal and written communication skills. Listening skills.

**DUTIES**

- : Ensure data integrity. The inspection of data inputs on the personnel management information systems. The formulation of strategies to improve data integrity at head office. The ensuring of placements in head office in accordance with the post establishment. Reporting of discrepancies on the post establishment (over/under/out of adjustment) to the head office PERSAL Controller. Advise the supervisor on the placement of computer equipment for personnel management information systems. Undertake short/medium/long term planning of activities aimed at improving data integrity. Ensure adherence to the strategic management information objectives of the DCS. Assess requirements for computer hardware/software and communicate to the supervisor. Management of resources.

Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.

Appointment under the Public Service Act

**ENQUIRIES**  
**NOTE**

**POST 35/117**

**STATE ACCOUNTANT: BOOKKEEPING REF NO: HO 2025/09/82**

Direktorate: Financial Accounting

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

- : R325 101 per annum  
: National Head Office: Pretoria  
: An appropriate three-year degree/diploma with Financial Accounting/Management Accounting as a major subject. 2-3 years' relevant proven financial experience. Computer literate. Knowledge of BAS will be an added advantage. Valid driver's license. Competencies and Attributes: Good knowledge of Public Finance Management Act, Treasury Regulations and the Basic Accounting System. Good communication skills and inter-personal relations. Professional person with integrity and ability to perform under pressure.

**DUTIES**

- : Monthly funds requisition from National Treasury. Compile the monthly bank reconciliation. Control the Paymaster- General accounts, which includes PMG exceptions, BAS credit transfer account and bank adjustment account. Co-ordinate and compile the compliance certificate. Maintenance of departmental debt procedures with regard to cash and cash equivalent. Manage the office. Execute responsibilities of official as stipulated in Section 45 of the PFMA. Management of resources.

Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.

Appointment under the Public Service Act

**ENQUIRIES**  
**NOTE**

**POST 35/118**

**STATE ACCOUNTANT: PERSONNEL COMPENSATION REF NO: HO 2025/09/83 (X3 POSTS)**

Direktorate: Financial Accounting

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

- : R325 101 per annum  
: National Head Office: Pretoria  
: An appropriate three (3) year degree or national diploma in Financial Accounting with Financial Accounting and/or Taxation as major subjects with 2-3 years' relevant experience. Computer literate. BAS and PERSAL proficient.

	Valid driver's license. Competencies and Attributes: Knowledge of the PFMA, Treasury Regulations and Human Resource Management policies/procedures. Financial administration procedures. Financial training, data analysis, communication and problem-solving skills. Understanding of Public Service legislative framework. Integrity and honesty. Internal actualization (self – starter) and motivated.
<b><u>DUTIES</u></b>	: Handling of payments of all unclaimed salaries and wages. Control relevant general ledger accounts. Check service termination for correctness and correct accordingly. Recall salaries/wages from the Reserve Bank and allocate to the required allocations. Prepare sundry payments and journals. Management of filing system. Management of resources.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/119</u></b>	: <b><u>STATE ACCOUNTANT: MISCELLANEOUS PAYMENT REF NO: HO 2025/09/84</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	: R325 101 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: National Diploma in finance or relevant qualification and 2-3 years' experience in finance. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training, monitoring and evaluation, data analysis and communication skills. Quality assurance and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and White Paper on Corrections. Understanding of Public Service legislative framework. Networking skills. Integrity and honesty.
<b><u>DUTIES</u></b>	: Control and authorise creditor, sundry payments and journals. Checking and authorising payments due to other departments or suppliers such as: Telkom, Auditor General, Department of Justice (attorney's claims), Transnet (Spoornet, XPS, PX), first Auto etc. Control and manage ledger accounts. Request reports and identify problems on a monthly basis. Perform all the administrative functions required of the job. Budget and financial management. Management of resources.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act
<b><u>POST 35/120</u></b>	: <b><u>STATE ACCOUNTANT: BUDGET CONTROL REF NO: HO 2025/09/85</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	: R325 101 per annum
<b><u>CENTRE</u></b>	: National Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: National diploma/degree in Finance or relevant qualification. 2-3 years' relevant experience in finance. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training and data analysis skills. Communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to prioritise and manage multiple tasks. Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of the broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty.
<b><u>DUTIES</u></b>	: Provision of financial planning. Assist with regard to financial planning and management. Serve as a financial agent between the CFO and Directorates at Head Office. Provide financial advice to clients, management and other officials. Administration of the budget. Control over suspense account (ledger accounts). Control of financial circulars compiled by Office Heads and checked by Assistant Directors. Administration and maintenance of financial systems. Serve as member of Financial Directives Control Committee. Handle the monthly telephone list as described in the procedure. Provide administration with regard to bargaining for funds. Administration of budget control services. Capturing of newly allocated budget on BAS per fund/vote, responsibility, objective, item and project. Control over correctness of budget allocations and internal charges. Handling and finalization of budget related queries. Request and distribution of monthly financial reports. Capturing/reconciling of multiyear estimates on excel. Management of resources.
<b><u>ENQUIRIES</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>NOTE</u></b>	: Appointment under the Public Service Act

<u>POST 35/121</u>	:	<b>STATE ACCOUNTANT: EXCHEQUER CONTROL REF NO: HO 2025/09/86</b> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum National Head Office: Pretoria National diploma/degree in Finance or relevant qualification. 2-3 years' experience in finance. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training, data analysis, communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and White Paper on Corrections. Understanding of Public Service legislative framework. Networking skills. Integrity and honesty.
<u>DUTIES</u>	:	Financial control. Control over warrant vouchers transferred to revenue. Control over warrant vouchers fraudulently negotiated. Control over cancellation and duplicate warrant vouchers. Handling of unauthorised expenditure. Checking of the batch register. Handling of financial documents. Administration of the sub directorate. Handling of queries and assistance. Control of register, strong room and filing system. Checking of reserved stock. Management of resources.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<u>POST 35/122</u>	:	<b>STATE ACCOUNTANT: LEDGER CONTROL REF NO: HO 2025/09/87 (X2 POSTS)</b> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum National Head Office: Pretoria National Diploma in Finance or relevant qualification and 2-3 years' relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training, data analysis, communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and White Paper on Corrections. Understanding of Public Service legislative framework. Networking skills. Integrity and honesty.
<u>DUTIES</u>	:	Control over asset and liability accounts. Ensure proper recording of all transactions in appropriate accounts and ledgers. Ensure correct closure of account months and financial year. Ensure that closure is done in terms of National Treasury requirements. Control over BAS input documents. Ensure all documents captured are authorized. Ensure that all documents are available for audit purposes. Perform daily office duties. Maintaining fax machine. Sorting and distributing of mail. Sorting and distributing of faxes. Ensure safe-keeping of old reports. Request stationary monthly according to office needs. Control over inter responsibility clearance account. Ensure that outstanding cases are cleared. Monthly reporting on status of suspense accounts to Director: Financial Accounting. Ensure that reporting is done in accordance with Section 32 of the PFMA. Responsibilities in accordance with the Section 45 of the PFMA. Ensure that the system of financial management and internal control established for correctional services is carried out within his/her area of responsibility. Management of resources.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act
<u>POST 35/123</u>	:	<b>STATE ACCOUNTANT: EXPENDITURE CONTROL REF NO: HO 2025/09/87</b> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum National Head Office: Pretoria National diploma/degree in Finance or relevant qualification. 2-3 years' relevant experience in finance. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training, data analysis, communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to prioritise and manage multiple tasks. Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty.

<b><u>DUTIES</u></b>	: Ensure administration of expenditure. Compliance with finance policy and regulations. BAS (data capturing). Handling of control account. Handling voucher control register and documents. Safe and cash management control over the accounting of state monies. Administration of payment of suppliers. Administration of head office petty cash. Administration payment of travel and subsistence advances for head office. Management of resources.
<b><u>ENQUIRIES</u></b>	
<b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>POST 35/124</u></b>	: <b>LEGAL ADMINISTRATION OFFICER (MR 1-5) REF NO: HO 2025/09/89</b> Directorate: Legal Contract Management
<b><u>SALARY</u></b>	: R252 855 - R1 111 323 per annum, (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<b><u>CENTRE REQUIREMENTS</u></b>	: National Head Office: Pretoria LLB or equivalent legal qualification. Prescribed experience requirement is as follows: <b>MR1:</b> no previous legal experience required. <b>MR2:</b> at least 1-years' appropriate post qualification legal experience. <b>MR3:</b> at least 2-years' appropriate post qualification legal experience. <b>MR4:</b> at least 8-years' appropriate post qualification legal experience. <b>MR5:</b> at least 14-years' appropriate post qualification legal experience. Computer literate. Valid driver's licence (not applicable to applicants with a disability). Competencies and Attributes: Financial management. Problem solving, decision-making and facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.
<b><u>DUTIES</u></b>	: Administration and handling of litigation for and against the department. Initiation of policy amendments in the department. Rendering of legal advice on the activities of the department. Provide legal training. Represent the department at various forums. Undertaking of hearings/trials administration. Maintenance of legal libraries. Planning of activities. Management of human resources, finance and assets. Manage performance information.
<b><u>ENQUIRIES</u></b>	
<b><u>NOTE</u></b>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<b><u>POST 35/125</u></b>	: <b>SECURITY OFFICER: DOG HANDLER (CB1-1) REF NO: HO 2025/09/107</b> Directorate: Functional and Management Training
<b><u>SALARY</u></b>	: R212 358 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: National Head Office: Pretoria Grade 12. Successful completion of the Correctional Science Learnership/Basic Training. Competencies and Attributes: Interpersonal skills in dealing with requests by offenders and with troublesome offenders. Counselling of agitated/suicidal offenders. Firefighting and first aid kills. Passionate about dogs. Listening, communication, tactful, problem solving and analysis skills.
<b><u>DUTIES</u></b>	: The controlling of access control and patrolling of prison grounds. Preventing entry/removal of unauthorized items. Prevention of unauthorized contact with offenders. Activation of emergency measures dependent on situation to prevent escapes, assaults and injuries. Prevention of the theft of government property. The patrolling of sections (general accommodation areas, kitchens and work sections). Patrolling of sections during day/night shifts in order to prevent escapes and the smuggling of unauthorized items. The guarding of offenders at work areas. Ensure the safety of offenders at work areas. Ensure that offenders do not escape from work teams. Searching of offenders, identify tracks, and assign dogs to specific tracks. Activation of emergency measures to prevent escapes, assaults and injuries. The provision of further training of service dogs. Ensuring the safety of helpers and other persons in the vicinity of the training venue. Ensure (hands on approach) on the evaluation of dogs. Provide physical care of service dogs. Identification of sick and injured dogs. Ensure that injured dogs receive prompt treatment. Transport sick and injured dogs for veterinary treatment. Ensure isolation of sick dogs and new dogs.

Ensure that dogs are fed according to their prescribed rations. Ensure that each dog has sufficient and regular access to clean water. Ensure that all kennels are cleaned on a daily basis.

**ENQUIRIES**  
**NOTE**

- : Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
- : Appointment under the Correctional Services Act

## ANNEXURE C

### 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.*

<b><u>CLOSING DATE</u></b>	:	10 October 2025 at 16:00 (walk-in) and 00:00 (online)
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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 post'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 that by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below-advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity, affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

### OTHER POSTS

<b><u>POST 35/126</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/140</u></b>
		Re-advertisement, applicants who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive)

<b><u>CENTRE REQUIREMENTS</u></b>	: <p>Provincial Office: Kimberley        Three (3) years tertiary qualification at NQF6 in Public Administration/ Business Administration/ Development studies/ Social Sciences. A valid driver's license. Five (5) years' experience of which three (3) years must be functional experience in Labour Activation Programmes/ Employment Programmes/ Enterprise Development/ Entrepreneurial, and two (2) years' experience at managerial level. Knowledge: Departmental and the Fund's policies and procedures. Public Financial Management (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act. All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organising. People Management. Conflict Management. Analytical. Problem Solving. Communication and ability to think strategically. Computer literacy. Skills Development Act. Event Management and Contract Management. Coordination. Facilitation. Project Management.</p>
<b><u>DUTIES</u></b>	: <p>Manage and monitor Labour Activation projects receiving funding. Engage with relevant stakeholders on Labour Activation Programmes that will benefit UIF beneficiaries. Identify province specific interventions to be funded for Labour Activation. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund and the Province Office. Manage resources (Human, Financial, Equipment/Assets).</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	: <p>Mr Z Albannie Tel No: (053) 838 1502        Chief Director Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel &amp; Compound Street, Kimberly or email to <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a></p>
<b><u>FOR ATTENTION</u></b>	: <p>Sub-directorate: Deputy Director: Human Resources Management.</p>
<b><u>POST 35/127</u></b>	: <p><b><u>ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/4/03/22</u></b></p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: <p>R468 459 per annum        Provincial Office: Gauteng, Parktown        LLB Degree /Four (4) year legal qualification at NQF7 SAQA recognised. Admission as an Attorney/Advocate. A valid driver's licence. Two (2) years functional experience in legal environment. Knowledge: Public service transformation and management issues; Public Service Act; Ability to convert to policy into action; Treasury Regulations; Public Service Regulations and relevant prescripts; Departmental policies and procedures; Accounting systems and Internal Control; Corporate governance; Enforcement manual; Batho Pele Principles. Skills: Computer literacy; Verbal and written communication; Good interpersonal relations, Problem solving, Facilitating, Presenting, Conflict management; Research; Litigation.</p>
<b><u>DUTIES</u></b>	: <p>Implement statutory processes with respect to all Labour Legislation and IES Policies. Implement Advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre Monitoring programme for enforcement files. Oversee administration for statutory services in the province.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	: <p>Mr M Tshabalala Tel: 011 853 0457        Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or email to <a href="mailto:Jobs-GP3@labour.gov.za">Jobs-GP3@labour.gov.za</a></p>
<b><u>FOR ATTENTION</u></b>	: <p>sub-directorate: Human Resources Management, Provincial Office: Gauteng.</p>
<b><u>POST 35/128</u></b>	: <p><b><u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/1/200 (X2 POSTS)</u></b></p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: <p>R269 499 per annum        Komani Labour Centre, Eastern Cape        Grade 12/ National Senior Certificate. Valid driver's licence will be an added advantage Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing Skills, Ability to interpret legislation.</p>
<b><u>DUTIES</u></b>	: <p>Render registration services of work-seekers on ESSA. Render registration service of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general</p>

- administrative duties and participate in advocacy sessions as and when required.
- ENQUIRIES**  
**APPLICATIONS**
- : Mr U Thambo Tel No: (045) 807 5400  
 : Deputy Director: Labour Centre Operations: Private Bag X323, Queenstown, 5320 or hand deliver at No.10 Ronison Road, Queenstown or email to [Jobs-ECQTN@labour.gov.za](mailto:Jobs-ECQTN@labour.gov.za)
- FOR ATTENTION**
- : Sub-directorate: Human Resources Operations, Queenstown
- POST 35/129**
- : **SECURITY OFFICER REF NO: HR4/4/7/45**
- SALARY**  
**CENTRE**  
**REQUIREMENTS**
- : R193 359 per annum  
 : Provincial Office: Mpumalanga  
 : Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.
- DUTIES**
- : Control access in and out of the Labour Centre and a provincial Office. Secure the flow of information and assets within the Labour Centre and a Provincial Office. Conduct security patrols of the building and offices to ensure safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
- ENQUIRIES**  
**APPLICATIONS**
- : Ms N Mashibini Tel No: (013) 655 8700  
 : Deputy Director: Finance, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or email to [Jobs-SEC-@LABOUR.gov.za](mailto:Jobs-SEC-@LABOUR.gov.za)

## ANNEXURE D

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

#### **APPLICATIONS**

: All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to [hrrecruitment@malutitvet.co.za](mailto:hrrecruitment@malutitvet.co.za) in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

#### **CLOSING DATE NOTE**

: 17 October 2025 at 13:00

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

#### **OTHER POSTS**

#### **POST 35/130**

: **ASSISTANT DIRECTOR STUDENT SUPPORT SERVICES REF NO:  
MALUTITVET/SSS-010/2025**

#### **SALARY CENTRE REQUIREMENTS**

: R582 444 per annum (Level 10)  
: Central Office (Phuthaditjhaba)  
: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 3-5 years in Education/Teaching and Learning environment or related field. Minimum of three (3) years supervisory experience. Unendorsed valid drivers license (except for persons with disabilities). Competencies and attributes: Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulation and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act.

#### **DUTIES**

: Oversee administration of the student support services unit. Manage student counselling across the college. Provide student with career guidance,

	counselling and academic support. Oversee and maintain the sport, recreation, arts and culture activities for students. Facilitate student governance and student leadership development. Manage mainstreaming of gender and disability within students. Management of all Human, Financial and other resources of the unit.
<b><u>ENQUIRIES</u></b>	: Ms T Mathipe Tel No: (058) 303 1732
<b><u>POST 35/131</u></b>	: <b><u>ASSISTANT DIRECTOR FACILITIES AND RECORDS MANAGEMENT REF NO: MALUTITVET/FR-011/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R468 459 per annum (Level 09) : Corporate Office (Bethlehem) : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised three (3) year National Diploma (NQF 6) /Degree in Building Management/Safety Management/Construction Management or related qualification. 3 to 5 years experience in Facilities Management, SHERQ and OHS environment. Minimum of three (3) years supervisory experience. Unendorsed valid drivers license (except for persons with disabilities). Competencies and attributes: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management System, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related regulations. Skills: Planning and organising, Report writing, Financial management, Client oriented, project management, people management, computer literacy, communication and interpersonal, problem solving. Values: client service.
<b><u>DUTIES</u></b>	: Oversee maintenance of buildings and premises. Ensure compliance to SHERQ and OHS Act. Oversee fleet management. Maintain the physical security functions including key control, personnel, document and surveillance security. Records Management. Management of all Human, Financial and other resources of the unit. Perform any other duty related to the post.
<b><u>ENQUIRIES</u></b>	: Ms T Mathipe Tel No: (058) 303 1732
<b><u>POST 35/132</u></b>	: <b><u>ASSISTANT DIRECTOR MARKETING AND COMMUNICATION REF NO: MALUTITVET/MC-012 /2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R468 459 per annum (Level 09) : Maluti TVET College : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised three (3) year National Diploma (NQF 6)/Degree in Communication/Marketing/Public Relations or relevant qualification. 3 to 5 years' experience in Communication environment or related field, Minimum of three (3) years supervisory experience. Unendorsed valid drivers license (except for persons with disabilities). Competencies and attributes: Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, specially the policies and relevant legislation.
<b><u>DUTIES</u></b>	: Manage and coordinate marketing, promotions and branding. Manage public relations and media liaison services. Regularly communication College camping on social media and Online Communication. Regularly maintain the content, design and layout of the college website. Coordinate College event and provide communication administrative support. Provide photographic services and write stories for the college. Management of all Human, Financial and other resources of the unit. Perform any other duty related to the post.
<b><u>ENQUIRIES</u></b>	: Ms T Mathipe Tel No: (058) 303 1732
<b><u>POST 35/133</u></b>	: <b><u>ASSISTANT DIRECTOR SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: MALUTITVET/SCM-013/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R468 459 per annum (Level 09) : Corporate Office (Bethlehem) : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised National Diploma/Degree in Supply Chain Management/Logistics Management or related qualification. 3 to 5 years experience in public

procurement at salary level 7-8. Minimum of three (3) years supervisory experience. Unendorsed valid drivers license (except for persons with disabilities). Competencies and attributes: Knowledge of PFMA, PPPFA, Treasury regulations, Supply chain framework Act and BBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Skills: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical. Client oriented. Project management, people management, team leadership. CET Act.

**DUTIES** : Develop, review, implement and monitor SCM policies in line with relevant legislation. Oversee the procurement of goods and services for the college. Oversee the administration of demand and acquisition. Oversee the management of assets for the college. Ensure up to date database of service providers. Management of staff development. Perform any other duty related to the post.

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

## ANNEXURE E

### **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.*

<b><u>APPLICATIONS</u></b>	:	Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post.
<b><u>CLOSING DATE</u></b>	:	13 October 2025
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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**

<b><u>POST 35/134</u></b>	:	<b><u>DEPUTY DIRECTOR: CRIMINAL ASSETS RECOVERY ACCOUNT REF NO: 25/113/FMS</u></b>
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria
	:	An appropriate 3-year National Diploma (NQF level 6)/Degree in Financial Management, Accounting as recognized by SAQA; A minimum of 3 years' experience in financial management and project environment at managerial (Assistant Director) level; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations; Understanding of project/programme management techniques and methods; Knowledge of performance evaluation principles. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and financial management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Networking and building bonds; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy.

<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate project planning processes in line with prescribed project management methodology; Monitor the end to-end executive of all projects in line with approved project plans; Coordinate project stakeholder relations; Evaluate project outputs and facilitate the implementation of post-closure recommendations; Manage and monitor financial reporting on Criminal Assets Recovery Account (CARA); Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms. K. Ngomani Tel No: (012) 357 8661
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria
<b><u>POST 35/135</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 57/2025/WC</u></b>
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office: Western Cape An NQF level 7 in Financial Management/ Financial Accounting/ Business Management/ Auditing/ Cost Accounting/ Logistics Management, Supply Chain Management as recognised by SAQA Minimum of 3 years' experience in Supply Chain Management environment at Management (Assistant Director level). Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change and Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage and maintain the demand management planning for the procurement of goods and services; Manage the acquisition or procurement of goods and services; Manage of logistics regarding stores and vendor performance; Manage assets and the disposal of assets.
<b><u>ENQUIRIES</u></b>	:	Ms P Paraffin Tel No: (021) 462 5471
<b><u>APPLICATIONS</u></b>	:	Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeek Street, 5th Floor Norton Rose House, Cape Town. OR visit: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>FOR ATTENTION</u></b>	:	Ms P Paraffin
<b><u>POST 35/136</u></b>	:	<b><u>COURT MANAGER REF NO: 25/22/KZN</u></b>
<b><u>SALARY</u></b>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office: Mtubatuba An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Manage case flow processes at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.

<b><u>ENQUIRIES</u></b>	:	Ms M.P. Khoza Tel No: (031) 3723000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 35/137</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: 25/23/KZN</u></b>
<b><u>SALARY</u></b>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office: Durban Three-year National Diploma / Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
<b><u>ENQUIRIES</u></b>	:	Ms V.T. Mlandeliso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 35/138</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 25/29/KZN</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office: Nqutu NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and A Minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; A valid driver's license; Proficiency in English and in two or more indigenous languages. Language proficiency: IsiXhosa and IsiZulu. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render interpreting services. Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<b><u>ENQUIRIES</u></b>	:	Ms M.P. Khoza Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 35/139</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER: (MR1- MR5): LIABILITY AND LITIGATION MANAGEMENT REF NO: 25/112/LD</u></b>
<b><u>SALARY</u></b>	:	R252 855– R1 111 323 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria An LLB Degree or a 4 year recognized legal qualification; Experience in providing legal support in civil matters for and against the Department;

<p>Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, Department of Justice and Constitutional Development Financial Instructions and the State Liability Act. Skills and Competencies: Computer literacy; Communication skills (written and verbal) Legal research and drafting; Dispute resolution; Case flow management, Planning and decision making; Innovative and analytical thinking; Interpersonal relations.</p>	
<b><u>DUTIES</u></b>	: Key Performance Areas: Determine the liability on loss or damage of departmental policy; Handle all litigation on behalf of and against the department; Draft legal opinions on departmental matters; Provide effective people management.
<b><u>ENQUIRIES</u></b>	: Mr. M. Mokoena Tel No: (012) 744 2026
<b><u>APPLICATIONS</u></b>	: 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, 0001.
<b><u>NOTE</u></b>	: People with disabilities are encouraged to apply.
<b><u>POST 35/140</u></b>	<b><u>MAINTENANCE OFFICER (MR1-MR5) (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	: R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: Magistrate Office: Camperdown Ref No: 25/26/KZN Magistrate Office: Newcastle Ref No: 25/27/KZN Magistrate Office: Umbumbulu Ref No: 25/28/KZN
<b><u>REQUIREMENTS</u></b>	: An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy Skills; Interpersonal relations; problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	: Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics.
<b><u>ENQUIRIES</u></b>	: Ms N.F. Nkosi /Ms VT Mlandeliso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	: Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 35/141</u></b>	<b><u>ADMINISTRATION CLERK (X6 POSTS)</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: Msinga Ref No: 25/31/KZN (X3 Posts) Magistrate Office: Ladysmith Ref No: 25/32/KZN (X1 Post) Magistrate Office: Greytown Ref No: 25/33/KZN (X1 Post) Magistrate Office: Ngwelezane Ref No: 25/34/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Grade12 or equivalent qualification. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.
<b><u>DUTIES</u></b>	: Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.
<b><u>ENQUIRIES</u></b>	: Ms M.P. Khoza Tel No: (031) 372 3000

**APPLICATIONS**

: Quoting the relevant reference number and courier your application to:  
Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton  
Lembede Street, Durban or drop-off on the above address OR  
<https://forms.office.com/r/X2XaVPasWu>

## ANNEXURE F

### NATIONAL TREASURY

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



#### **NOTE**

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

### MANAGEMENT ECHELON

#### **POST 35/142**

- : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: S038/2025**

Division: Office of The General-Counsel (OGC)

Purpose: To provide a comprehensive legal advisory service to the National Treasury and the Minister of Finance, through the management of litigation, attending to contracts and other legal instruments, and furnishing legal advice.

#### **SALARY**

- : R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Grade 12 certificate, A Bachelor's degree (minimum of NQF level 7) in Law or equivalent related qualification, A relevant qualification at NQF level 8, Admission as an Attorney. A minimum of 5 years' experience at senior managerial level obtained in a legal environment. Experience in litigation, contract, corporate law, and statutory interpretation. Knowledge and experience of international, constitutional and administrative law, and interpretation of statutes and legal drafting skills. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <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> , prior to finalisation of an appointment.
<b><u>DUTIES</u></b>	:	Manage the Drafting, Vetting and Negotiations of Contracts and other legal instruments: Draft and vet contracts in accordance with the client's requirements to the extent permissible in law. Negotiate contracts and other legal instruments in accordance with the client's requirements to the extent permissible in law. Develop and recommend procedural improvements in the drafting and vetting of contracts. Manage Litigation on behalf of the Minister of Finance and National Treasury: Provide strategic direction and input into the handling of matters of litigation. Consult and liaise both internally and externally with stakeholders, including the State Attorney, on litigation matters. Coordinate the preparation process for courts and all other dispute resolution forums. Provide Legal Advice: Analyse specific legal problems and assist in the development of legally sound and responsive solutions and strategies. Furnish written or oral legal advice on matters relating to the National Treasury's mandate. Perform legally and/or factual research, analyse data and recommend appropriate courses of action. Manage Legal Operations. Systems and Processes of the Chief Directorate: Develop and manage service delivery standards and improvement plan/s to enhance NT's mandate. Ensure that systems for the effective and efficient functioning that address internal and external risks for NT, are developed and maintained. Ensure that annual and operational plans and related reports as well as Audit Committee, risk management, contingent liability and handover reports, in support of NT's mandate, are developed and submitted timeously.
<b><u>ENQUIRIES</u></b>	:	enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a>
<b><u>CLOSING DATE</u></b>	:	13 October 2025 at 12:00 pm (Midday)
<b><u>POST 35/143</u></b>	:	<b><u>DIRECTOR: CORPORATE STRUCTURING REF NO: S042/2025</u></b> Division: Tax And Financial Sector Policy (TFSP) Purpose: To exercise oversight of business tax and related matters for small, medium and large businesses and provide advice on corporate finance, base erosion and profit shifting, corporate reorganisations, dividend tax and specialised business entities.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Tax or Law or Accounting. A minimum of 5 years' experience at middle or senior managerial level obtained in a business tax environment or within an internationally recognised financial institution. Knowledge and experience of the broader legal drafting and tax legislation techniques. Knowledge and experience of research and benchmarking. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <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> , prior to finalisation of an appointment.
<b><u>DUTIES</u></b>	:	Large Business Tax: Prepare and assign large business tax policy proposals for the annual Budget Review, e.g. corporate re-organisation rules, dividend tax regime, tax deduction and allowances. Prepare policy documents on large business tax and provide inputs to drafter's notes for legislation. Provide legislative oversight and inputs to amendments to explanatory memoranda on large businesses: Small Business Tax: Prepare policy proposals for the annual Budget Review on small business tax, e.g. presumptive tax, small business relief. Prepare policy documents on small business tax and provide inputs to drafter's notes for legislative integration. Provide legislative oversight and inputs to amendments to explanatory memoranda on small businesses.

Corporate Law: Initiate the preparation of policy proposals for the annual Budget Review on corporate finance, e.g. limit tax base erosion via interest deductions and other payments, monitoring of transfer pricing rules, and neutralising the effects of hybrid mismatch arrangements. Prepare policy documents and provide inputs to drafter's notes on legislative matters. Provide legislative oversight of amendments and inputs to explanatory memoranda. Specialised Business Entities: Prepare policy proposals for the annual Budget Review on specialised business entities, e.g. tax treatment of trusts, co-operatives, partnerships. Initiate the preparation of policy documents and drafter notes for integration into legislation. Provide inputs to legislative oversight amendments and explanatory memoranda. Provide inputs to parliamentary enquiries timeously.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>  
**CLOSING DATE** : 13 October 2025 at 12:00 pm (Midday)

**POST 35/144** : **DIRECTOR: PERSONAL INCOME TAX DESIGN REF NO: S030/2025**

Division: Tax And Financial Sector Policy (TFSP)  
Purpose: To oversee and advise on the formulation of legislative proposals in respect of individual, savings and employment taxation in close collaboration with the personal income tax analysis team; co-ordinate savings issues with the Financial Sector policy unit; and closely co-ordinate all initiatives with SARS for viable enforcement/administration purposes.

**SALARY** : R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Tax or Law or Accounting. A minimum of 5 years' experience at a middle management level obtained in a tax related environment and knowledge of individual savings and employment practices. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : General Individual Taxation: Initiate and collaborate on individual tax policy proposals for the annual Budget Review. Initiate, prepare and assign policy documents for further development. Prepare drafter's notes for legislation. Oversee legislation associated with individual tax issues, Social Security, Pensions and Retirement Reform: Initiate and co-ordinate savings tax policy proposals for the annual Budget Review. Initiate / prepare / assign policy documents. Prepare drafter's notes for legislation. Oversee tax legislation associated with savings taxation, Reviewing savings regulatory legislation with a view to co-ordinate that legislation with the tax system. Employment Taxation: Initiate employment tax policy proposals for the annual Budget Review. Initiate, prepare and assign policy documents for development, Prepare drafter's notes for legislation. Oversee legislation associated with other employment taxes. Propose policy adjustments to unique employment situations, (e.g. multi-lateral and diplomatic institutional employees). Respond to Parliamentary. Ministerial and Public Enquiries: Prepare informed and concise written responses, in a timeous manner. Review public comments and suggest appropriate responses. Present on legislative proposals in respect of individual, savings and employment taxation in taxpayer workshops, meetings and parliament. Initiate short-term research and administrative preparatory processes for the Budget and annual legislative processes.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>  
**CLOSING DATE** : 13 October 2025 at 12:00 pm (Midday)

## OTHER POSTS

<u>POST 35/145</u>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL INCLUSION REF NO: S043/2025</u></b>
		Division: Tax And Financial Sector Policy (TFSP)
		Purpose: To develop policy strategies and implement legislation on the financial inclusion of individuals and small businesses to improve access, usage and quality of financial services and products offered to vulnerable and underserved communities.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 - R1 247 574 per annum, (all-inclusive remuneration package) Pretoria
	:	Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Finance or Banking or Investment Management, A Postgraduate Diploma (equivalent to NQF level 8) in Development Finance will serve as an added advantage. A minimum 4 years of which 2 years should be on an Assistant director level or equivalent obtained in a policy and research capacity environment. Knowledge of the South African financial inclusion landscape. In-depth understanding of financial inclusion legislation and access to finance initiatives. Knowledge and experience of policy development and implementation. Knowledge of stakeholder management acumen, i.e. interpersonal, and cross-cultural collaboration skills with government, regulators and financial service providers. Apply data analytical skill in the interpretation of financial inclusion data and decisions.
<u>DUTIES</u>	:	Transformation of the Financial Services Sector: Provide initiatives that support the National Treasury on stakeholder forums pertaining to the Access to Financial Services element of the Financial Sector Code. Participate in the Financial Sector Transformation Council activities in the repositioning and enhancement of the sector. Formulate Strategies for Financial Inclusion: Develop and implement strategies to guide government decisions relating to Microfinance (i.e. Micro savings & Micro insurance); MSME Access to finance; as well as Competition, Innovation and Diversification of the financial sector. Advocate for policy reforms that improve financial inclusion. Monitoring Financial Access: Develop a monitoring system to measure progress on financial access through the utilisation of appropriate indicators for financial inclusion. Develop and maintain a database of relevant information as a tool to monitor progress on financial access. Publish and disseminate information on financial access through an annual report or other relevant publications on financial inclusion indicators. Stakeholder Management: Provide inputs for a broad South African government opinion on multilateral initiatives for financial inclusion such as the G20 Global Partnership for Financial Inclusion, SADC Financial Inclusion Committee, IMF and World Bank. Managing relationships with international donors and partners. Provide input on SMME access to finance initiatives.
<u>ENQUIRIES APPLICATIONS CLOSING DATE</u>	:	Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a> To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a> 13 October 2025 at 12:00 pm (Midday)
<u>POST 35/146</u>	:	<b><u>SERVICE DESK MANAGER REF NO: S040/2025</u></b>
		Division: Corporate Services (CS)
		Purpose: To manage the support services and maintenance for clients and developing operational guidelines for business requirements and maintain a functional end-user environment.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 - R1 055 958 per annum, (all-inclusive remuneration package) Pretoria
	:	Grade 12 is required, with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Information Technology. Microsoft Certified Professional or Project Management or Microsoft Certified System Engineer or A+ or N+ or TOGAF, VMware (such as vSphere, ESXi, vCenter, Horizon, NSX, etc.) will serve as an added advantage. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in Information Technology. Knowledge and exposure to the development and implementation of an IT Infrastructure Library environment. Knowledge of IT software and hardware development. Vast knowledge of Dell technology. Knowledge and experience in VMWare and disaster recovery technology.

<b><u>DUTIES</u></b>	: Service and Operations Management: Provide support to the National Treasury in accordance with service level agreements. Analyse areas for process and service improvements and implement the ICT Infrastructure Library in alignment with best practices. Establish formal processes for regulatory and other industry requirements. Implement methodologies to improve call resolutions in the management of customer expectations. Assist with the solving of complex hardware, software and procedural problems. Oversee the process whereby ICT support calls are fielded, categorised, and allocated for resolution. Manage the provision of first line infrastructure and applications support. Review ICT service provider performance and implement remedial actions for improvement. Stakeholder Engagement: Engage stakeholders and assess their business requirements pertaining to new features, applications or system. Develop and maintain a customer care philosophy for implementation within business. Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries. Market the ICT offerings and awareness through the Service Desk. Monitoring and Compliance: Analyse service desk performance and compliance statistical methods utilising the Service Desk tools. Develop a Strategic Information System Planning (SISP) for the section. Production of monthly reporting and tracking of service metrics and their trends. Update and implement relevant ICT policies and protocols in compliance with internal procedures. Provide detailed, accurate information for internal and external audit purposes within specified deadlines. Assist in updating the audit and assets register of all equipment allocated to the section. Research and Development: Initiate research on the latest technology trends to improve processes and service delivery. IT Assets and Infrastructure: Ensure on-going maintenance of entire infrastructure environment (including servers and storage). Coordinate periodic ICT asset storage and rotations of ICT assets. Update ICT Asset Register and monitor adherence to ICT Asset policies. Execute infrastructure support and maintenance with due consideration for lifetime of assets and the ICT asset policies.
<b><u>ENQUIRIES</u></b>	: Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
<b><u>APPLICATIONS</u></b>	: To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a>
<b><u>CLOSING DATE</u></b>	: 13 October 2025 at 12:00 pm (Midday)
<b><u>POST 35/147</u></b>	<p><b><u>DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: S041/2025</u></b></p> <p>Division: Office of The Director-General (ODG) (12 Months Fixed-Term Contract)</p> <p>Purpose: To manage and oversee the preparation and coordination of the department's Interim Financial Statements (IFS) and Annual Financial Statements (AFS). This role also includes the responsibility for developing, reviewing, and implementing financial accounting systems and procedures, ensuring alignment with Public Finance Management Act, 1999 and the Treasury Regulations so to ensure sound financial management of the National Treasury.</p>
<b><u>SALARY</u></b>	: R896 436 - R1 055 958 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: A Grade 12 is required coupled with a minimum National Diploma/ Degree at (equivalent to NQF level 6) in Financial Management/ Accounting. CA (SA) will be an advantage. A minimum of 4 years' experience obtained in an accounting environment with specific reference to internal control and risk management. Knowledge and experience of supervisory capabilities within a team set-up. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), and Interpretation and analysis of Annual Financial Statements (AFS) and other relevant legislation.
<b><u>DUTIES</u></b>	: Enhance organisational culture and performance: Prepare and submit accurate interim financial statements and annual financial statements. Develop, monitor the financial management policies, prescripts and procedures are documented and updated. Ensure financial reporting is compliant with relevant legislative and regulatory requirements, including the PFMA, Treasury Regulations, and Modified Cash Standard. Ensure timely submission of financial reports to the Office of the Accountant-General and Auditor-General for review and audit. Oversee the reconciliation of financial records, asset registers, and general ledger to ensure accuracy and completeness. Ensure the effective functioning of the financial accounting

systems (e.g., BAS LOGIS, PERSAL) and monitor its integration with other departmental systems. Efficient and effective use of organisational resources: Assist with the coordination of internal audits and external audits, working with the Internal Auditors and Auditor-General to ensure timely and successful audits of the department's financial records. Oversee the implementation of audit action plans and follow up on any findings to ensure continuous improvement in financial practices. Lead and manage the financial accounting team, ensuring effective staff performance, training, and development. Provide guidance, mentorship, and development opportunities to staff to improve their financial accounting knowledge and skills. Oversee the development and implementation of internal controls to manage financial risk and ensure effective and efficient operations. Stakeholder Engagement: Engage entities reporting to National Treasury, including the GPAA, GTAC, HR, Facilities Management, Supply Chain Management, for integration of financial accounting with other departmental functions. Liaise on reports detailing meetings, feedback, and follow-ups with key internal stakeholders (e.g. Officer of the Accountant -General, Internal Control, Internal Auditor, and Auditor-General). Improve alignment between internal financial reporting timelines and external stakeholder requirements. Initiate the resolution of queries or requests for information from external auditors or other regulatory bodies. Participate in interdepartmental or industry financial reporting forums and workshops. Policy Implementation: Implement financial reporting policies, procedures, standards in compliance with relevant regulations. Update and disseminate financial reporting policies aligned with legislative and regulatory changes. Improve evidence of consistent application of policies across all reporting units (e.g. through audit trails or internal compliance reviews). Document internal controls and standard operating procedures (SOPs) to support policy execution.

**ENQUIRIES**  
**APPLICATIONS**  
**CLOSING DATE**

- : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>  
: 13 October 2025 at 12:00 pm (Midday)

**POST 35/148**

- : **SECURITY ADMIN OFFICER: VETTING INVESTIGATIONS REF NO: S039/2025**  
Division: Corporate Services (CS)  
Purpose: To provide administrative support for the Vetting Field Unit of the National Treasury.

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

- : R325 101 – R382 959 per annum, (excluding benefits)  
Pretoria  
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Security Management, Policing, Criminal Justice, Public Management. A minimum of 1 year experience obtained in the security industry environment. Experience in office administration. A valid driver's license is required. Knowledge and exposure to MS Office. Knowledge in analysis of information, conflict management, listening and interviewing skills.

**DUTIES**

- : Administer filling system of vetting documents: Comply with relevant legislation, policies, prescripts and procedures of personnel security. Facilitate the utilisation of the administrative system, channels and infrastructure to comply with vetting requirements. Maintain filling of all vetting, personnel suitability and screening files. Conduct Vetting Fieldwork Investigations: Conduct fieldwork investigation on secret and top-secret cases in line with State Security Agency (SSA) vetting standards. Compile vetting reports consist of subject/ references/ combine report/ memorandum and diary. Prepare file and keep reports safe to submit to SSA for evaluation and polygraph examination where applicable and issuing of a clearance. Support the Vetting Operations: Desk tools Scrutinise documents to determine actions required for meetings, Record minutes and decisions and communicate to role-players for follow-up on progress. Arrange travelling and accommodation. Conduct Personnel Suitability Checks: Take fingerprints to confirm the criminal record status of candidates. Conduct credit and citizenship checks of candidates. Prepare an official report advising HRM on the suitability of prospective candidates.

**ENQUIRIES**  
**APPLICATIONS**  
**CLOSING DATE**

- : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>  
: 13 October 2025 at 12:00 pm (Midday)

<b><u>POST 35/149</u></b>	:	<b><u>SENIOR SECURITY OFFICER REF NO: S014/2025 (X2 POSTS)</u></b>
		Division: Corporate Services (CS)
		Purpose: To ensure safeguarding and protection of lives, property and information within the premises of the National Treasury by conducting access control, internal and exit control.
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum, (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum Grade 12 qualification, coupled with a Security Officers Board/ PSIRA Grade A certification and a driver's license. A minimum of 2 years' experience obtained in a physical security environment. Knowledge of minimum Information Security Standards. Knowledge of Fire- Arms Control Act, Protection of Information Act, Control of Access to Premises and Vehicles Act, Trespass Act and Occupational Health and Safety Act, will be an added advantage.
<b><u>DUTIES</u></b>	:	Physical security functions: Compile, implement and manage shift plans and management of posting sheet. Supervise personnel of a private security company contracted to the National Treasury. Perform duties as a shift leader. Implement access control policy and procedures. Arrange escorts of employees between National Treasury buildings. Facilitate the escorting of visitors into the building. Implement asset control system. Monitor removal permits completed by employees. Enforce key control procedures and ensure proper maintenance of records. Conduct inspections in the building. Ensure implementation of access control in official NT parking areas. Control room functions: Perform security surveillance and monitoring duties in the control room. Assign access cards to employees and visitors. Draw access reports from the Electronic Security System. Identify access control breaches and report to management. To liaise with National Treasury employees on behalf of Security Management unit, Health and Safety: Identify and investigate health and safety deficiencies and report to Physical Security Operations. Act as Chief Contingency Officer until the arrival of the relevant person during emergencies. Inspect security and fire equipment and ensure that they are in good condition. Participate in emergency evacuations and drills, Provide first aid assistance to NT employees. General Operational Administration: Management of registers at access points, ensure accurate filing of removal permits, enforce the Service Level Agreement concluded between NT and the Private Security Company, address parades during shifts.
<b><u>ENQUIRIES</u></b>	:	Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a>
<b><u>CLOSING DATE</u></b>	:	13 October 2025 at 12:00 pm (Midday)

## OFFICE OF THE CHIEF JUSTICE

*The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998 and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.*



- |                            |   |   |
|----------------------------|---|---|
| <b><u>APPLICATIONS</u></b> | : | <b>National Office (Midrand):</b> 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.   |
|                            |   | <b>Supreme Court of Appeal: Bloemfontein</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.  |
|                            |   | <b>Eastern Cape/Gqeberha:</b> 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.   |
|                            |   | <b>Gauteng: Pretoria/Johannesburg:</b> 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   |
|                            |   | <b>North West Provincial Service Centre:</b> Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.  |
| <b><u>CLOSING DATE</u></b> | : | 14 October 2025   |
| <b><u>NOTE</u></b>         | : | All applications must be submitted on a New Z83 form, which can be downloaded on internet at <a href="http://www.judiciary.org.za">www.judiciary.org.za</a> / <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">www.dpsa.gov.za/dpsa2g/vacancies.asp</a> or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will |

be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

#### OTHER POSTS

<b><u>POST 35/150</u></b>	<b><u>IT COORDINATOR REF NO: 2025/250/OCJ</u></b>
<b><u>SALARY</u></b>	: R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: North West Provincial Service Centre (Mmabatho) Grade 12 and a three-year National Diploma in Computer Engineering/Information Technology/ equivalent qualification at (NQF level 6) with 360 credits as recognised by SAQA, A minimum of three years' experience in general IT desktop support, ITIL Foundation Certificate will be added advantage, A valid driver's license. Skills and Competencies: Project and Systems Management, Network Administrator, Help Desk or First Line Support, Knowledge of government prescripts, regulations, and laws, Knowledge of development of users training manuals, guidelines and procedures and drafting budget, Knowledge and experience in evaluation on End-User training, Knowledge of Public Sector IT environment, LAN, Project and Change Management, Experience in IT Asset Management. Effective communications skills (written and verbal), Problem Solving and analytical skills, Coaching skills, Good interpersonal relations skills, Training and presentation skills, Planning and organization skills, Decision making skills, Technical skills, Computer skills Project management skills, Customer Service orientated, Time management 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>	: Optimise Business Applications and transversal systems in the High Court. Conduct ICT infrastructure operations assessment within the High Court, respond to all IT support requests, enquiries and calls logged with the OCJ and DOJ&CD helpdesk and escalate when necessary, Manage IT contracted service providers at the provincial level. Provide provincial reports and adhoc reports with regards to the ICT projects and System Utilisation.
<b><u>ENQUIRIES</u></b>	: Technical Enquiries: Mr O Sebapatso Tel No: (018) 397 7000/ 7064 HR Related Enquiries: Ms Ke Zwane Tel No: (018) 397 7114/ 7064
<b><u>APPLICATIONS NOTE</u></b>	: Applications can be sent via email at <a href="mailto:2025/250/OCJ@judiciary.org.za">2025/250/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 35/151</u></b>	<b><u>PRINCIPAL LIBRARIAN REF NO: 2025/251/OCJ</u></b>
<b><u>SALARY</u></b>	: R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: Eastern Cape Division of the High Court: Gqeberha Matric Certificate and a three-year National Diploma / Degree in Library Science or an equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. Skills and Competencies: Knowledge of Library and information Science, Matters, prescripts and Legislation, procedure and processes and Library Services, A minimum of 2 years' experience in Library and Information Systems, Experience in a legal library will serve as an added advantage, Planning, Organizing and Control, Good written and oral communication skills, Problem solving and decision making skills, Customer Service, Interpersonal Skills, Information Technology, Ability to work under pressure, Language proficiency, Conflict management, Supervisor 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>	: Render an effective and efficient Library and Information services to the users of the library, Manage the Library and information systems, Assist with book selection for the Library and/or Chambers, Classify and Catalogue the Eastern Cape Division of the High Court's Library Material, Render reference and information service for the Eastern Cape Divisions of the High Court's Library, Monitor the Library budget and give inputs to the library budget, Market and Promote the Library Services, Perform Administration and Supervisory Service, Perform any other court related work required to improve the efficiency of the Eastern Cape Division of the High Court, Perform asset management i.e. library books.
<b><u>ENQUIRIES</u></b>	: Technical/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:2025/251/OCJ@judiciary.org.za">2025/251/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	: The Organisation will give preference to candidates in line with the Employment Equity goals
<b><u>POST 35/152</u></b>	<b><u>JUDGE'S SECRETARY REF NO: 2025/152/OCJ</u></b>
<b><u>SALARY</u></b>	: R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: Supreme Court of Appeal: Bloemfontein Grade twelve (12) certificate. A minimum of 20 modules completed towards an LLB or Bachelor of Law Degree (results must accompany the application). A minimum of one (1) year secretarial experience in a superior court environment. A valid driver's license. An LLB Degree will serve as an added advantage. 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 Office) and research capabilities. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	: To ensure attendance and screening of all incoming and outgoing calls. To ensure that the 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 the 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 reviews register 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 notifying the Statistics Officer as well as the office of the 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 of how the judgment 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 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 the judge in court. To ensure that all travel and accommodation arrangements are in order and made on time. To ensure that the judge's logbook is submitted on or before the 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance

and/or service. 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 data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer. Adhere to prescripts, policies, procedures and guidelines.

**ENQUIRIES**

- : Technical enquiries: Ms M.D Maluleke Tel No: (051) 492 4623  
HR Enquiries: Ms N. de la Rey Tel No: (051) 492 4523

**APPLICATIONS  
NOTE**

- : Applications can be sent via email at [2025/252/OCJ@judiciary.org.za](mailto:2025/252/OCJ@judiciary.org.za)  
: The Organisation will give preference to candidates in line with the employment equity goals.

**POST 35/153**

- : **JUDGE'S SECRETARY REF NO: 2025/253/OCJ (X20 POSTS)**  
(48 months non-renewable contract)

**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  
REQUIREMENTS**

- : Gauteng Division of The High Court: Johannesburg  
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 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  
NOTE**

- : Applications can be sent via email at [2025/253/OCJ@judiciary.org.za](mailto:2025/253/OCJ@judiciary.org.za)  
: The Organization will give preference to candidates in line with the Employment Equity goals.

**POST 35/154**

- : **JUDGE'S SECRETARY REF NO: 2025/254/OCJ (X14 POSTS)**  
(48 months non-renewable contract)

**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  
REQUIREMENTS**

- : Gauteng Division of The High Court: Pretoria  
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

<b><u>DUTIES</u></b>	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 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> <b><u>NOTE</u></b>	Applications can be sent via email at 2025/254/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 35/155</u></b>	<b><u>ADMINISTRATION CLERK: LEGAL REF NO: 2025/255/OCJ</u></b>
<b><u>SALARY</u></b>	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	Eastern Cape Division of The High Court: Gqeberha Grade 12 certificate. A three-year National Diploma at NQF level 6 with 360 credits as recognised by SAQA in the related field will be an added advantage. No experience required Skills and Competencies: Knowledge of public services legislation, prescripts and regulations, Library and information science matters, Procedures and processes, Knowledge of law subjects and legal phrases, Knowledge of clerical duties, practices as well as the ability to capture

data, operate computer and collecting statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing 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** : Conduct Legal Research for the Regional Court President/Chief Magistrate, Compilation of statistics, Case flow management. Assisting Regional Court Registrar and members of the public, provide administrative support in general as requested by the Court Manager and Supervisor.
- ENQUIRIES** : Technical/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- APPLICATIONS** : Applications can be sent via email at [2025/255/OCJ@judiciary.org.za](mailto:2025/255/OCJ@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 35/156** : **MESSENGER REF NO: 2025/256/OCJ**
- SALARY** : R163 680 – R192 810 per annum. (Level 03). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Supreme Court of Appeal: Bloemfontein  
Grade (10) or ABET Level 2 certificate. Grade 12 will serve as an added advantage. A valid driver's license. A Public Driving Permit (PDP) will serve as an added advantage. Skills and Competencies, Computer literacy and basic software (MS Office). Good communication skills (written and verbal). Attention to detail. Problem solving skills. Good organizing skills. Ability to work under pressure. Ability to work independently and in a team. Good interpersonal relations and the ability to liaise with team members and the public. Must be responsible and have good work ethics. All shortlisted candidates shall undertake a pre-entry practical exercise and driving test excise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Collect post from the Post Office and distribute it to various offices. Distribute urgent/hand delivered post/files to various offices. Deliver outgoing post/files to the Post Office and other offices. Driving court vehicles and transporting officials to various destinations. Maintain register of post/files distribution and ensure safeguarding of all correspondence. Perform general office assistant tasks.
- ENQUIRIES** : Technical related enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623  
HR Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
- APPLICATIONS** : Applications can be sent via email at [2025/256/OCJ@judiciary.org.za](mailto:2025/256/OCJ@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the employment equity goals.

## ANNEXURE H

### DEPARTMENT OF SOCIAL DEVELOPMENT

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

<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: Director: Financial Administration and Accounting – <a href="mailto:erecruit.dfaa@dsd.gov.za">erecruit.dfaa@dsd.gov.za</a> Director: Internal Control – <a href="mailto:erecruit.dic@dsd.gov.za">erecruit.dic@dsd.gov.za</a> Director: Human Resource Management – <a href="mailto:erecruit.dhrm@dsd.gov.za">erecruit.dhrm@dsd.gov.za</a> Director: Older Persons Services – <a href="mailto:erecruit.dops@dsd.gov.za">erecruit.dops@dsd.gov.za</a> Director: Policy Implementation Support- <a href="mailto:erecruit.dpis@dsd.gov.za">erecruit.dpis@dsd.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr R Khobatha
<b><u>CLOSING DATE</u></b>	:	10 October 2025
<b><u>NOTE</u></b>	:	Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> . Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details 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> . Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. 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. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr R Khobatha. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECHELON

<u>POST 35/157</u>	:	<b><u>SENIOR MANAGEMENT SERVICES REF NO: K1/A/2025</u></b> Director: Financial Administration and Accounting Chief Directorate: Financial Management and Administration
<u>SALARY</u>	:	R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria  An appropriate NQF level 7 qualification in Financial Management and Accounting/ Business/ Commerce/ Accounting/ Finance as recognized by SAQA Plus 5 years' experience at middle/senior management level. Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of Public Finance Management Act and Treasury Regulations. Knowledge and understanding of Government Immovable Asset Management Act. Knowledge and understanding of General Accepted Accounting Practices (GAAP)/General Recognized Accounting Practices (GRAP). Knowledge and understanding of BAS, PERSAL and LOGIS systems. Knowledge and understanding of Social Development sector. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Manage the review, development and implementation of financial management, accounting services, policies, and strategies. Manage the provision of Salaries and Revenue services. Manage and drive financial accounting and bookkeeping services. Oversee, manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES NOTE</u>	:	Ms T Ngcobo Tel No: (012) 312-7473/ 7332 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 35/158</u>	:	<b><u>DIRECTOR: INTERNAL CONTROL REF NO: K1/B/2025</u></b> Branch: Financial Management Services
<u>SALARY</u>	:	R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria  An appropriate NQF level 7 qualification in Financial Management/ Auditing as recognized by SAQA Plus 5 years' experience at middle/senior management level. Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of Public Finance Management Act and Treasury Regulations. Knowledge and understanding of Government Immovable Asset Management Act. Knowledge and understanding of government supply chain management framework. Knowledge and understanding of Auditing function. Knowledge and understanding of Social Development sector. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good

<b><u>DUTIES</u></b>	: interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Manage and monitor the implementation of internal controls systems. Manage the development, review and implementation of internal control policies, guidelines and strategies. Facilitate and manage the Audit process between the department and the Auditor-General. Management of unauthorised, irregular, fruitless and wasteful expenditures. Manage and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<b><u>ENQUIRIES</u></b>	: Ms T Ngcobo Tel No: (012) 312-7473/ 7332
<b><u>NOTE</u></b>	: In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<b><u>POST 35/159</u></b>	: <b><u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: K1/C/2025</u></b> Chief Directorate: Human Capital Management
<b><u>SALARY</u></b>	: R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<b><u>CENTRE REQUIREMENTS</u></b>	: HSRC Building, Pretoria An appropriate NQF level 7 qualification in Human Resources Management/ Industrial Psychology/ Public Administration/Management as recognized by SAQA PLUS 5 years' experience at middle/senior management level. Knowledge and understanding of Public Service Act, Regulations and Frameworks. Knowledge and understanding of Collective Agreements. Knowledge and understanding Basic Conditions of Employment Act. Knowledge and understanding of DPSA determinations and directives. Knowledge and understanding of PERSAL. Knowledge and understanding of Vetting Strategy. Knowledge and understanding of SMS and Ministerial Handbook. Knowledge and understanding of Employment Equity Act. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of relevant White Papers. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<b><u>DUTIES</u></b>	: Manage the development, review, and implementation of human resources strategies and policies. Manage human resource recruitment and selection processes. Manage human resource administration services through conditions of services and service benefits. Manage human resource information services. Manage and facilitate Employee Health and Wellness programmes in the department. Oversee, manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<b><u>ENQUIRIES</u></b>	: Mr D Chinappan Tel No: (012) 312-7504/ 7142
<b><u>NOTE</u></b>	: In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<b><u>POST 35/160</u></b>	: <b><u>DIRECTOR: OLDER PERSONS SERVICES REF NO: K1/D/2025</u></b> Chief Directorate: Social Professional Services and Older Persons
<b><u>SALARY</u></b>	: R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Social Sciences/ Social Work as recognized by SAQA PLUS 5 years' experience at middle/senior management level. Registration with the SACSSP. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Older Persons Act, 2006 and policies guiding the care and protection of older persons. Knowledge and understanding of Social Assistance Act. Knowledge and understanding of White Paper for Social Development. Knowledge and understanding of the Constitution of the Republic of South African, 1996. Knowledge and understanding of White Paper on Persons with Disabilities (WPRPD). Knowledge and understanding Social Welfare services, related policies, legislations, frameworks, and norms and standards. Knowledge and understanding of Sexual Offence and related matters Act. Knowledge and understanding of international treaties and obligations. Knowledge and understanding of POPIA and PAIA. Knowledge and understanding of Protocol on the Management of Elder Abuse. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Cost consciousness. Honesty and integrity. Emotional intelligence.
<b><u>DUTIES</u></b>	:	Manage, facilitate, and monitor the development, review, and implementation of policies, norms and standards, international instruments and legislative frameworks for the protection, support, empowerment, promotion and upholding of the rights of older persons. Facilitate and monitor the implementation of older person services within the Residential Care Facilities and Community Based Care and Support Services to promote care, support, protection, and the upholding of the rights of older persons. Manage and maintain the Older Persons Abuse Register (OPAR) for the country. Coordinate the engagements, collaborations, and partnerships with various stakeholders as well as regional and international structures in relation to matters, programmes and strategies related to older persons. Coordinate, manage, facilitate, and monitor the development, review and the implementation of capacity building programmes and practical programmes, strategies, and guidelines to improve the delivery of quality services to older persons, through partnership with stakeholders. Facilitate research and evaluation studies on older persons services to inform policies, programmes, and legislative frameworks for older persons. Manage and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms S Magangoe Tel No: (012) 312-7786/ 7675
<b><u>NOTE</u></b>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<b><u>POST 35/161</u></b>	:	<b><u>DIRECTOR: POLICY IMPLEMENTATION SUPPORT REF NO: K1/E/2025</u></b> Chief Directorate: Social Assistance
<b><u>SALARY</u></b>	:	R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Social Sciences/ Developmental Studies/ Public Administration/ Law as recognized by SAQA Plus 5 years' experience at middle/senior management level. Knowledge and understanding of the Constitution of the Republic of South Africa. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of the Social Assistance Act and Regulations. Knowledge and understanding of the South African Social Security Agency Act and Regulations. Knowledge and understanding of PFMA. Knowledge and

understanding of Social Development policies related to Children, Persons with Disabilities and Older Persons. Knowledge and understanding of Social Relief and Disaster Management Framework. Knowledge and understanding of the Fund-raising Act. Knowledge and understanding of the PAJA, POPIA and PAIA. Knowledge and understanding of the White Paper on Social Development. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.

- DUTIES** : Manage the review and implementation of social assistance legislation frameworks, guidelines, norms and standards for the rendering of social assistance. Manage the development and review the SASSA policies, legislation, strategies and norms and standards for the administration of social assistance. Manage the planning and coordination of the implementation of social assistance policies and legislation. Manage stakeholder engagement, partnerships and collaborations on matters relating to social assistance. Manage capacity building sessions for SASSA officials and conduct awareness campaigns to beneficiaries on policies and programmes relating to social assistance. Manage and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
- ENQUIRIES** : Dr M Mogotsi Tel No: (012) 741-6835/ 6833
- NOTE** : In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

## ANNEXURE I

### DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

#### APPLICATIONS

: Applications can be submitted using one of the following methods: Email to [recruitment2024@dsac.gov.za](mailto:recruitment2024@dsac.gov.za), quoting the reference number and title of the position on the subject line. There will be no follow-up emails to this address. Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.

#### CLOSING DATE NOTE

: 10 October 2025, 16:00

: Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialised and signed new Z83 form (Sections A, B, C&D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent reappointment under Part F must be answered. Use of the old Z83 Form or not completing compulsory sections of the application form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates 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. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by the 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 from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

#### MANAGEMENT ECHELON

#### POST 35/162

: **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC-03/09/2025**

#### SALARY

: R1 266 714 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to

<b><u>CENTRE REQUIREMENTS</u></b>	the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting/Auditing or Financial Management; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A minimum of 5 years' appropriate experience in the Auditing environment at a Middle/Senior Management level or similar level in the private sector or Auditor General; Knowledge of Internal & External audit with complete articles; A valid driver's license; Knowledge and understanding of PFMA (Public Finance Management Act) audit; National Treasury Regulations, Tax legislation and SCoA; Knowledge and practical understanding of BAS, PERSAL and LOGIS Financial Systems; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, problem solving and analysis, accountability and ethical conduct and people management and empowerment.
<b><u>DUTIES</u></b>	The purpose of this position is to manage the development and implementation of internal control interventions in the Department; Manage the development of internal control policies and procedures according to the PFMA; Update policies and procedures in line with applicable legislation; Develop and implement internal control interventions; establish integrated internal control systems; establish departmental governance frameworks; establish departmental oversight and related committees; Management of audit queries; Facilitate and coordinate the development of responses to audit queries within the required time frame; Facilitate and consolidate reports for the AGSA; Ensure compliance to the AGSA; Development of departmental fraud prevention strategy; Development of departmental loss control system.
<b><u>ENQUIRIES</u></b>	Mr I Mokgwamme Tel No: (012) 441 3443
	<b>OTHER POSTS</b>
<b><u>POST 35/163</u></b>	<b><u>DEPUTY DIRECTOR: LIS POLICY AND ASSOCIATED INSTITUTIONS REF NO: DSAC-04/09/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R896 436 per annum, (all inclusive) Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum three-year National Diploma (NQF level 6)/ Degree (NQF Level 7) as recognised by SAQA in Library and Information Science/ Library and Information Studies or any relevant Library and Information qualification. 3-5 years relevant experience, at least 3 years at an Assistant Director level in Library and Information Service or any relevant environment; Knowledge of legislation related to Library Information services; Knowledge of Policy administration/development; Knowledge of management of the conditional grants and international LIS institutions and associations; Knowledge and understanding of project management; Problem solving and conflict resolution; Presentation skills; Computer literate; Analytical skills; Good communication and interpersonal relations; Planning and organisational skills.
<b><u>DUTIES</u></b>	To manage development, monitoring and promotion of national library and information service (LIS) Legislation and related policies; Create awareness of relevant policies and legislation; Support the preparation and finalization of legislation, including cabinet memoranda, discussion documents, presentations, and submissions related to policy matters; Monitor and provide administrative support to the National Council for Library and Information Services (NCLIS) and the Legal Deposit Committee and their activities; Coordinate the functions of the NCLIS and the LDC; Oversee logistical arrangements for scheduled NCLIS and LDC meetings and workshops; Evaluate the relevance and quality of content in the annual reports of NCLIS and LDC; Monitor and control expenditure related to travel, subsistence, accommodation, and catering for meetings; Record and track key decisions, initiatives and actions arising from meetings; Support the coordination and administration of the community library conditional grant for community

libraries; Monitor the implementation of projects and expenditure of the conditional grant by the National Library of South Africa (NLSA) and South African Library for the Blind (SALB); Gather information and assist to report on the progress on the implementation of community library conditional grant projects; Draft and follow up on submissions and reports; Attend review meetings, business plan meetings, and intergovernmental forums with provinces; Manage and administer ad hoc grants related to the Library and Information Association of South Africa (LIASA), National Council for the Blind (SANCB) and Blind South Africa; Prepare terms of reference and Service Level Agreements for signing by service providers; Manage Memoranda of Agreement related to transfer payments; Ensure compliance with supply chain management and financial requirements; Formulate submissions on matters requiring the attention of the DG and Minister; Coordinate and draft responses to parliamentary questions and other enquiries related to grants; Oversee the registry (including filing system) of the Directorate; Manage the Sub-directorate human and financial resources.

<b><u>ENQUIRIES</u></b>	:	Ms Rose Phasha Tel No: (012) 441 3321
<b><u>POST 35/164</u></b>	:	<b><u>ASSISTANT DIRECTOR: GEOGRAPHICAL NAMES (DATABASE ADMINISTRATOR) REF NO: DSAC-05/09/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum Three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Geographic Information Systems/ Geography/ Heritage Studies or any relevant GIS qualification; 3-5 years Relevant experience at a Heritage Officer level in geographical names, heritage, information or data analysis, and processing or any related environment. Experience in GIS will be an added advantage; Knowledge and understanding of Geographical Information Systems (GIS); Knowledge of South African Geographical Names Council Act, 1998; Knowledge of Heritage and cultural policy frameworks; Knowledge of Public Service legislation and regulations; Computer literacy; Research and presentation skills; Good communication and interpersonal relations; Analytical and critical thinking skills; Knowledge and understanding of ArcView, ArcMap and Visual basics; Problem solving skills; Planning and organizing skills; Knowledge of basics of Project Management.
<b><u>DUTIES</u></b>	:	Manage and coordinate the national database and information systems for Geographic Names; Establishment, Configuration, and database design; Perform regular performance monitoring and troubleshooting where necessary; System enhancement and maintenance; Maintain, update, and ensure accuracy of the South African Geographical Names Database; Provide professional advice to the South African Geographical Names Council (SAGNC); Coordinate the capturing and processing of new and amended Geographic Names at all government levels; Plan and document system requirements and specifications; Assist with all required documentation and make recommendations on appointment of service providers; Develop a training plan for provinces; Capture gazette geographical names data; Ensure compliance with relevant legal frameworks, including heritage and language considerations; Provide administrative support and reporting for the Department and the South African Geographic Names Council; Check correctness of geographical name coordinates as applications are received; Work with subcommittees to assess and quality check applications received; Compile reports for the Department and South African Geographical Names Council; Develop system workflow processes; Develop audit trail process to build into the system; Conduct regular audits to verify data integrity, completeness, and compliance with approved standards; Prepare submissions, reports, and recommendations for consideration by the SAGNC and the Minister; Generate Geographic Names system reports and present to the SAGNC and Senior Managers; Manage the lists, schedules, spreadsheets, and data for all approved and gazette geographical names and readily provide them on request; Assist the unit with drafting submissions, memos, minutes to do with geographical names; Assist with PAIA requests to geographical names; Ensure that Geographic names information is on the departmental website package for electronic publication; Ensure alignment of physical records and those on the database, work with Records Management Section (Archives);

Coordinate the development of web portal to be linked with the departmental website; Coordinate integration of the geographical names database with GIS and other heritage-related systems; Manage secure access, backup, and retrieval processes; Upload geographic names data on the GIS system onto the web portal for publication; Coordinate and Conduct capacity building training with National, Provincial and Local government departments; Schedule training for capacity building exercise with provinces on Geographic Information Systems; Plan and coordinate public consultations and awareness campaigns regarding name changes and standardisation; Liaison with National, Provincial and Local government departments on Geographical Names matters; Plan and conduct capacity building training.

**ENQUIRIES**

: Ms T Mthembu Tel No: (012) 441 3679

**DEPARTMENT OF WATER AND SANITATION****CLOSING DATE****NOTE**

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

**MANAGEMENT ECHELON****POST 35/165**

: **DIRECTOR: CONSTRUCTION EQUIPMENT REF NO: 101025/01**

Branch: Infrastructure Management

Cd: Construction

Dir: Construction Equipment

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive salary package)

Pretoria

: A relevant NQF level 7 qualification in Mechanical Engineering. Five (5) years' middle/senior management experience in mechanical workshop and fleet management, construction plant and equipment operations, mechanical engineering services in large scale infrastructure or construction environment. Strong exposure to procurement processes, supply chain management and lifecycle costing of plant (acquisition, refurbishment and disposal). Proven track record and knowledge in Public Finance Management Act, Financial Management, People Management, Performance management, Programme and Project Management, Occupational Health and Safety Legislation, Construction Regulations and Mechanical compliance standards. Understanding of fleet management system, asset tracking and plant rental models. Problem solving skills and strategic capability and leadership.

**DUTIES**

: Provide strategic leadership and oversight for mechanical workshops, ensuring optimal availability and performance of construction plant and fleet. Oversee the refurbishment and disposal process to ensure value for money. Lead procurement, commissioning, and lifecycle management of construction plant and vehicles. Oversee refurbishment and disposal processes to ensure value for money. Manage plant rental services to construction units, ensuring fair and sound allocation, cost recovery and sustainability. Ensure compliance with all mechanical engineering standards, safety regulations and environmental guidelines. Manage and control the budget and financial performance of the

mechanical engineering and fleet division. Provide technical support to construction project, ensuring that the right equipment is available for project delivery. Lead and mentor multidisciplinary teams, fostering skills development, succession planning and high performance. Provision of specialized mechanical services to projects. Render mechanical engineering support services. Ensure applications of design to manufacturing installation and maintenance. Rendering of fleet management services. Develop and implement equipment replacement strategies. Ensure the provision of administrative support services. Developing and implementing SOPs and policies. Provide strategic leadership and business planning for the chief directorate. Compliance and risk management reporting.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms MM Maraka Tel No: (012) 336 7073  
: All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

**OTHER POSTS**

**POST 35/166**

- : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: 101025/02**

Branch: Water & Sanitation Services Management Gauteng  
Sd: Corporate Support Services  
Div: Communication

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

- : R468 459 per annum (Level 09)  
Gauteng (Pretoria)  
: A National Diploma or Degree or in Communication or equivalent. Five (5) years experience in communication environment. Supervisory / management experience will be an added advantage. The disclosure of a valid unexpired driver's license. Disciplinary knowledge in communication and media studies, political science and policy, public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of water sector legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct.

**DUTIES**

- : Implementation of communication plans. Implement media production, issue publications, organise press conference and media coverage to the Department. Implement or improve concepts, theories and operational methods. Disseminate knowledge related of information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with communities and media.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr S Nevhorwa Tel No. (012) 392 1324  
: All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

**POST 35/167**

- : **SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER (X2 POSTS)**

Branch: Water and Sanitation Services Management  
Cd: Provincial Operations Free State / Mpumalanga

**SALARY**  
**CENTRE**

- : R397 116 per annum (Level 08)  
(Bloemfontein) Ref No: 101025/03 (X1 Post)

(Mbombela) Ref No: 101025/04 (X1 Post)

**REQUIREMENTS**

- : A relevant NQF Level 6 qualification in Health and Safety. Three (3) to four (4) years experience in Occupational Health and Safety environment. The disclosure of a valid unexpired driver's license. Knowledge and understanding of the OHS Act 85 of 1993 and related regulations and policies. Compensation for Occupational Injuries and Diseases Act 30 of 1993. Understanding of government legislation. Knowledge of learning and teaching procedures and techniques. Good planning and organizational skills. Computer Proficiency (MS Office, Word, Ms Excel, MS PowerPoint and Outlook). Good analytical and problem-solving skills. Presentation and facilitation skills. Knowledge of learning Creativity and innovative skills, self-motivation and assertiveness. Ability to function under pressure and handle high work volume. Ability to plan and prioritize work. Ability to work independently. Accountability and ethical code. Attention to details. Good communication skills both (verbally and in writing).

- DUTIES** : Promote safe and healthy environment through monitoring and management of occupational health and safety risks within the office. Conduct occupational health and safety inspections and audits. Coordinate incident reporting and preliminary investigations. Coordinate emergency drills (evacuation). Oversee facility compliance with relevant occupational health and safety requirements, legislation, codes of practice, standards, and norms. Maintain compliance documentation. Facilitate establishment of OHS committee and ensure functionality thereof. Train employees and render an advisory role to the employer on OHS matters. Ensure effective administration of occupational health and safety activities. Prepare monthly and quarterly reports.
- ENQUIRIES** : Bloemfontein: Ms. B Seeco Tel No: (051) 405 9000  
Mbombela: Mr M.J Nzima Tel No: (013) 759 7334
- APPLICATIONS** : All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

## ANNEXURE K

### **DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES**

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

<b><u>APPLICATIONS</u></b>	:	Submitted via email to: ARCCChairpersons@dwYPD.gov.za Please quote the reference number of the position. Kindly note that the emailed applications and attachments should not exceed 15 MB). General enquiries may be brought to the attention of Mr VS Shongwe (060) 978 1749
<b><u>CLOSING DATE</u></b>	:	10 October 2025 at 16:30
<b><u>NOTE</u></b>	:	Applications must be submitted on a detailed and comprehensive Curricula Vitae. The communication from the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate the position will be required to submit certified documents before the appointment of the successful applicant. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to the advertised position. Successful candidate shall be required to conclude the prescribed contract with the Department before assuming duty in the Department. The successful candidate will also be required to disclose any conflict of interest as well as the membership of governance structures such as Boards, Risk Committees, IT Committees, etc., before finalising the contract with the Department. The successful candidate may be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. Successful candidates will be required to enter into a contract with the Department.

### **OTHER POST**

<b><u>POST 35/168</u></b>	:	<b>AUDIT AND RISK COMMITTEE CHAIRPERSON REF NO:</b> <b>DWYPD/ARC/01/2025</b> (3 Year Contract)
<b><u>SALARY</u></b>	:	The appointment will be supported by the terms of reference and a contract. Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Possess a relevant NQF Level 8 qualification or equivalent in the field of Law, Accounting, Internal Auditing, or Risk Management. A minimum of five (5) years' experience as a member of audit committees or boards of directors is required. Preference will be given to applicants with experience in chairing Audit and Risk Committees or Boards of Directors, and those with a legal background. Knowledge: Applicants must have demonstrable exposure in Risk Management, Governance, Audit, Financial Management, and Organisational Performance Management. The applicant should be independent and knowledgeable on the status of her/his position as chairperson of the Audit and Risk Committee. A knowledgeable person who keeps up to date with the developments within the Internal and External Audit and Risk Management profession's and developmental aspects. Technical Knowledge, Department of Public Service and Administration, National Treasury, prescripts, regulations and guidelines. Lead issues to direct the Committee's focus on properly addressing critical and high-risk areas. Skills: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, Courage to challenge discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, professional scepticism and approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the

<b><u>DUTIES</u></b>	: public sector risk and control, Ability to offer new perspective, Ability to promote effective working relationships (among committee members, management, internal and external auditors).
	: Fulfil oversight responsibilities in respect of risk management, internal controls, governance, information technology, compliance, external and internal audit, performance information, and annual financial statements. Support the Accounting Officer in the effective execution of his/her responsibilities. Contribute to building trust and confidence in the management of the Department. Lead the execution of responsibilities as set out in the DWYPD's Audit and Risk Committee Charter and other relevant legislation. Provide direction to the Committee and report to the Accounting Officer and the Executive Authority.
<b><u>ENQUIRIES</u></b>	: Mr. Vusumuzi Shongwe at (060) 978 1749 / 012 359 0244

## ANNEXURE L

### **PROVINCIAL ADMINISTRATION: FREE STATE DEPARTMENT OF HEALTH**

#### **APPLICATIONS**

: Directions to applicants: Applications must only be done via the online recruitment platform for the Department at: <https://ihealth.fshealth.gov.za/e-Recruitment>

#### **CLOSING DATE NOTE**

: 10 October 2025

: Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete the application form will lead to disqualification of the application during the selection process. Applications filled by hand on the Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or post. Failure to upload and submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

### **OTHER POSTS**

#### **POST 35/169**

: **VICE PRINCIPAL OF NURSING COLLEGE PND 5 REF NO: FSSON 01/2025  
(X1 POST)**

#### **SALARY CENTRE REQUIREMENTS**

: R1 155 099 per annum, (all-inclusive package), OSD Free State School of Nursing – Rectors Office: Bloemfontein

: Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council (SANC). SAQA recognized NQF Level 9 Master's degree in nursing. A Diploma in any post basic nursing qualification. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as Professional Nurse. A minimum of 11 years appropriate/recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification. Minimum of 5 year's management experience of which three (3) years of that experience must be as a Head of Department in Nursing Education Institution. In-depth knowledge and understanding of curriculum development. Knowledge of major nursing education legislations, policies and other government policies. Experience and knowledge of a diversity of teaching strategic and classroom practices. Have experience in financial management, budget and revenue management, including conditional grants and policy development, thorough understanding of PFMA and other related prescripts. Strategic capability and leadership. Change management. Programme and Project management skills.

Financial and Human Resources Management. Policy development and quality assurance. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Good interpersonal skill and ability to work under pressure and work irregular hours. Skilled in research development and coordination, including academic activities, policy development and quality assurance. Must be proficient in the following competencies and skills sets: Analytical assessment and evaluation; Computer and Writing; Strategic Capability and Leadership; Programme and Project Management; Human Resource Management and Planning; Financial Management and Budget Planning and Forecasting; Change Management, Communications and Stakeholder Management; Research, Policy Development and Quality Assurance. Good interpersonal skills and diversity management.

- DUTIES** : To monitor implementation of a range of Nursing Education and Training programmes (undergraduate and post graduate). Lead academic oversight committee. Analyse monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the campuses/learning centres. Monitor and evaluate quality management of programme implementation including assessment at the institution evaluate quality management of programme implementation including assessment at the institution. Monitor full-time technical and management support to the campuses. Establish, maintain and ensure a good working relationship within the College/Department and relevant stakeholders. Monitor the development, implementation and delivery of the curriculum including research. Collaborate with internal and external stakeholders and build a sound relationship within the institution. Participate in the Development, implementation and monitoring of Policies, guidelines and Standard Operating Procedures. Facilitate and implement Quality Assurance and Risk Management programs. Development of Learning programs and material. Co-ordinate academic related activities and programs. Facilitate academic forum meetings and activities. Co-ordinate and manage assessments and Examination processes. Adhere to Nursing Education and training prescripts and other related legislative mandates. Skilled in research development and coordination, including academic activities, policy development and quality assurance. Conduct relevant research. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and universal access.
- ENQUIRIES** : Mrs M.E Royi Acting Principal: Free State School of Nursing Email: [RoyiME@fshealth.gov.za](mailto:RoyiME@fshealth.gov.za) Cell: 064 609 9040
- APPLICATIONS** : to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 35/170** : **PRINCIPAL/CAMPUS HEAD (SINGLE CAMPUS PND 5) (X3 POSTS)**
- SALARY CENTRE** : R1 155 099 per annum, (all-inclusive package), OSD  
Location: Free State School of Nursing, Northern Campus – Welkom Ref No: FSSON 02/2025  
Location: Free State School of Nursing, Southern Campus – Bloemfontein Ref No: FSSON 03/2025  
Location: Free State School of Nursing, Eastern Campus – Qwa Qwa Ref No: FSSON 04/2025
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council (SANC). SAQA recognized NQF Level 9 Master's degree in nursing. A Diploma in any post basic nursing qualification. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as Professional Nurse. A minimum of 11 years appropriate/recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification. Minimum of 5 year's management experience of which three (3) years of that experience must be as a Head of Department in Nursing Education Institution. In-depth knowledge and understanding of curriculum development. Knowledge of major

nursing education legislations, policies and other government policies. Experience and knowledge of a diversity of teaching strategic and classroom practices. Have experience in financial management, budget and revenue management, including conditional grants and policy development, thorough understanding of PFMA and other related prescripts. Strategic capability and leadership. Change management. Programme and Project management skills. Financial and Human Resources Management. Policy development and quality assurance. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Good interpersonal skill and ability to work under pressure and work irregular hours. Skilled in research development and coordination, including academic activities, policy development and quality assurance. Must be proficient in the following competencies and skills sets: - Analytical assessment and evaluation; Computer and Writing; Strategic Capability and Leadership; Programme and Project Management; Human Resource Management and Planning; Financial Management and Budget Planning and Forecasting; Change Management, Communications and Stakeholder Management; Research, Policy Development and Quality Assurance. Good interpersonal skills and diversity management.

- DUTIES** : Plan and monitor the implementation of a range of Nursing Education and Training programmes. Lead academic oversight committees. Oversee and facilitate participatory processes for strategic, operational and integrated development planning for the institution. Ensure sound financial management and practices. Human Resource management and development, supply chain management, asset management, transport and facility management. Ensure continued empowerment and well-being of staff and students. Monitor the development, implementation and delivery of the curriculum including research. Collaborate with internal and external stakeholders and build a sound relationship within the institution. Participate in the Development, implementation and monitoring of Policies, guidelines and Standard Operating Procedures. Ensure continued empowerment and well-being of staff and students. Adhere to Nursing Education and training prescripts and other related legislative mandates. Skilled in research development and coordination, including academic activities, policy development and quality assurance. Conduct relevant research. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and universal access. Commitment to Nursing Education, Training and Practice. Ensure quality assurance and change management in the implementation of all teaching and learning programmes and student competencies. Co-ordinate and monitor Community Based Education (CBE) and work-integrate learning (WIL) at campus and sub-campus. Contribute to strategic and operational planning of the institution and monitor operational planning at the campuses/learning centres. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structures meetings. Supervise and monitor implementation of policies, programmes, acts and regulations with regard to Nursing. Advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Plans and implements student clinical accompaniment and will be responsible for theoretical and clinical instruction and evaluation of students.
- ENQUIRIES** : Mrs M.E Royi Acting Principal: Free State School of Nursing Email: [RoyiME@fshealth.gov.za](mailto:RoyiME@fshealth.gov.za) Cell: 064 609 9040
- APPLICATIONS** : to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>.
- POST 35/171** : **VICE PRINCIPAL – NURSING COLLEGE: ACADEMIC PLANNING UNIT – PND 4 REF NO: FSSON 05/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R1 028 091 per annum, (all-inclusive package), OSD  
: Free State School of Nursing: Academic Planning Unit-Bloemfontein  
: National Diploma/ Bachelor's Degree in Nursing that leads to registration as professional nurse with SANC. Post basic qualification in Nursing Education after registration as a professional nurse which allows registrations as Nursing Educator with SANC. Post basic qualification in Community Nursing, Psychiatry, Midwifery, and Nursing Science. Masters in Nursing or related field. A minimum of 10 years appropriate and relevant experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. 6 years of

the period referred above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year post-basic qualification in nursing education. 3 – 5 years management experience in the nursing education facility/environment. Knowledge of labour issues related to nursing. People management skills and ability to work as part of a team. Policy development and analysis, research as well as understanding of current nursing education issues. Applied strategic thinking. Programme and project management skills. Communication and information management skills. Budget and financial management skills. Ability to work independently and work irregular hours.

<b><u>DUTIES</u></b>	: Oversee the implementation of the Nursing Strategy for the College. Manage the development, implementation, monitoring and evaluation of policies related to education and training of nurses. Monitor the development, implementation, and delivery of the curriculum. Facilitate quality of areas of students' placement for work integrated learning. Promote continuing professional development for nurse educators. Provide management support to the Multi-campuses and sub-campuses. Compile strategic, operational, quarterly, and annual reports in collaboration with the Vice Principal and College Principal. Ensure sound financial management practices. The incumbent of the post co-ordinates and manages the exam hub of the entire school, develops and manages the selection process and criteria and ensures compliance of FSSON with external stakeholders like SANC and CHE. The Academic Planning Head also develops, manages and implements new curriculum and programs as required by CHE and SAQA. Facilitate and implement Quality Assurance and Risk Management programs. Development of Learning programs and material. Coordinate academic related activities and programs. Facilitate academic forum meetings and activities. Co-ordinate and manage assessments and Examination processes. Supervise staff and management of Student Data and Systems. Facilitate effective and efficient implementation of College Policies in all disciplines within the campus and sub-campuses. Oversee clinical allocation of learner's in the identified and approved clinical facilities for all the relevant disciplines. Facilitate a research culture for both academics and students to promote evidence-based teaching and learning. Monitor the development, implementation and delivery of the curriculum including research. Collaborate with internal and external stakeholders and build a sound relationship within the department. Plan, prepare and implement initiatives towards campus accreditation for the new nursing programs. Supervises staff and manages staff development and enhancement.
<b><u>ENQUIRIES</u></b>	: Mrs M.E Royi Acting Principal: Free State School of Nursing Email: <a href="mailto:RoiME@fshealth.gov.za">RoiME@fshealth.gov.za</a> Cell: 064 609 9040
<b><u>APPLICATIONS</u></b>	: to be done at: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 35/172</u></b>	: <b><u>HEAD OF ACADEMIC DEPARTMENT – PND 3 REF NO: FSSON 06/2025 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R713 253 per annum, (OSD) Free State School of Nursing, Southern Campus – Bloemfontein Basic qualification accredited with SANC that allows registration as a professional nurse. (SANC issued receipts to be attached). Post basic qualification in Nursing education registered with SANC. A minimum of 9 years appropriate/recognizable nursing experience after registration as professional nurse with SANC in General Nursing. 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining post-basic qualification. Good understanding and experience of classroom teaching including Community Based and problem-based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Presentation skills. Computer literacy. Ability to develop and prepare teaching methods and techniques. Willingness to travel and a valid driver's licence.
<b><u>DUTIES</u></b>	: Coordinate the provision of nursing education and training of student nurses. Manage and oversee allocated academic programs which might include Mental Health program. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programs. Collaborate with other stakeholders and build a sound relationship within the department. Management of both academic and strategic activities for the campus. Ensure quality assurance matters, change and quality management. Monitor compliance to set standard as laid by SANC, CHE, SAQA and DHET. Facilitate effective and efficient implementation of

- college policies, both in theory and clinical platforms. Plan and organize own work and manage training programs in order to meet training outcomes as determined by the curriculum. Perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Manage the teaching of clinical nursing practice in accordance with the scope of practice. Supervise staff and oversee the supervision of students.
- ENQUIRIES**
- : Mrs M.M Modikoe Acting Campus Principal: FSSON Southern campus [RaleieMM@fshealth.gov.za](mailto:RaleieMM@fshealth.gov.za) Cell: 079 490 8208
- APPLICATIONS**
- : to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>.
- POST 35/173**
- : **HEAD OF HOSPITAL SCHOOL: SUB-CAMPUS – PND 3 REF NO: FSSON 07/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS**
- : R713 253 per annum, (OSD)
- : Free State School of Nursing, Northern Campus – Boitumelo Hospital School
- : Basic qualification accredited with SANC that allows registration as a professional nurse. (SANC issued receipts to be attached). Post basic qualification in Nursing education and Mental Health (Psychiatry) registered with SANC. A minimum of 9 years appropriate/recognizable nursing experience after registration as professional nurse with SANC in General Nursing. 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining post-basic qualification. Good understanding and experience of classroom teaching including Community Based and problem-based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Presentation skills. Computer literacy. Ability to develop and prepare teaching methods and techniques. Willingness to travel and a valid driver's licence.
- DUTIES**
- : Coordinate the provision of nursing education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programs. Collaborate with other stakeholders and build a sound relationship within the department. Management of both academic and strategic activities for the sub campus. Ensure quality assurance matters, change and quality management. Monitor compliance to set standard as laid by SANC, CHE, SAQA and DHET. Facilitate effective and efficient implementation of college policies, both in theory and clinical platforms. Plan and organize own work and manage training programs in order to meet training outcomes as determined by the curriculum. Perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Manage the teaching of clinical nursing practice in accordance with the scope of practice. Supervise staff and oversee the supervision of students.
- ENQUIRIES**
- : Mrs G.N Adonis-Magobolo Acting Campus Principal: FSSON Northern campus [MagoboloGN@fshealth.gov.za](mailto:MagoboloGN@fshealth.gov.za) Cell: 066 444 6474
- APPLICATIONS**
- : To be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>.
- POST 35/174**
- : **COUNCILLOR GRADE 1 REF NO: FSSON 11/2025**
- SALARY CENTRE REQUIREMENTS**
- : R712 599 per annum, (OSD)
- : Free State School of Nursing, Northern Campus – Welkom
- : Appropriate degree that allows registration with the Health Professional Council of South Africa (HPCSA) as Councilor or Psychometrist. Driver's License. Current or valid registration with HPCSA as a Councillor or Psychometrist. Computer literacy. 3-5 years relevant Counselling or Psychometric experience. Good communication skills. Problem solving skills. Good interpersonal skills. The successful candidate should be prepared to work after hours when needed or during emergencies.
- DUTIES**
- : Provide counselling and psychological services to affected students and staff. Monitor and evaluate behaviour and conducted of consulted students. Provide emotional support and guidance to students and staff. Liaise with student's parents and guardians regarding their emotional state affecting their academic progress. Assist the campus selection committee with the selection of prospective students. Any additional Counselling or Psychometric tasks that might be required.
- ENQUIRIES**
- : Mrs G.N Adonis-Magobolo Acting Campus Principal: FSSON Northern campus [MagoboloGN@fshealth.gov.za](mailto:MagoboloGN@fshealth.gov.za) Cell: 066 444 6474
- APPLICATIONS**
- : to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>

<u>POST 35/175</u>	:	<b><u>LECTURERS: PND 1/2 (X12 POSTS)</u></b>
<u>SALARY</u>	:	R476 367 – R559 548 per annum, (OSD) R583 989 – R766 686 per annum, (OSD)
<u>CENTRE</u>	:	Free State School of Nursing, Northern Campus – Welkom Ref No: FSSON 08/2025 (X4 Posts) Free State School of Nursing, Southern Campus – Bloemfontein Ref No: FSSON 09/2025 (X5 Posts) Free State School of Nursing, Eastern Campus – Qwa Qwa Ref No: FSSON 10/2025 (X3 Posts)
<u>REQUIREMENTS</u>	:	<b>PND 1:</b> Basic qualification (Diploma/Degree) accredited with SANC that allows registration with SANC as a professional nurse. (SANC issued receipts to be attached). Post basic qualification in Nursing Education registered with SANC. A minimum of 4 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Driver's License. Presentation skills and ability to offer tuition to students. <b>PND 2:</b> Basic qualification (Diploma/Degree) accredited with SANC that allows registration with SANC as a professional nurse. (SANC issued receipts to be attached). Post basic qualification in Nursing Education registered with SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate recognizable experience in Nursing Education after obtaining the post-basic qualification in Nursing education. Driver's License. Presentation skills and ability to offer tuition to students.
<u>DUTIES</u>	:	Provide education and training for student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessment strategies to determine learner's competencies. Exercise control over students. Provide Occupational Health services to FSSON Staff and students. Manage and monitor proper utilisation of human, financial and physical resources. Plan and organise own work and manage training programs in order to meet training outcomes as per job description. Facilitate classroom teaching and learning in the campus. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community-based education at the campus level.
<u>ENQUIRIES</u>	:	PND1/2 Northern Campus – Welkom Mrs G.N Adonis-Magobolo Acting Campus Principal: FSSON Northern campus <a href="mailto:MagoboloGN@fshealth.gov.za">MagoboloGN@fshealth.gov.za</a> Cell: 066 444 6474 Eastern Campus – Qwa Qwa Mrs M.L Mzizi Acting Campus Principal: FSSON Eastern campus <a href="mailto:MziziML@fshealth.gov.za">MziziML@fshealth.gov.za</a> Cell: 066 444 2295 Southern Campus – Bloemfontein Mrs M.M Modikoe Acting Campus Principal: FSSON Southern campus <a href="mailto:RaleieMM@fshealth.gov.za">RaleieMM@fshealth.gov.za</a> Cell: 079 490 8208
<u>APPLICATIONS</u>	:	to be done at: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>

#### **DEPARTMENT OF TREASURY**

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

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mokotso, Fidel Castro Building, applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to <a href="mailto:recruitment@treasury.fs.gov.za">recruitment@treasury.fs.gov.za</a>
<u>FOR ATTENTION</u>	:	Ms. N Mokotso
<u>CLOSING DATE</u>	:	10 October 2025
<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated.

Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates will also be subjected to a practical test/exercise as well as an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

#### OTHER POST

<b><u>POST 35/176</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: FSPT 032/25</u></b> Applicants that have already applied for the post that meet the requirements as per this advertisement, need not apply again.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance)
<b><u>CENTRE REQUIREMENTS</u></b>	:	A three-year degree or advance diploma (NQF Level 7) in Financial Management, Accounting and Commerce or equivalent qualification with Accounting 3 as a major subject and a minimum of five (5) years' experience in an accounting environment of which three (3) years should have been on an Assistant Director/supervisory level. Knowledge of the Municipal Finance Management Act, Public Finance Management Act, Treasury Regulations, Division of Revenue Act and Municipal Structures Act. Must possess the following skills: Leadership-, report writing-, analytical-, communication-, presentation, project management-, and conflict management. Computer literate. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Monitor and support departments and entities on safeguarding of assets. Monitor and support departments on financial management and reporting on assets and inventory. Monitor and support departments and public entities on asset and inventory management strategies. Manage the implementation of transparent and economic practices to deal with asset disposal in the provincial administration. Coordinate the capacitation of asset and inventory management section in the departments and public entities. Manage the component.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms. L Riddles at 079 892 2298 (during Office hours only) Kindly note that the NQF level 7 qualification (i.e. a degree or advanced diploma) is required for the advertised post of Deputy Director: Asset Management Reference No: FSPT 020/25. The post was advertised in the Public Service Vacancy Circular 30 dated 22 August 2025 with a closing date 05 September 2025. The closing date is extended to 10 October 2025 and new reference number above. The rest of the requirements remain the same. Apologies for any inconvenience.

## ANNEXURE M

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

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

<b><u>APPLICATIONS</u></b>	:	KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system, please assess this site ( <a href="http://eservices.gov.za">eservices.gov.za</a> )
<b><u>FOR ATTENTION</u></b>	:	Ms N Cele
<b><u>CLOSING DATE</u></b>	:	17 October 2025
<b><u>NOTE</u></b>	:	The new Z83 form must be used effective 1st January 2021 and can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> . The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

### OTHER POST

<b><u>POST 35/177</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFRASTRUCTURE AND SPATIAL PLANNING</u></b> <b><u>REF NO: KZNPT 25/31</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	KZN Provincial Treasury, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A 3-year NQF Level 7 qualification with Geographic Information Systems (GIS) as a major. A minimum of 3-years' experience in Geographic Information Systems (GIS) environment. A valid driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments. Skills, Knowledge and Competencies: Extensive working knowledge of applicable national and provincial policies and legislation is required: Advanced Project Management. Contract Management. Public Finance Management Act (PFMA). Municipal Finance Management Act (MFMA). Division of Revenue Act. Construction Industry Development Board Act (CIDB). Treasury Regulations. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSEDS). Public Finance Management Act – Best Practices. Provincial policy priorities. Political and socio-economic environment surrounding allocated departments. Organising. Planning. Facilitation and presentation. Problem solving. Research. Analytical. Computer literacy. Time management. Inter-personal relations. Verbal and written communication. Financial management. Project Planning and Management. Policy analysis and development. Self-disciplined and able to work under pressure with minimum supervision.
<b><u>DUTIES</u></b>	:	Support, Monitor and Oversee Infrastructure Delivery Management Improvement. Support, monitor and oversee Infrastructure Portfolio Planning. Conduct Infrastructure Spatial Planning. Support, monitor and oversee Infrastructure Project/Programme Review: Roles. Oversee and Monitor Operations, Maintenance and Services: Roles.
<b><u>ENQUIRIES</u></b>	:	Ms. F Mkhize Tel No: (033) 897 4441

## ANNEXURE N

### PROVINCIAL ADMINISTRATION: LIMPOPO DEPARTMENT OF EDUCATION



#### APPLICATIONS

: Applications should be addressed to: The Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane. or on the following website: <http://10.55.145.92/e-recruitmentInternal/>

#### CLOSING DATE

: 17 October 2025: 14 H00 (Applications received after the closing date and faxed copies will not be considered).

#### NOTE

: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. If an applicant wishes to withdraw an application, it must be done in writing. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites [www.limpopo.gov.za/](http://www.limpopo.gov.za/) [www.edu.gov.za/](http://www.edu.gov.za/) / [www.dpsa.gov.za](http://www.dpsa.gov.za). The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

#### MANAGEMENT ECHELON

#### POST 35/178

: **DEPUTY DIRECTOR-GENERAL: CURRICULUM MANAGEMENT & DELIVERY REF NO: LDOE 01/09/2025**

#### SALARY CENTRE REQUIREMENTS

: R1 813 182 per annum, (all-inclusive package)  
Head Office (Polokwane)  
: A post - graduate qualification (NQF Level 8) in Education as recognised by SAQA. An SMS experience in Curriculum Management and Delivery will be an added advantage. Minimum of eight (8) years' experience at a senior management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Core Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change & Knowledge Management. Good Communication skills. Public Service Knowledge. Policy analysis and development. Analytic thinking skills. Report writing skills. Facilitation skills. Liaison skills. Networking skills. Interpersonal skills. Leadership skills. Diplomacy. Planning and organizing skills and Strategic Planning. Knowledge & Skills Sound knowledge of relevant prescripts and legislative frameworks related to Curriculum Management and Delivery. Negotiation skills, Planning and organizing, Time Management, Policy analysis and development, Good Communication skills, Group dynamics, Diversity management, Facilitation skills, Coordinating skills, Computer literacy.

- DUTIES** : Provide strategic leadership and direction on the development and implementation of Curriculum Delivery and education policies, guidelines, strategies and procedure manuals. Design sound education programmes for curriculum support to schools to enhance and facilitate the implementation of the National Curriculum Policy framework, including promotion of STEM subjects. Guide and provide effective strategic co-ordination for curriculum management. Guide and provide effective strategic co-ordination in provisioning of examinations and assessment services. Guide and provide strategic co-ordination of Continuous Professional Teacher Development. Provide regular reports to the HOD, the Executive Authority and oversight bodies on the overall performance of the system informed by provincial assessment outcomes, national and international benchmark assessment studies and the general trends in the education arena. Initiate and implement systems that are aimed at integrating information technology in curriculum delivery in schools. Oversee the management of resources (Financial, Human and Physical)
- ENQUIRIES** : should be directed to: Mr. Lukheli TV at 081 535 3675. Email Address: [LukheliTV@edu.limpopo.gov.za](mailto:LukheliTV@edu.limpopo.gov.za), Mr Ramaru TE at 083 6650946

## ANNEXURE O

### PROVINCIAL ADMINISTRATION: MPUMALANGA DEPARTMENT OF HEALTH

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

<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	10 October 2025
<b><u>NOTE</u></b>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

### MANAGEMENT ECHELON

<b><u>POST 35/179</u></b>	:	<b><u>CHIEF EXECUTIVE OFFICER REF NO: MPDOH/SEPT/25/389</u></b>
<b><u>SALARY</u></b>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Rob Ferreira Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) in a Health-related field as recognized by SAQA. Current registration with relevant Professional Council (2025) plus a Degree / Diploma in Health Management. At least five (5) years' experience in health at senior managerial level. Nyukela Public Service SMS Pre-entry Programme Certificate. Valid driver's licence. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<b><u>DUTIES</u></b>	:	To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership

to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.

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

#### **OTHER POSTS**

<b><u>POST 35/180</u></b>	<b><u>CHIEF CIVIL / STRUCTURAL ENGINEER GRADE A &amp; B (MAINTENANCE)</u></b> <b><u>REF NO: MPDOH/SEPT/25/390</u></b>
<b><u>SALARY</u></b>	R1 266 450 - R1 446 921 per annum
<b><u>CENTRE</u></b>	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer as recognized by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory Six (6) years' experience as a registered professional with Engineering Council of South Africa (ECSA) as a Professional Engineering. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering (2025). A valid driver's licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<b><u>DUTIES</u></b>	Functional and Technical norms and standards from an engineering perspective. Innovative service delivery mechanisms and feasibility studies. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.
<b><u>ENQUIRIES</u></b>	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile

Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 35/181**

**CHIEF CONSTRUCTION PROJECT MANAGER REF NO:**  
**MPDOH/SEPT/25/391**

**SALARY CENTRE REQUIREMENTS**

- : R1 266 450 - R1 446 921 per annum  
: Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 plus (NQF Level 7) in Built Environment Field as recognized by SAQA. Six years post qualification experience required as a Professional Construction Project Manager with South African Council for Project and Management Professions (SACPCMP). Compulsory Six (6) years' experience as a registered professional with SACPCMP as a Professional Construction Project Manager. Current registration with SACPCMP as a Professional Construction Project Manager (2025). A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

**DUTIES**

- : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

**ENQUIRIES**

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

**POST 35/182**

**DEPUTY DIRECTOR: MAINTENANCE REF NO: MPDOH/SEPT/25/392**

**SALARY CENTRE REQUIREMENTS**

- : R896 436 per annum (Level 11), (all-inclusive remuneration package).  
: Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer. At least a minimum of three (3) year's relevant experience at management level (ASD). Valid Drivers' Licence. Computer literacy. Knowledge: PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. Competence Standards for Construction Procurement as issued by CIDB.

**DUTIES**

- : Manage technical services, workshops and technical office activities in conjunction with engineering manager. Validate safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Implement quality assurance of technical designs with specifications and authorise/make recommendations for approval by relevant authority. Design and manage maintenance strategy and system. [Only day-to-day, emergency and

	<p>routine/preventive maintenance]. Perform inspections and provide transversal technical guidance and advice to Health Facilities within the Province. Financial Management of the maintenance budget and expenditure.</p>
<b><u>ENQUIRIES</u></b>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 35/183</u></b>	<b><u>PHARMACIST GRADE 1 REF NO: MPDOH/SEPT/25/393</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R848 862 – R900 948 per annum : Bethal Hospital (Gert Sibande District)
	: Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2025). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<b><u>DUTIES</u></b>	: Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<b><u>ENQUIRIES</u></b>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 35/184</u></b>	<b><u>ARCHITECT (PRODUCTION) GRADE A REF NO: MPDOH/SEPT/25/394 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R761 157 - R816 852 per annum : Provincial Office, Mbombela (Nelspruit)
	: Senior Certificate / Grade 12 plus (NQF Level 7) in Architecture as recognised by SAQA. Three (03) years' experience post qualification. Current registration with the South African Council for Architectural Profession (SACAP) as a Professional Architect (2025). Valid driver's licence. Computer literacy. Knowledge: Health Act and Regulations, Act 61 of 2003. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.
<b><u>DUTIES</u></b>	: Architectural functional and technical norms and standards. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<b><u>ENQUIRIES</u></b>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 35/185</u></b>	<b><u>CANDIDATE MECHANICAL ENGINEER REF NO: MPDOH/SEPT/25/395 (X2 POSTS)</u></b>
	(Five Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R761 157 - R807 864 per annum : Provincial Office, Mbombela (Nelspruit)
	: Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer as recognised by SAQA. Current registered as a Candidate Engineer with Engineering Council of South Africa (ECSA) (2025). Valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and

Regulations. PFMA/Division of Revenue Act /Treasury Regulations / Practice Notes/Instructions / Circulars / Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003.Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000.National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.

<b><u>DUTIES</u></b>	:	Responsibilities: Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphangwa Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 35/186</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/SEPT/25/396</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R693 096 – R789 861 per annum Brondal Clinic (Ehlanzeni District) Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2025) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<b><u>DUTIES</u></b>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 35/187</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-A5): GENERAL WARD REF NO: MPDOH/SEPT25/397</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R549 192 - R629 121 per annum Middelburg Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
<b><u>DUTIES</u></b>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in General Ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to the facility information office. Identity develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 35/188</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): MATERNITY REF NO: MPDOH/SEPT/25/398</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R476 367 – R559 548 per annum Bethal Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care

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

<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 35/189</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEALTH PROMOTION REF NO: MPDOH/SEPT/25/399</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09), (plus service benefits) Ehlanzeni District Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Health Sciences or Post Basic Diploma in Public Health as recognised by SAQA. At least a minimum of three (03) years' relevant experience at supervisory / managerial (Level 7/8). Understanding of the culture of people of Mpumalanga. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Analytical skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Develop an integrated Health Promotion strategy that empowers community to improve control over their health. Implement Community based healthy lifestyle interventions to combat communicable and non-communicable disease. Implement and monitor the health promoting School, early learning centres and Crèche Initiative in collaboration with the school health teams. Implement and monitor the Household Community Component of IMCI. Outbreak Response enablement and health & hygiene interventions. Establish and maintain a Resource centre. Work with the Private sector and organised labour to promote healthy lifestyle practices in the workplace. Advocate for health promotion programmes in institutions of higher education.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 35/190</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE (INFRASTRUCTURE) REF NO: MPDOH/SEPT/25/400</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum. (Level 09), (plus service benefits) Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Commerce / Accounting / Economics as recognised by SAQA. At least a minimum of three (3) years' experience at supervisory / managerial (Level 7/8). Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. Valid driver's licence. Computer literacy. Knowledge: PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Health Act and Regulations. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations.
<b><u>DUTIES</u></b>	:	Assist with the preparation of the financial and performance reports as required by National Department and Provincial Treasury. Report on progress on financial data analysis of infrastructure projects. Validate credibility of financial

data will all programme / Project Manager. Report any variance of infrastructure projects expenditure against budgets and cash flow projections to the supervisor. Conduct reconciliation of infrastructure spending. Compile list of Working in Progress projects in the current financial year for Annual Financial statement. Report working in progress to the note of the AFS on quarterly basis. Prepare a list of completed projects and report to the note of the Annual Financial. Calculate project retention for disclosure. Update the commitment schedule based on cost accumulation performed on a monthly basis. Reconcile accrual listing and commitment. Liaise with the Department of Public Works, Roads and Transport for completeness. Prepare the register of lease commitment running and calculate lease commitment to be disclosed on a quarterly basis. Prepare monthly reconciliation of projects with expenditure incurred in relation to the ongoing projects during the year under review. Continuously monitor the in-year monitoring (IYM) for programme and provide the reasons for over / under spending on a monthly basis. Ensure budget allocated for the programme balances to the Project Management Information System (PMIS) and infrastructure reporting model (IRM). Monthly review and monitoring of the information populated into the PMIS and IRM. Liaise with National Department of Health to provide monthly and quarterly reports in relation to the systems. Ensure reports are submitted monthly to the provincial treasury. Participated during the infrastructure planning and populated the information into (B5). Conduct daily reconciliation in relation to all outstanding infrastructure invoices or payments due to the service providers. Analyze projects spending and prepare shifting.

<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 35/191</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION (INFRASTRUCTURE) REF NO: MPDOH/SEPT/25/402 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum (Level 09), (plus service benefits)
<b><u>REQUIREMENTS</u></b>	:	Nkangala District Office, Emalahleni Gert Sibande District Office, Ermelo Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Real Estate Management / Property Management / Property Studies as recognized by SAQA. At least a minimum of three (3) years' experience at supervisory / managerial (Level 7/8). Valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1997 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.
<b><u>DUTIES</u></b>	:	Collect updated information for immovable assets. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Health Facilities to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Implement actions to keep sites clean, where required. Implement actions to prevent any illegal occupation of sites, where required. Collect information on the conditions and maintenance of vacant sites allocated to Health. Make inputs to the preparation of guidelines on the use of utilities by Health Facilities. Assist to train Health Facilities on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Health Facilities implement interventions to improve the utilisation of utilities by Facilities.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

<b><u>POST 35/192</u></b>	:	<b><u>HEALTH PROMOTION PRACTITIONER REF. NO: MPDOH/SEPT/25/403</u></b> (Re-advertisement)
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (plus service benefits)
<b><u>CENTRE</u></b>	:	Sead Clinic (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent plus an appropriate and recognized National Diploma in Health Promotion or equivalent qualification. At least three (03) years' appropriate experience in the field of health promotion. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Implement health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

## ANNEXURE P

### **PROVINCIAL ADMINISTRATION: NORTHERN CAPE DEPARTMENT OF PROVINCIAL TREASURY**

#### **APPLICATIONS**

: Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director –Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley, 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to:[Ncpt-HR@ncpq.gov.za](mailto:Ncpt-HR@ncpq.gov.za)

#### **FOR ATTENTION CLOSING DATE NOTE**

: Ms. D Barnett

: 10 October 2025

: The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply. Shortlisted applicants will be subjected to qualification verification, citizenship verification, reference checking, security screening and vetting. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. The social media accounts of shortlisted applicants may be accessed. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates. 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. All attachments for online application must indicate the correct job title and the reference number of the post on the subject line of your email. Applications received after the closing date and those that do not comply with these instructions will not be considered.

#### **INTERNSHIP PROGRAMME (01 NOVEMBER 2025 – 31 OCTOBER 2027)**

*Northern Cape Provincial Treasury invites interested applications from unemployed graduates who are residents of the Northern Cape Province to apply and participate in a 24 month Internship Programme with the opportunity to gain workplace experience in the field of work that they have studied.*

#### **OTHER POSTS**

#### **POST 35/193**

: **INTERN: ASSET MANAGEMENT REF NO: NCPT/2025/02 (X2 POSTS)**  
Financial Management Services (CFO)

#### **STIPEND CENTRE REQUIREMENTS**

: R94 326 per annum  
: Kimberley  
: NQF Level: 6, National Diploma/Degree in Public Management/Financial Management/Financial Accounting/Supply Chain Management (SCM).

#### **ENQUIRIES**

: Ms. D. Galeboe at (081) 388 7593

#### **POST 35/194**

: **INTERN: SUPPLY CHAIN MANAGEMENT REF NO: NCPT/2025/03 (X2 POSTS)**  
Financial Management Services (CFO)

#### **STIPEND CENTRE REQUIREMENTS**

: R94 326 per annum  
: Kimberley  
: NQF Level: 6, National Diploma/Degree in Public Management/Financial Management/Financial Accounting/Supply Chain Management (SCM).

<u><b>ENQUIRIES</b></u>	:	Ms. D. Galeboe at (081) 388 7593
<u><b>POST 35/195</b></u>	:	<b><u>INTERN: INFORMATION TECHNOLOGY REF NO: NCPT/2025/04 (X5 POSTS)</u></b> Corporate Support
<u><b>CENTRE STIPEND REQUIREMENTS ENQUIRIES</b></u>	:	Kimberley R94 326 per annum NQF Level: 6 National Diploma/Degree in Information Technology. Ms. D. Galeboe at (081) 388 7593
<u><b>POST 35/196</b></u>	:	<b><u>INTERN: ECONOMIC ANALYSIS REF NO: NCPT/2025/05 (X1 POST)</u></b> Budget Office Fiscal Policy and Economic Analysis
<u><b>STIPEND CENTRE REQUIREMENTS ENQUIRIES</b></u>	:	R94 326 per annum Kimberley NQF Level: 6 National Diploma/Degree in Accounting/Economics/Auditing. Ms. D. Galeboe at (081) 388 7593
<u><b>POST 35/197</b></u>	:	<b><u>INTERN: FISCAL ANALYSIS REF NO: NCPT/2025/06 (X3 POSTS)</u></b> Budget Office Fiscal Policy and Economic Analysis
<u><b>CENTRE STIPEND REQUIREMENTS ENQUIRIES</b></u>	:	Kimberley R94 326 per annum NQF Level: 6 National Diploma/Degree in Economics/Accounting. Ms. D. Galeboe at (081) 388 7593
<u><b>POST 35/198</b></u>	:	<b><u>INTERN: BUILT ENVIRONMENT REF NO: NCPT/2025/07(X2 POSTS)</u></b> Infrastructure Management
<u><b>STIPEND CENTRE REQUIREMENTS ENQUIRIES</b></u>	:	R94 326 per annum Kimberley NQF Level: 6 National Diploma/Degree in Built Environment. Ms. D. Galeboe at (081) 388 7593
<u><b>POST 35/199</b></u>	:	<b><u>INTERN: TRANSVERSAL TECHNICAL SUPPORT REF NO: NCPT/2025/08 (X2 POSTS)</u></b> Financial Information Management Systems (FIMS)
<u><b>STIPEND CENTRE REQUIREMENTS</b></u>	:	R94 326 per annum Kimberley NQF Level: 6 National Diploma/Bachelor of Science in Data Science/Information Technology/ Bachelor of Commerce in Information Systems.
<u><b>ENQUIRIES</b></u>	:	Ms. D. Galeboe at (081) 388 7593
<u><b>POST 35/200</b></u>	:	<b><u>INTERN: BANKING SERVICES REF NO: NCPT/2025/09 (X1 POSTS)</u></b> Banking And Cash Flow Management
<u><b>STIPEND CENTRE REQUIREMENTS</b></u>	:	R94 326 per annum Kimberley NQF Level: 6 National Diploma/Degree in Accounting/Banking/ Bachelor of Commerce in Accounting/Economics.
<u><b>ENQUIRIES</b></u>	:	Ms. D. Galeboe at (081) 388 7593
<u><b>POST 35/201</b></u>	:	<b><u>INTERN: CASH FLOW REF NO: NCPT/2025/10 (X1 POST)</u></b> Banking and Cash Flow Management
<u><b>STIPEND CENTRE REQUIREMENTS</b></u>	:	R94 326 per annum Kimberley NQF Level: 6 National Diploma/Degree in Accounting/Banking/ Bachelor of Commerce in Accounting/Economics.
<u><b>ENQUIRIES</b></u>	:	Ms. D. Galeboe at (081) 388 7593

<u>POST 35/202</u>	:	<b><u>INTERN: ACCOUNTING SERVICES REF NO: NCPT/2025/11 (X3 POSTS)</u></b> Provincial Accounting Services
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	NQF Level: 6 Bachelor of Commerce in Accounting.
<u>ENQUIRIES</u>	:	Ms. D. Galeboe at (081) 388 7593
<u>POST 35/203</u>	:	<b><u>INTERN: MUNICIPAL FINANCIAL RECOVERY SERVICES REF NO: NCPT/2025/12 (X1 POST)</u></b> Municipal Finance Support
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	NQF Level: 6/8 Degree in Data Analytics or Bachelor of Law.
<u>ENQUIRIES</u>	:	Ms. D. Galeboe at (081) 388 7593
<u>POST 35/204</u>	:	<b><u>INTERN: PROGRAMME SUPPORT REF NO: NCPT/2025/13 (X2 POSTS)</u></b> Municipal Finance Support
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	NQF Level: 6 National Diploma/Degree in Economics/Econometrics/Data Science/Statistics.
<u>ENQUIRIES</u>	:	Ms. D. Galeboe at (081) 388 7593
<u>POST 35/205</u>	:	<b><u>INTERN: MUNICIPAL SUPPORT REF NO: NCPT/2025/14 (X1 POST)</u></b> Municipal Finance Support
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	NQF Level: 6 National Diploma/Degree in Finance.
<u>ENQUIRIES</u>	:	Ms. D. Galeboe at (081) 388 7593
<u>POST 35/206</u>	:	<b><u>INTERN: BUDGET &amp; REVENUE MANAGEMENT REF NO: NCPT/2025/15 (X1 POST)</u></b> Cluster 1 – ZF Mgcau & Namaqua (MFMA)
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Upington
<u>REQUIREMENTS</u>	:	NQF Level: 6 National Diploma/Degree in Municipal Finance/Finance/Cost and Management Accounting.
<u>ENQUIRIES</u>	:	Ms. D. Galeboe at (081) 388 7593
<u>POST 35/207</u>	:	<b><u>INTERN: NORMS &amp; STANDARDS REF NO: NCPT/2025/16 (X1 POST)</u></b> Cluster 1 – ZF Mgcau & Namaqua (MFMA)
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Upington
<u>REQUIREMENTS</u>	:	NQF Level: 8 Bachelor of Law
<u>ENQUIRIES</u>	:	Ms. D. Galeboe at (081) 388 7593
<u>POST 35/208</u>	:	<b><u>INTERN: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: NCPT/2025/17 (X2 POSTS)</u></b> Cluster 1 – ZF Mgcau & Namaqua (MFMA)
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Upington
<u>REQUIREMENTS</u>	:	NQF Level: 6 National Diploma/Degree in Supply Chain Management/Asset Management.
<u>ENQUIRIES</u>	:	Ms. D. Galeboe at (081) 388 7593
<u>POST 35/209</u>	:	<b><u>INTERN: RISK MANAGEMENT REF NO: NCPT/2025/18 (X1 POST)</u></b> Cluster 1 – ZF Mgcau & Namaqua (MFMA)
<u>STIPEND</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Upington

<b><u>REQUIREMENTS</u></b>	:	NQF Level: 6 Degree in Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms. D. Galeboe at (081) 388 7593
<b><u>POST 35/210</u></b>	:	<b><u>INTERN: ACCOUNTING &amp; REPORTING REF NO: NCPT/2025/19 (X1 POST)</u></b> Cluster 1 – ZF Mgcau & Namaqua (MFMA)
<b><u>STIPEND</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Springbok
<b><u>REQUIREMENTS</u></b>	:	NQF Level: 6 Bachelor's Degree in Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms. D. Galeboe at (081) 388 7593
<b><u>POST 35/211</u></b>	:	<b><u>INTERN: BUDGET &amp; REVENUE MANAGEMENT REF NO: NCPT/2025/20 (X1 POST)</u></b> Cluster 1 – ZF Mgcau & Namaqua (MFMA)
<b><u>STIPEND</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Springbok
<b><u>REQUIREMENTS</u></b>	:	NQF Level: 6 National Diploma/Degree in Municipal Finance/ Cost and Management Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms. D. Galeboe at (081) 388 7593
<b><u>POST 35/212</u></b>	:	<b><u>INTERN: NORMS &amp; STANDARDS REF NO: NCPT/2025/21 (X1 POST)</u></b> Cluster 1 – ZF Mgcau & Namaqua (MFMA)
<b><u>STIPEND</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Springbok
<b><u>REQUIREMENTS</u></b>	:	NQF Level: 8 Bachelor of Law
<b><u>ENQUIRIES</u></b>	:	Ms. D. Galeboe at (081) 388 7593
<b><u>POST 35/213</u></b>	:	<b><u>INTERN: INTERNAL AUDIT REF NO: NCPT/2025/22 (X1 POST)</u></b> Cluster 1 – ZF Mgcau & Namaqua (MFMA)
<b><u>STIPEND</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Springbok
<b><u>REQUIREMENTS</u></b>	:	NQF Level: 6 National Diploma in Internal Auditing
<b><u>ENQUIRIES</u></b>	:	Ms. D. Galeboe at (081) 388 7593
<b><u>POST 35/214</u></b>	:	<b><u>INTERN: ACCOUNTING &amp; REPORTING REF NO: NCPT/2025/23 (X1 POST)</u></b> Cluster 2 – Pixley Ka Seme (MFMA)
<b><u>STIPEND</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	De Aar
<b><u>REQUIREMENTS</u></b>	:	NQF Level: 6 Bachelor's degree in Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms. D. Galeboe at (081) 388 7593
<b><u>POST 35/215</u></b>	:	<b><u>INTERN: INTERNAL AUDIT REF NO: NCPT/2025/24 (X1 POST)</u></b> Cluster 2 – Pixley Ka Seme (MFMA)
<b><u>STIPEND</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	De Aar
<b><u>REQUIREMENTS</u></b>	:	NQF Level: 6 National Diploma in Internal Auditing.
<b><u>ENQUIRIES</u></b>	:	Ms. D. Galeboe at (081) 388 7593
<b><u>POST 35/216</u></b>	:	<b><u>INTERN: NORMS &amp; STANDARDS REF NO: NCPT/2025/25 (X1 POST)</u></b> Cluster 2 – Pixley Ka Seme (MFMA)
<b><u>STIPEND</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	De Aar
<b><u>REQUIREMENTS</u></b>	:	NQF Level: 8 Bachelor of Law
<b><u>ENQUIRIES</u></b>	:	Ms. D. Galeboe at (081) 388 7593
<b><u>POST 35/217</u></b>	:	<b><u>INTERN: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: NCPT/2025/26 (X1 POST)</u></b> Cluster 2 – Pixley Ka Seme (MFMA)
<b><u>STIPEND</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	De Aar

<b><u>REQUIREMENTS</u></b>	:	NQF Level: 6 Bachelor's degree in Supply Chain Management/ Asset Management.
<b><u>ENQUIRIES</u></b>	:	Ms. D. Galeboe at (081) 388 7593
<b><u>POST 35/218</u></b>	:	<b><u>INTERN: BUDGET &amp; REVENUE MANAGEMENT REF NO: NCPT/2025/27 (X1 POST)</u></b> Cluster 2 – Pixley Ka Seme (MFMA)
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326 per annum
<b><u>ENQUIRIES</u></b>	:	De Aar NQF Level: 6 National Diploma/Degree in Finance/Cost and Management Accounting.
<b><u>POST 35/219</u></b>	:	<b><u>INTERN: BUDGET &amp; REVENUE MANAGEMENT REF NO: NCPT/2025/28 (X1 POST)</u></b> Cluster 3 – John Taolo Gaetsewe (MFMA)
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326 per annum
<b><u>ENQUIRIES</u></b>	:	Kuruman NQF Level: 6 National Diploma/Degree in Municipal Finance/Finance/ Cost and Management Accounting.
<b><u>POST 35/220</u></b>	:	<b><u>INTERN: NORMS &amp; STANDARD REF NO: NCPT/2025/29 (X1 POST)</u></b> Cluster 3 – John Taolo Gaetsewe (MFMA)
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326 per annum
<b><u>ENQUIRIES</u></b>	:	Kuruman NQF Level: 8 Bachelor of Law
<b><u>POST 35/221</u></b>	:	<b><u>INTERN: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: NCPT/2025/30 (X2 POSTS)</u></b> Cluster 3 – John Taolo Gaetsewe (MFMA)
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326 per annum
<b><u>ENQUIRIES</u></b>	:	Kuruman NQF Level: 6 Bachelor's Degree in Supply Chain Management/ Asset Management.
<b><u>POST 35/222</u></b>	:	<b><u>INTERN: RISK MANAGEMENT REF NO: NCPT/2025/31(X1 POST)</u></b> Cluster 3 – John Taolo Gaetsewe (MFMA)
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326 per annum
<b><u>ENQUIRIES</u></b>	:	Kuruman NQF Level: 6 Bachelor's Degree in Risk Management.
<b><u>POST 35/223</u></b>	:	<b><u>INTERN: INTERNAL AUDIT REF NO: NCPT/2025/32 (X4 POSTS)</u></b> Provincial Internal Audit
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R94 326 per annum
<b><u>ENQUIRIES</u></b>	:	Kimberley NQF Level: 6 National Diploma/Degree in Accounting/ Finance/Fraud/Financial Information Systems/Data Analytics/Data Science/Risk Management/Internal Auditing.
	:	Ms. D. Galeboe at (081) 388 7593

## ANNEXURE Q

### **PROVINCIAL ADMINISTRATION: WESTERN CAPE DEPARTMENT OF AGRICULTURE**

#### **APPLICATIONS**

- : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **CLOSING DATE NOTE**

- : 20 October 2025
- : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

#### **POST 35/224**

- : **SCIENTIST (PRODUCTION LEVEL): PLANT PATHOLOGY (ELSENBURG)  
REF NO: AGR 71/2025**

#### **SALARY**

- : Grade A: R761 157 per annum, (OSD as prescribed)  
Grade C: R1 144 008 per annum, (OSD as prescribed)

#### **CENTRE REQUIREMENTS**

- : Department of Agriculture, Western Cape Government
- : An appropriate Science Degree BSc (Hons) or equivalent in Plant Pathology; Compulsory registration with SACNASP as a Professional Natural Scientist in the appropriate field of practice; A minimum of 3 years post-qualification natural scientific experience in Plant Pathology; A valid driving licence. Competencies: Comprehensive knowledge of the following: Plant pathology and managing plant health is required; Management in multidisciplinary cropping systems of the Western Cape for optimal plant health, production and sustainability; Planning skills that involves managing a complex systems trial, as well as the large data sets involved; A proven record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, study tours, peer reviewed papers published in scientific journals and accredited conference proceedings, and papers in the popular press in this research area; Skills in the following: Communication skills at production and scientific level: Research connections with academic institutes involved in cropping systems and agronomy are recommended; Contact with industry and producers is important; Computer literacy in MS Office (Word, Excel, PowerPoint).

#### **DUTIES**

- : Participate with problem identification, problem definition and the prioritization of research needs in the field of plant pathology and crop health management in accordance with the departmental strategic plan to ensure that relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials (on-site) to ensure that cutting edge research is conducted and an information source is available for sustainable agricultural practices; Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions; Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research service. The following will be advantageous: MSc Agric degree in Plant Pathology; Experience in plant diseases in field crops and/or grain cropping systems; A comprehensive knowledge of field crop diseases, which includes an in-depth knowledge of field trials and associated conservation agriculture strategies; Knowledge of conservation agricultural and regenerative agricultural systems; A proven record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, study tours, peer reviewed papers published in scientific journals and accredited conference proceedings, and papers in the popular press in this

<b><u>ENQUIRIES</u></b>	:	research area; Research connections with academic institutes involved in agronomy research, are recommended. Ms A Swanepoel Tel No: (021) 808 5320
<b><u>POST 35/225</u></b>	:	<b><u>LECTURER: HORTICULTURE &amp; POMOLOGY (ELSENBURG) REF NO: AGR 72/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 - R467 790 per annum (Level 08) Department of Agriculture, Western Cape Government An appropriate 4-year BSc degree (equivalent or higher qualification) majoring in Horticulture; A minimum of 3 years appropriate experience in Horticulture; A valid driving license (Code B or higher). Competencies: Proven knowledge of Pome fruit, Stone fruit, and Citrus fruit production; Skills in the following: Written and verbal communication; Proven computer literacy; Leadership, planning and organising; Formal training and presentation.
<b><u>DUTIES</u></b>	:	Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of applicable prescripts, policies, procedure, technologies and new developments in the subject field.
<b><u>ENQUIRIES</u></b>	:	Ernst Moiler Tel No: (021) 808 5456
<b><u>POST 35/226</u></b>	:	<b><u>ACCOUNTING CLERK: SALARY DEDUCTIONS (ELSENBURG) REF NO: AGR 70/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 – R268 950 per annum (Level 05) Department of Agriculture, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification) with Mathematics and/or Accounting as passed subjects. Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; Planning and Organising; Computer Literacy; PERSAL and BAS; Relevant legislation, directions and procedures with regard to financial administration and more specifically of: PFM&E NTR'S, PTI'S and SCOA How to do basic research/gather information/analysing; Interpretation of policies and procedures; Record keeping procedures. Skills in the following: Good planning and organisational skills; Problem solving and decision making within the field of work; Good communication skills (speaking, writing and reading); Maintain discipline and dealing with conflict; Able to solve financial problems; Routine verbal exchange of information requiring helpfulness and politeness; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Ability to work independently and as part of a team; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<b><u>DUTIES</u></b>	:	Maintenance over operating systems (PERSAL) and Batch Control (BAS), salary advices and third-party payments; Accounting Policies and Procedures (Journals and Payments), Suspense and Ledger accounts; Reconciliations of Debt accounts, PERSAL deductions and claim registers; Tax matters; PERSAL deductions and -allowances; Debt Management.
<b><u>ENQUIRIES</u></b>	:	Ms S Adonis Tel No: (021) 808 5104

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE NOTE</u></b>	:	20 October 2025 All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, 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 nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of 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 (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

<b><u>POST 35/227</u></b>	<b><u>DIRECTOR: GREEN ECONOMY PROGRAMME AND PROJECTS REF NO: DEDAT 51/2025</u></b>
<b><u>SALARY CENTRE</u></b>	R1 266 714 per annum (Level 13), (all-inclusive salary package) Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	An undergraduate qualification (NQF level 7) in Economics or Economic Development, Sustainability or Climate Change or Town Planning or Engineering as recognised by SAQA; 5 years' middle and/ or senior management experience; The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Competencies: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Knowledge in development economics; Knowledge in sustainability; Knowledge in statistical information and applied in economics; Knowledge in sustainability; Knowledge in statistical information and applied in economics; Public service procedures; Knowledge of research; Knowledge of People Management processes; Knowledge of labour relations; Empowerment (SMME, Broad-based BEE);Knowledge of capacity Building; Knowledge project management; Knowledge of financial management; Financial systems in the public service; Budgeting and other financial processes; Asset Management and Intervention Control; Financial delegations.
<b><u>DUTIES</u></b>	Line Management Strategic management, advice and guidance in respect of the following functional areas: Manage and coordinate green economy projects including transversal projects relating to resource resilience; Facilitate and manage the alignment between all relevant stakeholder interest within the green economy; Identify and drive opportunities for innovation within industry development; Facilitate an enabling skills environment for the green economy; Guide an enabling regulatory environment for the green economy; Monitor and oversee the performance of entities contracted by the WCG to deliver on the Green Economy related priorities; Communicate and source intelligence regarding the Green Economy and resource resilience; Strategic Management (including change management); Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participate in the Chief Directorate's strategic planning process; Active involvement in the development and management of the strategic and annual performance and operational plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against predetermined key measurable objectives and standards; Report to the Chief Director: Green Economy on a regular basis on the activities of the Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Annual Performance and Operational Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the

Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management Active participation in the budgeting process at Branch level; Preparing of the Annual and Adjustment Budgets for the Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Report to the Chief Director: Green Economy on all aspects of the Directorate's finances; Perform diligently all duties assigned by the Chief Director: Green Economy. Assume overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

<b><u>ENQUIRIES</u></b>	:	Ajay Trikam Tel No: (021) 483 9117
<b>OTHER POSTS</b>		
<b><u>POST 35/228</u></b>	:	<b><u>DEPUTY DIRECTOR: GREEN ECONOMY PROGRAMMES AND PROJECTS REF NO: DEDAT 35/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics or Environmental Science; A minimum of 3 years middle management experience; 3 years project management experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Sustainability; Statistical information and applied in economics; Public service procedures; Research; People Management processes; Capacity Building; Project management; Public Financial Management Act and its Regulations; Stakeholder management. Skills needed: Proven computer literacy (MS Office); Communication skills (written and verbal); Numeracy; Language skills; Project management; Interpersonal skills; Analytical skills; Planning and organising skills; Motivational skills; Policy formulation; Presentation/facilitation skills; Financial management skills; People management skills; Problem solving skills. It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<b><u>DUTIES</u></b>	:	Facilitate and develop green economy strategies and plans; Implement and coordinate green economy programmes and projects; Facilitate and co-ordinate stakeholder engagements; People Management; Financial Management.
<b><u>ENQUIRIES</u></b>	:	Mr A Trikam Tel No: (021) 483 9117
<b><u>POST 35/229</u></b>	:	<b><u>ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 49/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R468 459 - R561 894 per annum (Level 09)
	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics / Business or related field; A minimum of 3 years relevant experience in enterprise development and administration. Competencies: Knowledge of the following: Understanding of business analysis and financial interpretation as a tool for SMME development; Government processes and procedures; Procurement and access to market opportunities in both the public and private sector; Stakeholder management; Project Management; Skills needed: Computer Literacy; Communication skills (written and verbal); Presenting and communicating information; Deciding and initiating action Problem solving; Network and building bonds; Impact and influence; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

<b><u>DUTIES</u></b>	:	Support the development of initiatives to enable small business access to non-financial and financial support; Support the implementation of initiatives to provide market access opportunities; Support the implementation of initiatives to enhance entrepreneurship (social and business); Support the development of initiatives to improve the enable environment for business through government interaction; Support the development of initiatives to identify gaps and /or blockages for service delivery improvement and refer to the relevant components; Facilitate building and strengthening partnerships to provide small businesses with business development services( e.g.: leveraging of funding and supplier development). This will be advantageous: A post-graduate tertiary qualification in Economics, Business or related field; Experience in project management.
<b><u>ENQUIRIES</u></b>	:	Mr Clint Higgins Tel No: (021) 483 8768
<b><u>POST 35/230</u></b>	:	<b><u>ASSISTANT DIRECTOR: TOURISM SECTOR REF NO: DEDAT 50/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R468 459 - R561 894 per annum (Level 09)
<b><u>REQUIREMENTS</u></b>	:	Department of Economic Development and Tourism, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce/Tourism/Public Administration; A minimum of 3-years relevant experience (Project management relating to tourism, economic development, public administration and tourism industry); A valid (Code B) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Tourism Second Amendment Act (3 of 2014) and applicable policies and procedures; Skills needed: Analytical thinking; Planning and Organisational; Problem-solving; Decision making; Creative thinking; Accuracy and numeracy; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Leading and supervising; Working with people; Networking; Ability to work independently and as part of a team' Ability to analyse, conceptualise and implement policy.
<b><u>DUTIES</u></b>	:	Stakeholder engagements; Project Management; Maintain provincial safety and support mechanisms for tourists; Setting up meetings with stakeholders and minute taking; Assisting the public with tourism related enquiries; Report writing; Facilitate and coordinate tourist road signage applications. The following will be advantageous: Experience in the following: Project management; Stakeholder management; Financial management experience; Coordination of meetings (in-person and virtual) and events; Researching and tracking of tourism trends experience; Tourism safety/ destination management experience.
<b><u>ENQUIRIES</u></b>	:	Ms N Losi Tel No: (021) 832 5782
<b><u>POST 35/231</u></b>	:	<b><u>ADMINISTRATION CLERK: OFFICE OF THE HOD, REF NO: DEDAT 52/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 – R268 950 per annum (Level 05)
<b><u>REQUIREMENTS</u></b>	:	Department of Economic Development and Tourism, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Basic Accounting systems (BAS), Departmental Delegations (preferably DEDAT) and Supplier Data Bases; Provincial procurement processes; Business and organisational structure of the department; Basic departmental/provincial financial systems and procedures. Skills in the following: Sound communication (written and verbal); Proven computer literacy MS Office (Word, Excel, Power point and Outlook); within quick turnaround times; Interpersonal skills; Ability to work under pressure and problem solve issues; Understanding of meeting protocol; Ability to coordinate high level inquiries and responses; High level of professionalism; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<b><u>DUTIES</u></b>	:	Liaise and report on the status of high volumes of internal and external and enquiries to the Head of Department and the Ministry liaison. Provide general procurement coordination; Responsible for maintaining and managing the office filing system (physical and electronic); Coordinate and render support pertaining to administrative matters; Assist with the procurement, planning and

coordinating strategic engagements, forums, and workshops (internal and external); Track and record all incoming and outgoing documents to and from the office of the Head of Department using a centralized database; Facilitate travel arrangements, process and review BAS and Subsistence & Travel (S&T) claims. The following will be advantageous: Diploma in Office Administration (NQF Level 6); Practical experience in the following: Providing clerical support services with the use of Excel spreadsheets for capturing, tracking, and reporting of data and information; The procurement of venues and conferencing facilities for executive engagements, workshops and/or forums with external stakeholders; General administration; Procurement in line with Provincial Treasury circulars; Checking correctness of subsistence and travel of officials and submit to managers for approval; Minute taking; Asset management checking officer duties; Leave administration duties for the office; The use of MS Teams, MS Planner, OneDrive and SharePoint as part of routine clerical support services.

**ENQUIRIES** : Ms C Titus Tel No: (021) 483 4842

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 20 October 2025

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POST**

**POST 35/232** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): PLANNING AND POLICY COORDINATION REF NO: EADP 21/2025**

**SALARY CENTRE** : R498 816 per annum, (OSD as prescribed)

**REQUIREMENTS** : Department of Environmental Affairs and Development Planning, Western Cape Government

**DUTIES** : Relevant Honours Degree in Environmental Management, Natural Sciences, Environmental Law, Town and Regional Planning, Environmental Sciences or related fields. Competencies: Knowledge of the following: Land use and environmental legislation; environmental planning and land use planning processes; Law reform and the formulation of policy; Government administrative processes and procedures; Project management. Skills needed: the following: Sound interpersonal and communication skills (verbal and written); Policy formulation and drafting; Planning, organising and report writing; Professional and meticulous; Computer Literacy; Time management – must be able to meet strict deadlines; Must have the ability to work well within a team, to work under pressure and to work independently.

**ENQUIRIES** : Ms A Rossouw Tel No: (021) 483 2900

## DEPARTMENT OF HEALTH AND WELLNESS

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

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.  
**ERRATUM:** Kindly note that the advert for the post: Professional Nurse Grade 1 To 3 (General Nursing) (X2 Posts), Ceres Hospital, advertised in the Public Service Vacancy dated 12 September 2025, with reference number: Post 33/175. Kindly note that this post has been cancelled.  
Kindly note that the advert for the post: Medical Officer Grade 1 To 3 (Ophthalmology)(5/8TH) advertised in the Public Service Vacancy dated 12 September 2025, with reference number: Post 33/152. Kindly note that this post has been cancelled.  
Kindly note that the advert for the post: Clinical Nurse Practitioner: Grade 1 To 2 (Primary Health Care) advertised in the Public Service Vacancy dated 6 October 2025, with reference number: Post 34/151. Kindly note that this post has been cancelled.

### OTHER POSTS

- POST 35/233** : **MANAGER: MEDICAL SERVICES GRADE 1**
- SALARY** : Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as an Independent Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and managerial experience in managing Clinical Services within hospitals and health systems. Engaging with Corporate services including Human Resource, Financial Management, Patient Administration and Support and Logistic services. Knowledge of health delivery systems, policies and applicable legislation, and processes governing resource allocations. Applicable and proven managerial experience in a Healthcare environment, showing leadership, strategic and operational skills. Understanding of clinical governance and audit including quality improvement methods and understanding of the national quality assurance system. Excellent communication (written and verbal), interpersonal skills and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel, PowerPoint and Power BI) with the ability to understand and analyse statistical and financial information.
- DUTIES** : Overall strategic and operational management, including clinical and corporate governance of clinical service departments. Ensure the highest standards of patient care are maintained and develop standard operating practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care. Facilitate and own improvement projects relating to technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning and governed clinical center within available resources. Special portfolios/projects, which may include data collection, analysis and reporting. Facilitate platform for teaching, training and development.
- ENQUIRIES APPLICATIONS** : Dr J Punwasi Tel No: (021) 404-6288  
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. Shortlisted candidates will be subjected to 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>	: 10 October 2025
<b><u>POST 35/234</u></b>	: <b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)</u></b> Chief Directorate: Metro Health 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>	: Du Noon Community Health Centre Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Family 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 Family Medicine. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid driver's licence (Code B/EB). Working Commuted Overtime at the 24-hour facilities. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Clinical knowledge to manage complex clients referred from other clinical staff and liaise with other specialists for more advanced care. Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting. Ability to facilitate clinical teaching, learning and assessment of postgraduate health sciences students and support research activities. -Clinical governance skills, including quality improvement methodology. Knowledge of People Management, finance and supply chain management to support clinical service provision. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Participate in Specialist Consultant on call rosters.
<b><u>DUTIES</u></b>	: Clinical services as a consultant and clinician in the facility. Clinical services as a consultant and clinician in the district. Clinical teaching and training. Clinical Governance and quality management. People management and finance management.
<b><u>ENQUIRIES</u></b>	: Mr R Hall Tel No: (021) 200-4501
<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 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>	: 10 October 2025
<b><u>POST 35/235</u></b>	: <b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS) (6/8TH POST)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R1 006 392 per annum Grade 2: R1 148 274 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>	: Tygerberg Hospital, Parow Valley Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Orthopaedics. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Orthopaedics. <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 Orthopaedics. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Competencies (knowledge/skills): Fellowship in upper limb surgery (1 Year). Appropriate experience in elective and traumatic Upper Limb Surgery as a specialist. Appropriate experience in the management of complex Upper Limb Orthopaedic conditions for example hand and wrist arthroplasty, acute and neglected peripheral nerve injuries, intra articular distal radius injuries, metacarpal and phalangeal injuries, re-implantation or transposition of traumatic amputations and congenital hand conditions. Evidence of prior research and publications in the fields of Orthopaedic Surgery and/or research orientated degree or proof of registration in research orientated degree e.g. PhD. Evidence of previous teaching of pre and postgraduate medical students in an academic institution.
<b><u>DUTIES</u></b>	: Clinical and Administrative Responsibilities of the Orthopaedic Upper Limb and Trauma Unit. Provision of clinical service delivery at specialist level across the full spectrum of Upper Limb Surgery at Tygerberg Hospital. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. Active participation in the pre-graduate and post-graduate programs of the Division of Orthopaedics and the University of Stellenbosch FMHS. Conducting and supervising research in the field of Orthopaedics.
<b><u>ENQUIRIES</u></b>	: Prof J du Toit Tel No: (021) 938-9266
<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 who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Orthopaedics with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/236</u></b>	: <b><u>REGISTRAR (MEDICAL) (CLINICAL PHARMACOLOGY)</u></b> Chief Directorate: Metro Health Services (4 Year Contract Post)
<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 REQUIREMENTS</u></b>	: Tygerberg Hospital, Parow Valley Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Registrars will be required to register as postgraduate students with Stellenbosch University, according to the requirements for the discipline in the Faculty of Medicine and Health Sciences Yearbook. Valid (Code B/EB) driver's licence. Overtime work is required which will include Emergency Unit and after hours call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Appropriate and sufficient clinical experience since obtaining the degree of MBChB to be able to function independently as a registrar in clinical pharmacology. Knowledge and experience in diagnostic workup and management of inpatients and outpatients, including rational

	prescribing. Teaching experience (either formal or informal). The ability to think critically. Attention to detail. Understanding of research methodology. The ability to work in a team, including the ability to communicate well. Computer literacy. Pharmaceutical and therapeutics committee involvement.
<b><u>DUTIES</u></b>	Clinical service provision. Rational prescribing best practice. Therapeutic drug monitoring interpretation and dose prediction service. Provision of evidence-based clinical advice on therapeutics, including, but not limited to, assessment and management of drug interactions, medicine use in renal and hepatic impairment, and support in the diagnosis and management of adverse drug reactions. Toxicology and poisoning consultation. Participate in the undergraduate and postgraduate teaching programmes. Complete a research project and fulfill all requirements for MMed in Clinical Pharmacology degree. Participate in pharmaceutical and therapeutics committees at institutional/regional/provincial/national level. Contribute to evidence reviews in support of applications for additions/deletions/change in indication of medicines to the formulary and/or the Essential Medicines List.
<b><u>ENQUIRIES</u></b>	: Dr Roland van Rensburg ( <a href="mailto:rvr@sun.ac.za">rvr@sun.ac.za</a> ) & Prof Eric Decloedt ( <a href="mailto:ericdecloedt@sun.ac.za">ericdecloedt@sun.ac.za</a> ), or Tel No: (021) 938-9331
<b><u>APPLICATIONS</u></b>	: Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	: Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/237</u></b>	: <b><u>REGISTRAR (MEDICAL) (EMERGENCY MEDICINE)</u></b> Chief Directorate: Metro Health Services (4-Year Contract Post)
<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 REQUIREMENTS</u></b>	: Khayelitsha District Hospital, Khayelitsha Eastern Sub-structure Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Applicant must be a South African citizen/permanent resident with a valid identity document. A valid (code B/EB) driver's licence. Emergency and afterhour call cover. Willingness to travel and perform duties at various training complexes. Competencies (knowledge/skills): FCEM (SA) Part 1 completed. Effective leadership &

<b><u>DUTIES</u></b>	: interpersonal skills. Computer literacy (MS Word, Excel, PowerPoint and internet research).
<b><u>ENQUIRIES</u></b>	: Provide safe medical care for emergency patients presenting to the emergency departments of Khayelitsha District Hospital and associated training hospitals.
<b><u>APPLICATIONS</u></b>	: Perform on-site after-hours duties as per the call roster. Supervise, train, and support medical interns, students, and medical officers who provide care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Learn critical skills required of an Emergency Physician. Involvement in research/audits relating to Emergency Medicine. Administrative and medicolegal duties. Maintain professional conduct.
<b><u>NOTE</u></b>	: Dr C Kibamba Tel No: (021) 360-4331 : Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications") : The pool of applications will be considered for vacancies within Khayelitsha Sub-structure for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." The links to the applications portals are as follows: Stellenbosch University: <a href="http://www.sun.ac.za/english/maties/apply">http://www.sun.ac.za/english/maties/apply</a> . "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. 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. 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."
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/238</u></b>	: <b><u>DEPUTY DIRECTOR: FINANCIAL MANAGER (FINANCE AND SUPPLY CHAIN MANAGEMENT)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	: R896 436 per annum, (A portion of the package can be structured to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	: George Regional Hospital : Minimum educational qualification: Appropriate three-year Diploma/Degree or equivalent. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Finance Management. Appropriate experience in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Appropriate experience Contract Management. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Generally recognised accounting practice, cost and management accounting. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyse

	statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management.
<b><u>DUTIES</u></b>	: Provide strategic management and leadership, as member of George Hospital senior management team. Ensure effective Supply Chain Management including, demand management, warehousing, finance, and asset management. Management of all aspects of Revenue, Patient Administration and Information Management. Financial management, reporting and monitoring. Data analysis and review. Identifying trends and management. Implement effective controls to ensure audit compliance and good governance. Provision of timely and accurate information required for strategic decision-making and financial control. Human resource management and planning.
<b><u>ENQUIRIES</u></b>	: Mr TJ Kau Tel No: (044) 805-4533
<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 and/or competency test.
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/239</u></b>	: <b><u>ASSISTANT MANAGER NURSING (SPECIALTY AREA: NIGHT SHIFT DUTY)</u></b>
	Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: R755 355 per annum
<b><u>CENTRE</u></b>	: Valkenberg Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with duration of at least 1 year accredited with SANC in Advanced Psychiatric Nursing Science. Registration with the Professions Council: Registered with the South African Nursing Council (SANC) as a Professional Nurse and Psychiatry. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work day and night duty as well as shifts, including weekends and public holidays for planned periods. On-call duties and after-hour duties for the Nursing Division. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office suite). In-depth knowledge and understanding of mental health and nursing legislation, related legal and ethical practices, guidelines, relevant public-sector legislation, People Management and Finance Policies and procedures. Ability to work independently, apply management principles in leadership, problem solving, conflict resolution and interpersonal skills.
<b><u>DUTIES</u></b>	: Responsible for management of the psychiatric nursing service for acute and forensic patients, Manage and monitor the effective utilisation of human, financial and physical resources. Deliver quality psychiatric nursing care and provide on-going support to the nursing service throughout the hospital. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the Ideal hospital framework principles. Liaise with relevant stakeholders on day and night shift including referring hospitals, family members, security service and SAPS. Participate in and encourage nursing research at the institution.
<b><u>ENQUIRIES</u></b>	: Ms T Rongwana Tel No: (021) 444-3339
<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. Short-listed 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>	:	10 October 2025
<b><u>POST 35/240</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE AND CSSD)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R693 096 per annum Helderberg 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/Accoucheur. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with the Professions Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 5 years of the above-mentioned must be appropriate and recognizable experience after the obtaining of a post basic course 1-year post basic qualification as mentioned above. Inherent Requirements of the job: -Work night duty on a planned schedule to relief the night manager. Willingness to overtime, after hours hospital cover, weekends and Public Holidays as required. Valid Code B/EB driver's license. Competencies (knowledge/skills): Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Applicants must have the ability to work under pressure, be self-motivated, possess excellent interpersonal skills, the ability to work as part of a team and independently.
<b><u>DUTIES</u></b>	:	Co-ordinate, implement and monitor the strategic objectives of nursing in the Operating Theatre and CSSD, the facility and Department of Health. Holistic, comprehensive specialised nursing care provided within a professional / legal framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Support effective practice development, education and research activities. Effectively delivered support service to the Nursing Division. Ensure that clinical nursing practice is rendered by the Nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Manage and effectively supervise human, material and financial resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Khumalo Tel No: (021) 850-4752 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/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates may be subjected to conduct a compulsory competency assessment.
<b><u>CLOSING DATE</u></b>	:	10 October 2025
<b><u>POST 35/241</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY AREA: OPD OPHTHALMOLOGY)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R693 096 per annum Tygerberg Hospital, Parow Valley 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 Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after

obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirements of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arise. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

- DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in an ophthalmology setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self development.
- ENQUIRIES** : Ms V Dubase Tel No: (021) 938-4000
- 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 the post.
- CLOSING DATE** : 10 October 2025
- POST 35/242** : **MEDICAL OFFICER GRADE 1 TO 3 (OPHTHALMOLOGY) 5/8TH POST**  
Chief Directorate: Rural Health Services
- SALARY** : 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)
- CENTRE REQUIREMENTS** : Paarl Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as a medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health 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: Perform outreach in the Paarl Hospital ecosystem. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate experience in Ophthalmology. Proven experience in procedural skills appropriate to the field of Ophthalmology. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Ability to work independently and to manage time and administrative tasks effectively. Good professional attitude. Good communication skills and computer literacy.
- DUTIES** : Provide comprehensive Ophthalmology 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 tertiary care or other healthcare providers when necessary. Participation in outreach services that are provided by the Ophthalmology department in the Paarl Ecosystem. 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.

<b><u>ENQUIRIES</u></b>	:	Dr A Basson Tel No: (021) 860 2726 or email: <a href="mailto:altus.basson@westerncape.gov.za">altus.basson@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. "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.
<b><u>CLOSING DATE</u></b>	:	10 October 2025
<b><u>POST 35/243</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (NURSING EDUCATION AND TRAINING) (CETU)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade 1: R549 192 per annum Karl Bremer Hospital, Northern/Tygerberg Sub-structure 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. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to maintain registration with the SANC). Registration with a Professional council: Current registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum 7 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to assist accredited Higher Education Institutions with external practical examination of students as required. Basic Computer Literacy (MS Office and Outlook) with good communication (verbal and written) and good interpersonal skills. Willingness to work overtime and relief colleagues when the need requires i.e. After-hours hospital cover. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Experience in Nursing Education and Training in a clinical setting. Effective leadership, supervisory, planning, coordination, organising, facilitation, mentoring, problem-solving, decision-making, as well as conflict resolution skills. Ability to interact, network and liaise with diverse stakeholders and health care users and providers and to function independently as well as part of a multi-disciplinary team in a pressured environment. Extensive knowledge of nursing care practice and procedures, nursing statutes and ethical standards, and other relevant legal frameworks such as: Nursing Act, SANC Education and Training Regulations and Qualifications Framework, Skills Development Act, Department of Health Training and Development Policies and Procedures, All Health-Related and Public Services Regulations and Guidelines, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.
<b><u>DUTIES</u></b>	:	Responsible for the overall coordination of clinical teaching and learning, the facilitation and oversight in the development of operational plans to give strategic direction to nurse education and training in the hospital. Provide professional and technical support for the provision of quality patient care through proper management of formal and informal training interventions. Participate in the maintenance of norms and standards of nursing practice to promote the health status of health care users by establishing, maintaining inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Participate in the development and implementation of the

hospital quality assurance programmes, guidelines, protocols, norms and standards in line with the QA requirements. Utilize information technology (IT) and other management information systems to manage information for the enhancement of training and development. Effective management and utilization of resources (human, financial and physical) in accordance with relevant directives and legislation & support to hospital management.

**ENQUIRIES**  
**APPLICATIONS**

**NOTE**

**CLOSING DATE**

**POST 35/244**

**SALARY**

**CENTRE REQUIREMENTS**

**DUTIES**

**ENQUIRIES**  
**APPLICATIONS**

**NOTE**

**CLOSING DATE**

Ms E Linden-Mars Tel No: (021) 918-1224

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

(click "online applications").

The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.

10 October 2025

**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: RADIATION ONCOLOGY) (H1 X WARD)**

Grade 1: R476 367 per annum

Grade 2: R583 989 per annum

Tygerberg Hospital, Parow Valley

Minimum educational qualifications: 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: Oncology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year in Medical & Surgical Nursing Science: Oncology. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Willingness to rotate between Oncology departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.

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 ad 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.

Ms V Dubase Tel No: (021) 938-4000

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

(click "online applications").

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 & Surgical Nursing Science: Oncology.

10 October 2025

<u>POST 35/245</u>	:	<b>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: ADVANCED MIDWIFERY) (X2 POSTS)</b> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	MOU, Michael Mapongwana CHC Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a 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 a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty) and be on call. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving, decision-making, good interpersonal skills. Report writing skills. Computer literacy in MS office.
<u>DUTIES</u>	:	Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention &Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
<u>ENQUIRIES</u>	:	Sr K Jacobs Tel No: (021) 363-2814
<u>APPLICATIONS</u>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written 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 of the interview. This concession is only applicable on health professionals who must apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse Specialty Nursing Maternity posts within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/246</u>	:	<b>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MENTAL HEALTH) (X2 POSTS)</b> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha eastern substructure Office, Khayelitsha Eastern Sub-structure Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Psychiatry. 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 referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate and consult patients at different facilities within the Sub-structure. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Ability to consult with clients who require mental health counselling.	
<b>DUTIES</b>	: Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.
<b>ENQUIRIES</b>	: Ms S Mokitimi Tel No: (021) 360-4703
<b>APPLICATIONS</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>NOTE</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 of the interview. This concession is only applicable on health professionals who must apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse Specialty Nursing Psychiatry posts 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 practical/written and oral assessment.
<b>CLOSING DATE</b>	: 10 October 2025
<b>POST 35/247</b>	: <b>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS)</b>
<b>SALARY</b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b>CENTRE REQUIREMENTS</b>	: Groote Schuur Hospital, Observatory Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with 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 a Professional Nurse Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing. Inherent requirements of the job: To work shifts including weekends, public holidays and night duty. To rotate to other units within the Orthopaedics department. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<b>DUTIES</b>	: Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Specialist Nurse in Orthopaedic Nursing. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and

<b><u>ENQUIRIES</u></b>	rehabilitation of orthopaedic patients. Assist with administrative duties, e.g. data collation and reporting.
<b><u>APPLICATIONS</u></b>	Ms N Rasmus Tel No: (021) 404-3181 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 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. Short-listed candidates may be subjected to a compulsory competency 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: Orthopaedic Nursing.
<b><u>CLOSING DATE</u></b>	10 October 2025
<b><u>POST 35/248</u></b>	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ANTENATAL WARD)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	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/Accoucheur. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the Professions Council: -Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with the Professions Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. 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 referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts (day and night), weekends, public holidays and overtime. Willingness to rotate in the Obstetrics services. Computer literacy. Relief Operational Manager when needed. A valid driver's license. Competencies (knowledge/skills): Knowledge of nursing care processes, procedures, legislation, policies and protocols in midwifery and neonatal nursing science. Good communication skills; both verbal and written. Facilitation skills and ability to effectively plan and co-ordinate nursing functions in the unit. Problem solving and decision-making skills. Ability to function independently and part of the multi-disciplinary team.
<b><u>DUTIES</u></b>	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<b><u>ENQUIRIES</u></b>	Ms E Linden-Mars Tel No: (021) 918 1224
<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 candidates who apply for the first time for registration in the post-basic qualification in Advanced Midwifery and Neonatal Nursing Science. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/249</u></b>	: <b><u>ASSISTANT DIRECTOR: HEALTH SUPPORT</u></b> Chief Directorate: Emergency Clinical and Services Support
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R468 459 per annum Directorate: Clinical Service Improvement Minimum educational qualifications: An appropriate three-year Diploma or Degree, registrable with a South African Health Professional Body. Experience: Appropriate, proven experience in public health management. Appropriate, demonstrated experience in the monitoring and evaluation of health-related projects. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel regularly to facilities across the Western Cape Province and nationally, as required. Competencies (knowledge/skills): Computer literacy skills. Project management skills. High-level Monitoring and Evaluation capabilities. Analytical and problem-solving skills. Knowledge and application of regulations, policies, procedures and indicators relevant to health projects. Excellent report-writing skills.
<b><u>DUTIES</u></b>	: Coordinate project design and implementation specifically around Monitoring and Evaluation Framework inputs. Develop and adapt Monitoring and Evaluation tools for Clinical Service Improvement (CSI) projects. Oversee data management of CSI projects. Prepare comprehensive reports and presentations for CSI projects.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr T Abrahams Tel No: (021) 815 - 8569 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 undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Assistant Director: Health Support posts within the Chief Directorate 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>	: 10 October 2025
<b><u>POST 35/250</u></b>	: <b><u>QUALITY ASSURANCE MANAGER (QUALITY ASSURANCE SERVICES)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R468 459 per annum Stikland Hospital Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate work experience in a hospital or health service environment. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the Quality Assurance framework as well as the Occupational Health and Safety Act. Clinical document auditing. Understand patient information systems and the ability to interpret report and recommend changes to improve data collection systems. Ability to understand and apply the patient safety incident management framework of existing legislation. Excellent report writing skills. A working and current knowledge of strategic planning, project management and Ideal Hospital Framework standard. Computer literacy in the full Microsoft Office Package.

<b><u>DUTIES</u></b>	: Manage, evaluate and report on all aspects of the quality assurance program. Manage, evaluate, report on and respond to client input. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety program. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. -Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Ensure that all units conduct Patients Experience of Care and Waiting Times Surveys. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Ensure clinical and nursing audits are conducted to evaluate patient care. Co-ordinate adverse events, complaints and various other related committees to improve quality of care and service user's satisfaction.
<b><u>ENQUIRIES</u></b>	: Ms E Silence Tel No: (021) 940-4402
<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 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>	: 10 October 2025
<b><u>POST 35/251</u></b>	: <b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	: R397 116 per annum
<b><u>CENTRE</u></b>	: George Regional Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualifications: Appropriate 3-year Diploma/Degree or equivalent. Experience: Appropriate experience in Supply Chain Management Environment within a health environment, that focuses on the Key Performance Areas of the Post, procurement of goods and services, warehouse management and asset management. Appropriate LOGIS and EPS experience. Appropriate supervisory experiences. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook).
<b><u>DUTIES</u></b>	: Responsible for overall management of all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. System Management including ensuring system controller functions and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial Statements. Manage all people management related functions within the component. Support supervisor in executing the hospital's strategic objectives.
<b><u>ENQUIRIES</u></b>	: Ms A Bezuidenhout Tel No: (044) 802-4347
<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>	: 10 October 2025
<b><u>POST 35/252</u></b>	: <b><u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (EMPLOYMENT PRACTICES AND POLICIES)</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 qualifications: Appropriate three-year Diploma/ Degree or equivalent. Experience: Appropriate supervisory experience in people management. Appropriate experience in personnel administration and establishment control. Inherent requirements of the job: Valid (Code B/EB)

	driver's license. Competencies (knowledge/skills): Good working knowledge and experience of PERSAL and the relevant functions. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Ability to provide training. Good communication skills (verbal and written. Sound knowledge of people management practices. Good interpersonal and conflict resolution skills.
<b><u>DUTIES</u></b>	: Assist with the implementation and maintenance of policy documents/ circulars within the Hospital as well as training in this regard. Monitor and manage all transversal personnel practices such as ORW, E-disclosures and Incapacity management. Render assistance with employment practices and conditions of service within the Hospital. Conduct audit investigations and follow-up investigations and provide feedback on Auditor General Enquiries/ Action Plans. Assist with grievances and dispute resolutions with regard to personnel practices. Provide support in the processes pertaining to OD Investigation and Job Evaluation processes and establishment matters. Assist with the compilation of a HR Plan for the hospital and all matters related to this.
<b><u>ENQUIRIES</u></b>	: Mr DM Rensburg Tel No: (021) 938-4905
<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>	:
<b><u>CLOSING DATE</u></b>	: Shortlisted candidates may be subjected to a practical assessment. : 10 October 2025
<b><u>POST 35/253</u></b>	: <b>OCCUPATIONAL THERAPIST GRADE 1 TO 3</b> Cape Winelands District
<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 REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: <b>Grade 1:</b> None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist 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 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent communication and administrative skills, including computer skills. Comply with National Core Standards and/or ideal facility/clinic requirements as applicable. Clinical therapeutic skills including hand splinting skills, techniques and competencies assessment techniques, treatment and discharge planning. Basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs and other relevant assistive devices/technology and prescribing and issuing other appropriate assistive devices.
<b><u>DUTIES</u></b>	: Provide clinical acute occupational therapy service delivery to inpatients and outpatients at hospital level, and primary health care facilities as applicable to the designated work areas, including transitional care facilities/intermediate care facilities. Conduct basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs and facilitating the repair and maintenance of assistive devices Prescribing assistive technology for relevant medical conditions including the assessment, Fabrication and prescription of various upper and lower limb splints. Participate in, district, sub district and hospital in-service and training programs, skills transfer, ward rounds, applicable multidisciplinary meetings, support specialist outreaches including

transitional care facilities/intermediate care facilities, and relevant NGOs. Daily collection and monthly submission of data as per departmental protocols, as well as stock taking, ordering of consumables and assistive devices. Supervision, mentoring, training and support of students. Provide relevant relief duty in absence of a peer colleague within the ecosystem.

- ENQUIRIES**  
**APPLICATIONS**
- NOTE**
- CLOSING DATE**
- POST 35/254**
- SALARY**
- CENTRE REQUIREMENTS**
- DUTIES**
- ENQUIRIES**  
**APPLICATIONS**
- NOTE**
- : Dr T Mathose Tel No: (021) 808-5807
- : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- : 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 Stellenbosch 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."
- : 10 October 2025
- : **SOCIAL WORKER GRADE 1 TO 4 (SOCIAL SERVICES)**  
Chief Directorate: Metro Health Services
- : Grade 1: R325 200 per annum  
Grade 2: R397 119 per annum  
Grade 3: R477 564 per annum  
Grade 4: R585 441 per annum
- : Valkenberg Hospital
- : Minimum educational qualifications: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with Professional council: Registration with the South African Council for Social Work Professions (SACSSP) as a Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Mental Health Care setting. Sound knowledge and skills in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy in MS Office package.
- : Provide clinical social work services with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families, network effectively internally with the multi-disciplinary team as well as with relevant external role players, conduct appropriate referrals to relevant role players / stake holders, actively contribute to development of care and safety plans. Deliver accountable services through the application of the Social Work Administrative process. Ensure continued professional development by keeping updated with developments in the field.
- : Ms S Mdunyelwa Tel No: (021) 826-5838
- : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for vacancies within Metro Health Services (MHS) 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>	:	10 October 2025
<b><u>POST 35/255</u></b>	:	<b>PERSONAL ASSISTANT</b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum Clinical Service Improvement Minimum educational qualifications: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Experience: Appropriate experience in rendering secretarial/administrative support services to management. Inherent requirements of the job: Valid Driver's licence. Willingness to travel. Computer literate in MS office, i.e MS Office, Advanced Excel, Outlook and PowerPoint. Competencies (knowledge/skills): Good telephone etiquette. Sound organizational skills. Good people skills. Written communication skills. High level of reliability. Ability to multi-task. Ability to act with tact and discretion. Information gathering and analysis of information. Self-management and motivation. Basic knowledge Office management and financial administration. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Basic Knowledge of AI tools for administrative work.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Manager. Renders administrative support services. Provides support to the Manager regarding meetings. Supports the Manager with the administration of the Manager's compliance requirements of audits, staff reporting to her etc. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs L Najjaar Tel No: (021) 815-8865 Applicants apply online: <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 may be considered for other vacant Personal Assistant posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	10 October 2025
<b><u>POST 35/256</u></b>	:	<b>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</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. Registration with Professional council: Registration with the SANC as Professional Nurse. 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 excluding Maternity Ward. 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>	: 10 October 2025
<b><u>POST 35/257</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: METRO TB TRANSITIONAL CARE) (DP MARAIS)</u></b> Chief Directorate: Metro Health Services
<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>	: Metro TB (Transitional Care) Hospital Complex 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. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: <b>Grade 1:</b> None. <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 of 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 overtime, work shifts, weekends and public holidays. Willingness to rotate within the Metro TB Hospital Complex (DP Marais and Brooklyn Chest Hospital). Competencies (knowledge/skills): Sound knowledge of nursing practices, transitional care practices, infection prevention control, control measures and practices. Good problem-solving abilities, report writing, Computer Literacy (MS Word, Excel, Outlook and Internet).
<b><u>DUTIES</u></b>	: Provide direction and supervision for the implementation for basic nursing care / transitional care. Implement standards, practices, criteria and indicators for quality nursing care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<b><u>ENQUIRIES</u></b>	: Mr T Noboma Tel No: (021) 713-7640 / Ms G Mashaba Tel No: (021) 508-7406
<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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable for health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Metro TB Centre,

	for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/258</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) PRIMARY HEALTH CARE) (X2 POSTS)</u></b> Cape Winelands 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>	: Worcester CDC, Brede Valley Sub-district Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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 appropriate/recognisable nursing experience after registration with 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: Prepared to work at different facilities within the Sub District inclusive a Mobile when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<b><u>DUTIES</u></b>	: Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	: Ms. C van Staden Tel No: (023) 348-1350
<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 Worcester CDC, 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>	: 10 October 2025
<b><u>POST 35/259</u></b>	: <b><u>PERSONNEL OFFICER: TRANSVERSAL EMPLOYMENT AND COIDA MATTER</u></b> Directorate: People Management Planning and Practices (12-Month Contract)
<b><u>SALARY</u></b>	: R228 321 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office, Cape Town Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction

	processing. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Good verbal and written communication skills. Ability to deal with high volumes of work and to work under pressure. Computer literacy (PERSAL, MS Excel, MS Word, Outlook).
<b><u>DUTIES</u></b>	: Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database. Processing of COID claims on the Department of Employment Labour's (DEL) online system. Deal with telephonic and written enquiries. Process various allowances and deductions on PERSAL including, standby, acting, normal overtime, commuted overtime, relocation costs, parking and travel concessions. Process applications for foreign travel and sabbatical leave.
<b><u>ENQUIRIES</u></b>	: Ms N Kearns Tel No: (021) 483-2543
<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>	: 10 October 2025
<b><u>POST 35/260</u></b>	: <b><u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT (TECHNOLOGY)</u></b> Directorate: Information Technology
<b><u>SALARY</u></b>	: R228 321 per annum
<b><u>CENTRE</u></b>	: Head Office (based at Tygerberg Hospital: HIS Application Centre)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: National 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. Communication skills, Organizational skills, Technical and IT skills.
<b><u>DUTIES</u></b>	: Responsible for Administrative Support by providing 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</u></b>	: Mr C Matasane, Email: <a href="mailto:Cally.Matasane@westerncape.gov.za">Cally.Matasane@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>	: 10 October 2025
<b><u>POST 35/261</u></b>	: <b><u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u></b> Garden Route District
<b><u>SALARY</u></b>	: R228 312 per annum
<b><u>CENTRE</u></b>	: Oudtshoorn Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts (including night duty, weekends and public holidays and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Knowledge of record keeping and the UPFS policy and procedures. Excellent verbal and written communication skills. Ability to accept accountability and responsibility and to work independently.

- DUTIES** : Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues and relief duties. Cashier duties, accurate collection, safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.
- ENQUIRIES**  
**APPLICATIONS** : Mr R Mars Tel No: (044) 203-7247
- NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- CLOSING DATE** : No payment of any kind is required when applying this post. Candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
- POST 35/262** : 10 October 2025
- SALARY**  
**CENTRE**  
**REQUIREMENTS** : **ADMINISTRATION CLERK: FINANCE/ADMIN**  
Chief Directorate: Emergency and Clinical Services Support
- R228 312 per annum
- Finance and Supply Chain Management
- Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics/ Mathematical Literacy or Accounting as a passed subject.
- Experience: Appropriate experience. Competencies (knowledge/skills): Knowledge of BAS and LOGIS. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Knowledge of SCOA list and financial delegations. Knowledge of applicable acts and regulations. Knowledge of financial management. Good verbal and written communication skills. Must be teamwork orientated. Good planning and organizational skills. Must be reliable. Efficient and accurate work. Computer literacy Microsoft Package.
- DUTIES** : Effectively control, verify, capture journals and report Asset and Liability accounts. Effectively Compile and capture payments on BAS and LOGIS and ensure payments within 30 days of receipt of invoice and pre-audit payment batches. Effectively control verify and follow up on debt account according to prescripts. Ensure safe keeping of all finance related documentation and handling of petty cash.
- ENQUIRIES**  
**APPLICATIONS** : Ms. YS Classen Tel No: (021) 815-8738
- NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- CLOSING DATE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Administration Clerk: Finance posts within the Chief Directorate Emergency & Clinical Services Support, for a period of three 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.
- POST 35/263** : 10 October 2025
- SALARY**  
**CENTRE**  
**REQUIREMENTS** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**  
Chief Directorate: Metro Health Services
- R228 312 per annum
- Mitchells Plain District Hospital
- Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel administration. Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines.
- DUTIES** : Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters including Recruitment and Selection processes. Assist with all other administrative functions in the personnel component. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and

<b><u>ENQUIRIES</u></b>	leave files. Variety of clerical duties including filing. Responsible for capturing transaction on PERSAL.
<b><u>APPLICATIONS</u></b>	Ms. CC Johnson Tel No: (021) 377-4499 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 may be subjected to a competency test. No payments of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment.
<b><u>CLOSING DATE</u></b>	10 October 2025
<b><u>POST 35/264</u></b>	<b><u>ADMINISTRATION CLERK: WARDS (INPATIENT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	R228 312 per annum
<b><u>CENTRE</u></b>	Khayelitsha District Hospital, Khayelitsha Eastern Sub-Structure
<b><u>REQUIREMENTS</u></b>	Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in health-related environment. Appropriate experience in Clinicom. Inherent requirements of the job: Willingness to work shifts (day and night duty), weekends and public holidays and perform overtime when and as required. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills. Practical experience in computer skills (MS Word and Excel). Maintain and exercise confidentiality of patient's information at all times. Good interpersonal relations, organisational skills and customer care. Knowledge of the information systems i.e., Clinicom.
<b><u>ENQUIRIES</u></b>	Ms A Louw Tel No: (021) 360-4516 or email: <a href="mailto:Alesia.Louw@westerncape.gov.za">Alesia.Louw@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>	The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	10 October 2025
<b><u>POST 35/265</u></b>	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ORDER AND BUYER CLERK) (X2 POSTS)</u></b> West Coast District
<b><u>SALARY</u></b>	R228 321 per annum
<b><u>CENTRE</u></b>	Swartland and Radie Kotze Hospital
<b><u>REQUIREMENTS</u></b>	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in a Supply Chain Management Environment. Inherent requirements of the job: Willingness to rotate within Supply Chain environment. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook (e-mail)). Knowledge of the AOS, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations. Knowledge and experience of LOGIS (Logistical Information System).
<b><u>DUTIES</u></b>	Responsible for demand and acquisition management functions. Perform duties related to Electronic Procurement System processes and compliance. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform various tasks related to procurement processes and compliance. Effective maintenance of assets and systems of the asset register. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks. Ensure compliance to all relevant laws and prescripts related to the Supply Chain Asset and Warehouse Management duties.
<b><u>ENQUIRIES</u></b>	Mr M Leander Tel No: (022) 487-9341
<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 similar vacant posts within Swartland and

	Bergriver Sub-districts for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/266</u></b>	: <b><u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u></b> Cape Winelands District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 321 per annum Stellenbosch Hospital Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration, Medical Records and Clinicom Systems. Inherent requirements of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and overtime on short notice to meet operational requirements. Comply with internal rotation schedules within the component. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Office). Knowledge Clinicom, Hospital Emergency Centre Tracking Information System. Knowledge of the PFMA, Hospital Fees Memorandum 18 and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of patient records. Good communication and interpersonal relationships.
<b><u>DUTIES</u></b>	: Effective and accurate registration of patient information on Clinicom – correct assessment of patient accounts, maintain audit compliance and accurate data recordings. Handling of state monies - responsible for sound cash management. Ensure all attendances / admissions are captured including downtime. Medical records; open new folders, record keeping, filing, drawing of folders, merging, culling, archiving and the disposal of patient folders. Ensure effective and efficient implementation of all applicable policies, procedures and instructions. Ad-hoc admin duties, handle telephone and over the counter enquiries professionally. Effective assistance and support to supervisor, colleagues and other departments.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms. AC Olkers Tel No: (021) 808-6115 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 required to do a practical test. The pool of applications will be considered for vacancies within Stellenbosch Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/267</u></b>	: <b><u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 312 per annum Khayelitsha CHC, Khayelitsha Eastern Sub-structure Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions, including the Clinicom System. Appropriate medical records experience in a health environment. Inherent requirements of the job: Prepared to work 12-hour shifts (including night duty, weekends, public holidays and overtime). Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literacy. Ability to accept accountability, responsibility, work independently. Ability to function and participate actively in a group.
<b><u>DUTIES</u></b>	: Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Assess Debtor of patients and capture data of patient information on Clinicom System. Report all MVA's and WCA's to Batsumi Hotline. Admit patients. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain an effective filing system. Maintain and repair patient files and prepare case notes for archiving. Responsible for handling telephonic and personal enquiries with regard to patients. Relieve in other departments as operationally required.
<b><u>ENQUIRIES</u></b>	: Mr T Lewela Tel No: (021) 360-5285

<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 Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	10 October 2025
<b><u>POST 35/268</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT SERVICES</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Drakenstein Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate working experience in Key Performance Areas. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Knowledge of Contract Management and Fleetman Services.
<b><u>DUTIES</u></b>	:	Manage and Support to Contract Management Functions. Effective Management and Control of Auxiliary Services functions, which include Infrastructure and Maintenance related projects, support Workshops and Linen bank sections. Efficient and Effective Management of Transport Services. Support to Line Manager.
<b><u>ENQUIRIES</u></b>	:	Mr. S. Adams Tel No: (021) 877-640
<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 Drakenstein Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<b><u>CLOSING DATE</u></b>	:	10 October 2025
<b><u>POST 35/269</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (TRANSITIONAL CARE WARD)</u></b> Chief Directorate: Metro Health Services
<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>	:	Metro TB Transitional Care
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. <b>Grade 3:</b> A minimum of 20 years of appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirements of the job: Willingness to work overtime, shifts, weekends and public holidays. Willingness to work in a transitional care setting and be able to assist according to operational needs of transitional care ecosystem. Willingness to rotate within the DP Marais Hospital. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in a multidisciplinary team. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care to transitional care patients. Effective utilization of resources. Maintain professionalism, ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms Z Ismail Tel No: (021) 713-7640 / Ms G Mashaba Tel No: (021) 508-7406
<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 written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof

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

<b><u>CLOSING DATE</u></b>	:	10 October 2025
<b><u>POST 35/270</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (X3 POSTS)</u></b> Chief Directorate: Metro Health Services
<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 REQUIREMENTS</u></b>	:	Alexandra Hospital Minimum educational qualification: Qualification that allows registration with the 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/recognizable experience in nursing after registration with the SANC as a Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<b><u>DUTIES</u></b>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Community Participation.
<b><u>ENQUIRIES</u></b>	:	Ms B Wiener Tel No: (021) 503-5000, ext. 5030
<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. Short listed candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable 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 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>	:	10 October 2025
<b><u>POST 35/271</u></b>	:	<b><u>FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2 (X2 POSTS)</u></b> Chief Directorate: Emergency And Clinical Services Support
<b><u>SALARY</u></b>	:	Grade 1: R217 092 per annum Grade 2: R252 840 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Forensic Pathology Service, Tygerberg Laboratory Minimum educational qualifications: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> 10 year's appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Will be required to deliver testimony in court proceedings. Competencies (knowledge/skills): Computer and software literacy. Ability to be trained in 4X4 vehicle handling.

	Ability to be trained in photography. Willingness to assist with duties in X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Be willing to work shifts and overtime. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to work independently. Ability to accurately analyse data (numbers).
<b><u>DUTIES</u></b>	: Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager regarding Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.
<b><u>ENQUIRIES</u></b>	: <a href="mailto:Arnolene.Campbell@westerncape.gov.za">Arnolene.Campbell@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. short-listed candidates will be subjected to a practical test. candidates will be subjected to security clearance prior to appointment. the pool of applications will be considered for vacancies within Tygerberg Forensic Pathology Laboratory, 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>	: 10 October 2025
<b><u>POST 35/272</u></b>	: <b><u>DENTAL ASSISTANT GRADE 1 TO 2</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: Grade 1: R217 092 per annum Grade 2: R252 840 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Strand CDC, Khayelitsha Eastern Sub-structure  Minimum educational qualifications: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with Professional council: Registration for 2025/2026 as Dental Assistant with the HPCSA. Experience: <b>Grade 1:</b> None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as a Dental Assistant. <b>Grade 2:</b> A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as a Dental Assistant. Inherent requirement of the job: Valid driver's licence (code B/EB). Competencies (knowledge/skills): Good communicate skills, organising abilities and to work under pressure. Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice guidelines for Primary Oral Health Care, Occupational Health and Safety Act.
<b><u>DUTIES</u></b>	: Optimal assistance and support to the Dentist with dental treatment. Preparing and sterilizing Dental rooms, instruments and equipment. Perform administrative tasks and record statistics. Scheduling appointments and manage office communication such as phone calls and e-mails. Educating patients on dental hygiene practice, counselling and promote health care. Maintaining inventory, stock control and ordering office or dental supplies. Ensuring compliance with infection control and safety protocols. Support to supervisor and support to other Dental Clinics within the Sub-structure.
<b><u>ENQUIRIES</u></b>	: Ms A Salie Tel No: (021) 845-8384
<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 who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary

	level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/273</u></b>	: <b><u>TELECOM OPERATOR (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R193 359 per annum Tygerberg Hospital, Parow Valley minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std. 7). Experience: Appropriate experience in operating a high-volume switchboard in a hospital environment, including messaging and paging systems. Inherent requirements of the job: Shift work, including night shifts, weekends, and public holidays. Ability to work overtime when required by operational needs. Physically capable of hearing and speaking clearly. Competencies (knowledge/skills): Ability to communicate effectively (both verbal and written). Strong interpersonal skills. Excellent telephone etiquette. Proficiency in computer literacy (MS Office: Word and Excel). Experience in operating electronic switchboards and paging systems. Knowledge of handling alarm systems related to switchboard operations.
<b><u>DUTIES</u></b>	: Telecommunication. Efficient performance of duties, including paging, handling, and answering calls. Maintain the internal telephone directory. Report all faults and technical issues to the supervisor. Ensure that the switchboard and telephone equipment are in working order. Provide secretarial, clerical, and administrative support to the supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms M February Tel No: (021) 938-5295 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 CLOSING DATE</u></b>	: Candidates may be subjected to a practical assessment. : 10 October 2025
<b><u>POST 35/274</u></b>	: <b><u>HOUSEHOLD AID (X2 POSTS)</u></b> Chief Directorate: Metro Health Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R138 486 per annum Alexandra Hospital Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills. Knowledge of basic food preparation. Appropriate experience with the use of the cleaning equipment, cleaning materials and cleaning detergents.
<b><u>DUTIES</u></b>	: Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection and ensure that the cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr M Njongoonku Tel No: (021) 503-5077 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. 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>	: 10 October 2025
<b><u>POST 35/275</u></b>	: <b><u>LINEN STORES ASSISTANT</u></b> Garden Route District
<b><u>SALARY</u></b>	: R138 486 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Mossel Bay Hospital, Mossel Bay Sub-district Minimum educational qualifications: Basic literacy and numeracy skills. Experience: Appropriate experience in a big laundry. Inherent requirements of the job: Valid driver's license (Code B/EB). Ability to handle heavy objects. Willingness to work overtime, on weekends and on Public Holidays. Computer literacy (MS Word and Excel). Competencies (knowledge/skills): Ability to work under pressure and perform physically demanding tasks. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Good numerical skills. Knowledge of and the ability to interpret the Western Cape Linen Management Policy.
<b><u>DUTIES</u></b>	:	Ensure that a high standard of hospital hygiene, safety and cleanliness is maintained. Collect, count, control, issue and store of linen on a daily basis. Operate machines/equipment in a cost-effective way. Cost effective utilisation of consumables/resources. Correct methods of handling and disposal of refuse/waste products. Assist with the routine stock control of linen. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Self-development and attend courses.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr T Gxakaza Tel No: (044) 604-6100 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 similar vacant posts within Garden Route District for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	:	10 October 2025
<b><u>POST 35/276</u></b>	:	<b><u>GENERAL WORKER STORES</u></b> Cape Winelands District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R138 486 per annum Brewelskloof Hospital Minimum educational qualification: Basic numeracy and literacy. Experience: Experience in stores environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Ability to communicate (written and verbal).
<b><u>DUTIES</u></b>	:	Assist the Provisioning Clerk with the handling of stock and assets (including asset management). Receive and issue inventory items/assets. Deliver inventories and assets to end-users with government vehicle, rotate store stock (first in, first out). Perform certain messenger duties between the stores and other departments within the hospital /clinic environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr JG Meiring Tel No: (023) 348-1344 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 Brewelskloof 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>	:	10 October 2025
<b><u>POST 35/277</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY) (20 SESSIONS)</u></b> Chief Directorate: Metro 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: Grade 1: 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. Grade 2: 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. 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</u></b>	: Dr S Le Roux Tel No: (021) 918-1990
<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 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 Directorate Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/278</u></b>	: <b>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS) (8 SESSIONS PER WEEK)</b> Chief Directorate: Metro 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 with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Orthopaedics. <b>Grade 2:</b> A minimum of 5 years appropriate experience after registration with the HPCSA

(or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Orthopaedics. **Grade 3:** A minimum of 10 years of appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Orthopaedics. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of Orthopaedics at a specialist level and have the ability to render high quality Orthopaedic surgery service. Ability to converse in at least two of the official languages of the Western Cape, have computer literacy, Leadership, interpersonal and organisational skills. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills as well as have the ability to supervise clinical training and teaching & be able to interpret data and effect management plans to improve services.

<b>DUTIES</b>	:	Provision of clinical service delivery at specialist level across the full spectrum of trauma and emergency orthopaedic surgery and pertinent elective surgery. Provision of clinical service delivery at specialist level across the full spectrum of Orthopaedics, including theatre, wards, outpatients and Emergency Centre. Clinical Governance: Evidence Based Medicine, clinical review, adherence to existing protocols and SOP, do administrative, management tasks, support to the Medical Manager as well as involvement in research activities. Teaching and training: Supervision of clinical and operative activities of orthopaedic surgeons- in- training & active participation in the postgraduate and undergraduate teaching programmes of the Department at Karl Bremer Hospital. Systems management: Knowledge of public health Orthopaedics & knowledge of and interaction with the Metro East Orthopaedics ecosystem. - Development of internal protocols and local SOP & be able to function within a team.
<b>ENQUIRIES</b>	:	Dr S Le Roux Tel No: (021) 918-1733
<b>APPLICATIONS</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>NOTE</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>CLOSING DATE</b>	:	10 October 2025
<b>POST 35/279</b>	:	<b>DENTAL SPECIALIST GRADE 1 TO 3 (20 SESSIONS) (ORAL/DENTAL TRAINING HOSPITAL)</b> Chief Directorate: Metro Health Service
<b>SALARY</b>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<b>CENTRE REQUIREMENTS</b>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dental Specialist in Community Dentistry. Registration with a professional council: Registration with the HPCSA as Dental Specialist in Community Dentistry. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Dental Specialist in Community Dentistry. <b>Grade 2:</b> Minimum of 5 years' appropriate experience as Dental Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Community Dentistry. <b>Grade 3:</b> Minimum of 10 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional

	Council in respect of a foreign qualified employee) as a Dental Specialist in Community Dentistry. Inherent requirements of the job: Valid Driver's licence. Competencies (knowledge/skills): Appropriate experience with Health Informatics and Health IT. Familiar with the HECTIS system or similar hospital and Emergency Centre tracking systems. Computer literacy in MS Office package.
<b><u>DUTIES</u></b>	: Assist in the design and specification of the Electronic Dental Record (EDR). Support the HECTIS rollout and implementation. Continuous improvement and quality assurance. Collaboration and stakeholder engagement.
<b><u>ENQUIRIES</u></b>	: Dr CCA Cloete Tel No: (021) 937-3092
<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 written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same of those of the advertised post.
<b><u>CLOSING DATE</u></b>	: 10 October 2025
<b><u>POST 35/280</u></b>	: <b><u>MEDICAL OFFICER GRADE 1 TO 3 (20 SESSIONS) (X2 POSTS)</u></b> Cape Winelands District (Contract Until 21 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 REQUIREMENTS</u></b>	: Langeberg Sub-district  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: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <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 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 Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the sub-district Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anaesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including

<b><u>DUTIES</u></b>	adult and neonatal resuscitations. Ability and willingness to do outreach services to clinics throughout the Langeberg Sub District and guiding health care colleagues in managing difficult PHC cases.
<b><u>ENQUIRIES</u></b>	Provide quality care to patients at Robertson, Montagu Hospital and surrounding clinics in the Langeberg Sub District and healthcare facilities.
<b><u>APPLICATIONS</u></b>	Provide Outreach and Support service to PHC facilities in the Langeberg sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Langeberg sub-district facilities as required.
<b><u>NOTE</u></b>	Dr A Williams (Medical Specialist) Tel No: (023) 626-8539
	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>CLOSING DATE</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 Langeberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
	10 October 2025
	<b>DEPARTMENT OF INFRASTRUCTURE</b>
<b><u>APPLICATIONS</u></b>	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	20 October 2025
<b><u>NOTE</u></b>	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
	<b>OTHER POSTS</b>
<b><u>POST 35/281</u></b>	<b><u>CHIEF ENGINEER: ROAD BUSINESS GOVERNANCE REF NO: DOI 127/2025</u></b>
<b><u>SALARY</u></b>	Grade A: R1 266 450 per annum, (all-inclusive salary package), (OSD as prescribed).
<b><u>CENTRE REQUIREMENTS</u></b>	Department of Infrastructure, Western Cape Government Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: 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; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus

<b><u>DUTIES</u></b>	: and responsiveness; Conflict management, negotiation and Change Management skills.
	: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.
<b><u>ENQUIRIES</u></b>	: Louise.Buys@westerncape.gov.za
<b><u>POST 35/282</u></b>	: <b><u>CONTROL ENGINEERING TECHNOLOGIST: ROAD CONTRACT SERVICES REF NO: DOI 129/2025</u></b>
<b><u>SALARY</u></b>	: Grade A: R921 900 per annum, (all-inclusive salary package), (OSD as prescribed).
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Infrastructure, Western Cape Government Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; 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; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.
<b><u>DUTIES</u></b>	: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.
<b><u>ENQUIRIES</u></b>	: Naasier Sambo Tel No: (021) 483 5458
<b><u>POST 35/283</u></b>	: <b><u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROAD CONTRACT SERVICES REF NO: DOI 130/2025</u></b>
<b><u>SALARY</u></b>	: Grade A: R453 576 - R487 500 per annum, (OSD as prescribed) Grade B: R513 303 - R551 493 per annum, (OSD as prescribed) Grade C: R586 665 - R690 237 per annum, (OSD as prescribed).
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Infrastructure, Western Cape Government Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of Three years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving licence. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer

<b><u>DUTIES</u></b>	focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management. Provide technological advisory services: Support Engineers, Technicians and associates; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	: Naasier Sambo Tel No: (021) 483 5458
<b><u>POST 35/284</u></b>	<b><u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2) REF NO: DOI 131/2025</u></b>
<b><u>SALARY</u></b>	: Grade A: R879 342 - R938 061 per annum Grade B: R990 669 - R1 067 235 per annum Grade C: R1 127 100 - R1 323 267 per annum (Salary will be determined based on post registration experience as per OSD prescript)
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Infrastructure, Western Cape Government Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of three years post-qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Working knowledge of the following: Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications(Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis. Skills needed: Technical report writing; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication (written and verbal) and People Management.
<b><u>DUTIES</u></b>	: Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard documentation and administrative procedures; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.
<b><u>ENQUIRIES</u></b>	: Naasier Sambo Tel No: (021) 483 5458

<u>POST 35/285</u>	:	<b><u>PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL):</u></b> <b><u>ENGINEERING SERVICES REF NO: DOI 66/2025 R1</u></b>
<u>SALARY</u>	:	Grade A: R879 342 - R938 061 per annum Grade B: R990 669 - R1 067 235 per annum Grade C: R1 127 100 - R1 323 267 per annum (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid Code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment experience especially regarding electrical engineering design and analysis in the construction of office and general buildings and facilities; Computer-aided design of buildings and services; Design of different electrical systems; Knowledge of access control and CCTV Camera systems; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of procurement processes; Proven computer literacy (MS Office/Projects/Revit/ AutoCAD, Communication (written and verbal) skills; People Management skills; Technical report writing skills; Leadership, communication, organising skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<u>DUTIES</u>	:	Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).
<u>ENQUIRIES</u>	:	Ms C Skillicorn Tel No: (021) 483 4605
<u>POST 35/286</u>	:	<b><u>SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION):</u></b> <b><u>EDUCATION INFRASTRUCTURE REF NO: DOI 24/2025 R1</u></b>
<u>SALARY</u>	:	Grade A: R429 930– R462 084 per annum, (OSD as prescribed) Grade B: R486 543 – R522 741 per annum, (OSD as prescribed) Grade C: R556 080 – R654 252 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by the South African Council for the Architectural Profession (SACAP); A minimum of three years post qualification Senior Architectural Technologist experience; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B (or higher) driving license. Competencies: Knowledge and experience in the following: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational; Proven computer literacy (MS Office).
<u>DUTIES</u>	:	Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Research and development: Keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr E du Plooy at <a href="mailto:Etienne.duPlooy@westerncape.gov.za">Etienne.duPlooy@westerncape.gov.za</a>
<u>POST 35/287</u>	:	<b><u>ENGINEERING TECHNOLOGIST: ELECTRICAL (PRODUCTION LEVEL)</u></b> <b><u>REF NO: DOI 66/2024 R3</u></b>
<u>SALARY</u>	:	Grade A: R453 576 - R487 500 per annum, (OSD as prescribed)

<b><u>CENTRE REQUIREMENTS</u></b>	Grade B: R513 303 - R551 493 per annum, (OSD as prescribed) Grace C: R586 665 - R690 237 per annum, (OSD as prescribed) Department of Infrastructure, Western Cape Government Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; A minimum of 3-years post qualification Engineering Technologist (Electrical) experience; Compulsory registration with ECSA as a Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.
<b><u>DUTIES</u></b>	Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and To liaise with relevant boards/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	<a href="mailto:Abubakr.Manack@westerncape.gov.za">Abubakr.Manack@westerncape.gov.za</a>
<b><u>POST 35/288</u></b>	<b><u>ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 198/2024 R2</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	Grade A: R761 157 per annum, (OSD as prescribed) Department of Infrastructure, Western Cape Government An appropriate B degree in Architecture or relevant qualification; A minimum of 3-years post-qualification architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a Professional Architect; A valid code B driving licence. Competencies: Knowledge in the following: Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment. Skills needed: Leadership and organising; Written and verbal communication; Conflict management; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<b><u>DUTIES</u></b>	Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional Councils, Boards and organisations; Assisting technical staff to achieve the pre-determined performance; indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointment and payment processes. Experience in the following will be advantageous: Contract documentation and administration; Project Management, formulation of policies in a multi-disciplinary professional environment.
<b><u>ENQUIRIES</u></b>	Mr E du Plooy at <a href="mailto:Etienne.duPlooy@westerncape.gov.za">Etienne.duPlooy@westerncape.gov.za</a>
<b><u>POST 35/289</u></b>	<b><u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS - BELLVILLE REF NO: DOI 39/2024 R2 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	Grade A: R391 671 per annum, (OSD as prescribed) Grade C: R586 665 per annum, (OSD as prescribed)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Infrastructure, Western Cape Government An appropriate 3 year National Diploma/B-Degree (or higher qualification) in Radio Communications, Electrical Engineering, Public Safety or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification experience; A valid (Code B or higher) driving licence. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills (written, verbal and presentation).
<b><u>DUTIES</u></b>	:	Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop. It will be advantageous to have a Radiotriant artisan additional qualification.
<b><u>ENQUIRIES</u></b>	:	Ms M Van Wyngaart Tel No: (021) 959 7700 and email address: <a href="mailto:Marliise.vanwyngaardt@westerncape.gov.za">Marliise.vanwyngaardt@westerncape.gov.za</a>
<b><u>POST 35/290</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL HUMAN SETTLEMENT PLANNING</u></b> <b><u>REF NO: DOI 128/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) in a built environment discipline which can include Urban and Regional Planning / Housing and Human Settlement / Public Admin / Public Management / Development Studies / Geographic Information Systems / Built Environment; A minimum of 3 years relevant experience in a town and regional planning working environment at supervisory/management (ASD) level; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Project management, design and project management in the built environment; Monitoring and development processes; Financial management, financial prescripts and the ability to set up and monitor budgets; Geographical Information Systems; Built environment related to human settlements; Project coordination, integration, communication and control of project activities; Information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, Guidelines, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Knowledge Management; Analytical thinking; Strategic thinking; Policy implementation (Impact on system); Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research; Report Writing.
<b><u>DUTIES</u></b>	:	Facilitate Provincial Visions and Multi-year housing developments; Statistical analysis and modelling for forward planning; Facilitate planning and grant allocation; Capacity building support for integrated human settlement planning; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.
<b><u>ENQUIRIES</u></b>	:	Mr D Alli Tel No: (021) 483 4145

<b><u>POST 35/291</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: DOI 52/2024 R2</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 – R382 959 per annum (Level 07) Department of Infrastructure, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) related to the Property Sector, Public administration, Business Management or Accounting; A minimum of 1-year relevant experience in working with an Asset (Property) Register, Property Data and Property ownership matters. Competencies: Knowledge of the Government IAM Act; Municipal valuation rolls; Conveyancing procedures; Understanding restrictive conditions and clauses; Capabilities in the following: read and interpret SG Diagrams and read and interpret Title deeds. Skills in the following: Communication (written and verbal); Computer literacy in Ms office package (Word, Excel) and ability to work independently and as part of a team. It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<b><u>DUTIES</u></b>	:	To provide administrative support in order to collect, maintain, analyse, process and report on all data on the Provincial Property Register (IAR); To undertake the vesting of ownership of properties in the name of Provincial Government of the Western Cape; Keep record of all property ownership related information; To provide administrative support and verification of data on the system to ensure accurate and complete information; To provide administrative support related to compilation User Asset Management Plan (UAMP) and Custodian Asset Management Plan (CAMP). It will be advantageous to have experience with Asset Register, Public administration, Business Management or Accounting.
<b><u>ENQUIRIES</u></b>	:	Mr A Boersma Tel No: (021) 483 3223
<b><u>POST 35/292</u></b>	:	<b><u>PROJECT ADMINISTRATOR: DEPARTMENTAL PROGRAMME OFFICE REF NO: DOI 133/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 – R382 959 per annum (Level 07) Department of Infrastructure, Western Cape Government An appropriate National Diploma/B-Degree (equivalent or higher qualification) in a relevant field such as Project Management/ Public Administration/ Business Administration/ Built Environment (e.g. Construction Management, Civil Engineering)/ Information Management or similar; A minimum of 1 year proven experience in project administration or coordination -Experience should include: Working within a structured project/programme management environment; Using project management systems (e.g. PCS, MS Project); Supporting financial tracking, reporting, and documentation; Coordinating meetings, stakeholders, and project logistics. Competencies: Knowledge of the following: Project management; Application of relevant legislation; Departmental Strategic and Service Delivery Plan; Departmental objectives; Departmental operational Strategies; Ability to manage information; Principles and processes for providing support; Computer literate (highly proficient in all MS Office applications, including MS Project); Written and verbal communications skills; Demonstrated ability to support Project/Programme Managers across all phases of the project lifecycle, including scheduling, progress tracking, and reporting; Ability to consolidate financial inputs, monitor and control expenditure, and produce accurate financial reports for both Directorate and project-specific activities; Competence in establishing and maintaining a project documentation library, applying change control procedures, and conducting quality reviews; Advanced knowledge of System Administration; Strong written and verbal communication skills, including drafting agendas, compiling minutes, editing presentations, and facilitating effective meeting logistics; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<b><u>DUTIES</u></b>	:	To assist Project /Programme Manager with all aspects of project administration; and to report to and keep the manager fully informed of developments. This role includes ensuring compliance with project management, legislative processes, and systems governed by DOI Project Management standards; The DPO conducts program assurance reviews using the Project Controls System (PCS) that forms part of the eMerge Technology

System and provides overall project management guidance; Render a general administrative support service to the Departmental Programme Office (DPO) Directorate; Assist the Directorate in carrying out administrative activities, both general and project related; Assist with secretariat functions at Directorate meetings, which include setting up meetings, drafting agendas, compilation of the minutes, editing presentations and circulating these to the members of the meeting; Assist the Directorate with the preparation and consolidation of financial inputs received from line managers for the facilitation of resource utilisation of projects; Provide support to the DPO in terms of Financial Management; Monitor, control and report on expenditure in the Directorate as well as project expenditure; Timous and accurate registration of all project information (including financial) on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control, and administration on all project-related documents; Perform quality reviews; Perform System training; Keep the manager fully up to date with all developments, and track and report on overall project progress; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line and project and programme managers to provide project administration support throughout the project lifecycle.

- ENQUIRIES** : Mrs. Gail de Wet Tel No: (021) 483 0153
- POST 35/293** : **PERSONAL ASSISTANT: INFRASTRUCTURE POLICY AND RESEARCH**  
**REF NO: DOI 135/2025**
- SALARY** : R325 101 – R382 959 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration; Procurement processes. Skills in the following: Advanced computer literacy; Communication skills (written and verbal); Ability to work independently and as part of a team.
- DUTIES** : Provide a secretarial/receptionist support service to the manager; Render administrative support services and perform the duties of the Admin Support officer in their absence; Provide support to manager regarding meetings; Support the manager with administration of the manager's budget; Studies that relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Melissa Smit Tel No: (021) 483 2548
- POST 35/294** : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 2**  
**REF NO: DOI 132/2025 (X5 POSTS AVAILABLE AT VARIOUS LOCATIONS)**
- SALARY** : R193 359 - R227 766 per annum (Level 04)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 10 (equivalent or higher qualification); A minimum of 3 years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP).Competencies: Good understanding of the maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
- DUTIES** : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for roads maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and building; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations. The following will be advantageous: Experience in the operating of more than one

large construction machine; Experience as a supervisor over a team of workers; Experience in civil construction activities; Preference will be given to candidates who acquired credits/qualifications in construction unit standards accredited with the relevant SETA (Sector Education and Training Authority) on NQF Level 1 and higher.

**ENQUIRIES** : Mr M Stegmann Tel No: (044) 272 6071

#### **WESTERN CAPE MOBILITY DEPARTMENT**

##### **APPLICATIONS**

: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

: 20 October 2025  
: All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, 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 nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of 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 (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

##### **POST 35/295**

: **DIRECTOR: OPERATIONAL MANAGEMENT SUPPORT REF NO: WCMD 82/2025**

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

: R1 266 714 per annum (Level 13), (all-inclusive salary package)  
: Western Cape Mobility Department, Western Cape Government  
: An appropriate 3-year B-degree (equivalent or higher qualification) (NQF level 7) as recognised by SAQA; 5 Years experience at middle and/ or senior management level; A valid driving licence, or alternative mode of transport for people with disabilities; The successful completion of the Senior Management Pre-entry Programme. Competencies: strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

##### **DUTIES**

: Provide systems and technology support services; Provide a knowledge and information management service; Ensure the rendering of ICT, human capital, corporate assurance, legal and communications support services to the Department by the Premier; Provide a general support service for the department; Drive the Directorate's strategic planning process; People and Financial Management.

##### **ENQUIRIES**

: Mr Riaan Wiggill Tel No: (021) 483 0600

##### **POST 35/296**

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 83/2025**

##### **SALARY CENTRE**

: R1 266 714 per annum (Level 13), (all-inclusive salary package)  
: Western Cape Mobility Department, Western Cape Government

<b><u>REQUIREMENTS</u></b>	: An appropriate 3-year B-degree (equivalent or higher qualification) (NQF level 7) in Supply Chain Management and/or financial management as recognised by SAQA; 5 years of experience at a middle/senior managerial level; A valid driving licence, or alternative mode of transport for people with disabilities; The successful completion of the Senior Management Pre-entry Programme. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.
<b><u>DUTIES</u></b>	: Render a governance and demand management service; Render an acquisition and contract management service; Render logistics and asset management services; Guide the development and management of the strategic and business plans for the Directorate; People and Financial Management of the Directorate.
<b><u>ENQUIRIES</u></b>	: Mr Riaan Wiggill Tel No: (021) 483 0600
<b>OTHER POSTS</b>	
<b><u>POST 35/297</u></b>	<b><u>DEPUTY DIRECTOR: FLEET RISK MANAGEMENT REF NO: WCMD 84/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R896 436 per annum (Level 11), (all-inclusive salary package) Western Cape Mobility Department, Western Cape Government
<b><u>DUTIES</u></b>	: An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience. A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Finance Management, 1999 (Act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (Circular 3 of 2019); National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Administrative Adjustment of Road Traffic Offences Act, 1998 (Act 46 of 1998) and Regulations, 2008. Skills needed: Proactive action thinking, leadership; problem solving and decision making; Proven computer literacy (Ms Office suite); Planning, organizing, time management skills; Problem solving and decision making; Excellent verbal and written communication skills; Ability to interpret relevant directives and policies.
<b><u>ENQUIRIES</u></b>	: Manage GMT self-insure risk strategy; Manage crashes, 3rd party claims and recoveries; Manage vehicle related losses and fraud investigations; Manage traffic offence redirections and misuse reporting; Manage the driver database, and review and approve driver sanction requests and cross border letters as fleet proxy; Human resource management; Manage budget for Fleet Risk Management; Prepare input for statutory reporting; It will be advantageous to have the following: Relevant experience in the following: Fleet Management, Risk Management; Legal experience; Budget and financial management; Human Resource management; Supply chain management; Tender compilation; Client services; Mechanical / technical background. Mr A Janse van Rensburg Tel No: (021) 467 4716
<b><u>POST 35/298</u></b>	<b><u>CHIEF PROVINCIAL INSPECTOR: REFRESHER TRAINING REF NO: WCMD 21/2024 R1</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R582 444 – R686 091 per annum (Level 10) Western Cape Mobility Department, Western Cape Government
	: National Diploma/B degree (or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 7 years' experience in Traffic Law Enforcement, of which 3 years should be at a supervisory level; A valid code A and EC driving licence. Competencies: Knowledge of quality assurance and the overall process; the Public Financial Management Act, GG Policies as well as various procurement processes and applicable policies and procedures (extensive); Extensive knowledge and understanding of the functioning of Traffic Law Enforcement, Road Safety Management and Traffic Training and Development and all legislation and Acts. Knowledge of EOV and EDL. Skills required: Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Report writing; computer literacy (MS Word, Excel, PowerPoint); Research skills to use the appropriate methods to collect and report accurate information; Knowledge of project

<b><u>DUTIES</u></b>	administration, managerial and administrative skills; Planning, organising, communication and interpersonal skills; Ability to work under pressure and meet deadlines; Training and facilitating; Leadership. To implement the process of quality assurance and transversal monitoring and evaluation and impact assessments resulting in best practises and possible improvements; To provide input to the development and maintenance of high-level road safety systems, innovative technological models to improve service delivery and to provide reliable and meaningful information and feedback reports; To assist in the compilation of annual Workplace Skills Plan to SASSeta. Assist in the monitoring and evaluation of internal and external good governance through the adherence to policies and procedures of the quality Management system (QMS) transversally within the Chief Directorate: Traffic Management; To assist in the development, maintenance, upgrading and implementation of the Quality Management System to ensure compliance for accreditation in terms of Safety and Security Sector Training authority (SASSeta) and Local Government Seta (LGSeta) requirements; To supervise the performance of human resources to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; To provide input to the budget, assist with budget administration and assist in the recommendation of accredited service providers in terms of departmental procurement policies; To provide operational guidance for the development, implementation and adjustment of operational plans which links to the tactical and annual performance plan by facilitating operational planning sessions, managing resources and monitor the execution of projects; To perform specific data management and administrative functions which includes general administration, leave administration as per prescripts and policies, effective asset control management, fleet management and processing of losses. Adhere and promote statutory prescripts of the Code of Conduct of the Public Service and Labour Relations; To liaise with stakeholders through assisting in the organising and facilitation workshops with internal and external role players, input to the curriculum, courses and development of training material designs as well as attending forums and meetings as representative to ensure quality assurance and skills development; The following will be advantageous: Registered Traffic Officer with 7 years' or more experience in Traffic Law Enforcement, of which 3 years or more should be at a supervisory level. Working knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sector education training authority environment; Must be prepared to travel.
<b><u>ENQUIRIES</u></b>	: Ms. Antoinette Fennie at 983 1500 and email address: Antoinette.Fennie@westerncape.gov.za
<b><u>POST 35/299</u></b>	: <b><u>ASSISTANT DIRECTOR: CONTRACT DEVELOPMENT REF NO: WCMD 90/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R468 459 - R561 894 per annum (Level 09) Western Cape Mobility Department, Western Cape Government An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an acquisition and contract management working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Transport related regulatory, legislation policies and frameworks; Development of land transport contracts; Establishment of contracts/service level agreements with transport operators and service providers; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Written and verbal communication; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to travel frequently and work irregular hours to meet tight deadlines.
<b><u>DUTIES</u></b>	: Assist in identifying contract areas and monitor the development in each one; Assist in establishing contracts/SLA's with service providers and transport

<b><u>ENQUIRIES</u></b>	:	operators; Assist in amending contracts and SLA's; Assist with the establishment of legal and financial arrangements with contracting authorities (inter-governmental relations); Managerial functions. Mr SJ Le Roux Tel No: (021) 483 7391
<b><u>POST 35/300</u></b>	:	<b><u>ASSISTANT DIRECTOR: LAND TRANSPORT INTEGRATION AND OVERSIGHT REF NO: WCMD 100/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R561 894 per annum (Level 09) Western Cape Mobility Department, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Transport related regulatory, legislation policies and frameworks; Implementation of land transport services in the Metro and West Coast region; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Written and verbal communication; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to work irregular hours to meet tight deadlines.
<b><u>DUTIES</u></b>	:	Assist in the provisioning of integrated public transport services and/or Infrastructure within the metro and non-metro municipalities i.e. all modes of transport (land based); Assist in the coordination and provisioning of project support to enable land transport integration; Assist in managing adherence to legislation and policy in terms of National Land Transport Act (in line with PFMA prescripts); Assist in sound financial management controls; Managerial functions; It will be advantageous to have supervisory level experience. Ms Nicola Abrahams Tel No: (021) 483 7848
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 35/301</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL CONTROL (GOVERNANCE) REF NO: WCMD 102/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R561 894 per annum (Level 09) Western Cape Mobility Department, Western Cape Government An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control and governance working environment; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge an understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Rendering of proper governance services; External audit processes by AGSA; Rendering of proper assurance services; Policy development and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Policies of the government of the day; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Finance Management; Conflict Management; Risk Management; Planning; Organising; Monitoring and Evaluation; Decision-making; Problem-solving; Reports Writing; Investigations; Interpretation; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	:	External Audit Process by AGSA; Ensure proper governance services; Render proper assurance services; Managerial functions. Ms P Lufundo-Mayekiso Tel No: (021) 483 2335
<b><u>ENQUIRIES</u></b>	:	

<b><u>POST 35/302</u></b>	:	<b><u>PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (LAINGSBURG) REF NO: WCMD 91/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 - R 467 790 per annum (Level 08) Western Cape Mobility Department, Western Cape Government Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to regularly travel away from the office.
<b><u>DUTIES</u></b>	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.
<b><u>ENQUIRIES</u></b>	:	Mr NP Matiso Tel No: (023) 5511021
<b><u>POST 35/303</u></b>	:	<b><u>PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 93/2025 (X2 POSTS AVAILABLE IN SOMERSET WEST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 - R467 790 per annum (Level 08) Western Cape Mobility Department, Western Cape Government Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to regularly travel away from the office.
<b><u>DUTIES</u></b>	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.
<b><u>ENQUIRIES</u></b>	:	Mr J Mostert Tel No: (021) 483 0138/1
<b><u>POST 35/304</u></b>	:	<b><u>PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (VREDENDAL) REF NO: WCMD 94/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R397 116 - R467 790 per annum (Level 08) Western Cape Mobility Department, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to regularly travel away from the office.
<b><u>DUTIES</u></b>	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.
<b><u>ENQUIRIES</u></b>	:	Ms JM Dirkse Tel No: (027) 213 1269
<b><u>POST 35/305</u></b>	:	<b><u>PROJECT ADMINISTRATOR: STRATEGIC SUPPORT REF NO: WCMD 80/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07) Western Cape Mobility Department, Western Cape Government An appropriate 3-year National Diploma (B-Degree or higher qualification); A minimum of 1 year project administration experience in a strategic support working environment. Competencies: Knowledge of the following: Programme and project administration best practice, theory and methodology; Project Scheduling, Data Visualisation, Risk and Issue Tracking systems; Provincial project management methodologies and tools such as the Dashboard / Management Information Systems; organisational and operational management practices, systems and procedures; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Procurement processes; Computer-based information systems; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, guidelines. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Business Analysis; Analytical; Communication (Written and Verbal); Innovative; Problem-Solving; Listening; Networking; Planning; Organising; Presentation; Sound Interpersonal; Report Writing.
<b><u>DUTIES</u></b>	:	Facilitate, coordinate and maintain programme and project management system; Manage the Departmental Projects Dashboard (DPD)/Management Information System (MIS) at the departmental level; Facilitate and coordinate performance planning, monitoring, evaluation system and reporting; Render coordination and general administrative support to the project office and Strategic Support Sub-Directorate; Support stakeholder engagement and communication.
<b><u>ENQUIRIES</u></b>	:	Ms P Mndita Tel No: (021) 483 0972
<b><u>POST 35/306</u></b>	:	<b><u>SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (LAINGSBURG) REF NO: WCMD 86/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07) Western Cape Mobility Department, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years practical experience as a Provincial Inspector; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code B/EB (or higher) driving licence; No criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate: Traffic Law

Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Code of Conduct for the Public Service; Dimensional and Mass Limitations and other requirements for abnormal load vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Vehicle inspections; Impoundment procedures; Completion of traffic law enforcement documents; Operational guidelines on traffic law enforcement equipment; Storage and transportation of dangerous goods in accordance with national and international statutory requirements. Skills needed: Numeracy and literacy; Computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Economic, financial and statistical analysis; Legal administration; Records management; Resource management; Customer relations management; Leadership; Conflict resolution; Negotiation; Interpretation; Observation; Mentoring and coaching; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.

**DUTIES** : Management and supervision of subordinates (people management); Enforce Road Traffic, Public Passenger, Transport and other relevant legislations; Examine Driver's Licenses and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC's) and Vehicle Testing Stations (VTS's); 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 Inspector's (PI's) on probation and appointed PI's; Supervisory functions' It will be advantageous to have relevant experience in a traffic law enforcement working environment.

**ENQUIRIES** : Mr NP Matiso Tel No: (023) 551 1021

**POST 35/307** : **CLIENT LIAISON OFFICER: STATUTORY REPORTING AND STAKEHOLDER RELATIONS REF NO: WCMD 87/2025 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)  
 : Western Cape Mobility Department, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience in government motor transport operations/fleet management environment and client liaison activities; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Working procedures in terms of the working environment; Relevant policies, regulations, directives, procedures, acts and circulars. Skills needed: Excellent client liaison skills; People centered approach/ customer first, Innovative and analytical thinking, Service and results orientated, Presentation skills, Computer Literacy, Able to work under pressure, Self-motivated to work independently, and to function in a team, Planning and organisational skills in order to work with stringent deadlines, Ability to interpret legislation, policies and contracts, Written and verbal communication skills.

**DUTIES** : Client support; Client provisioning services; Client relationship management; Client service delivery monitoring; Communication; Financial control.

**ENQUIRIES** : Mr C Krieger at 083 231 8382

**POST 35/308** : **ADMINISTRATIVE OFFICER: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: WCMD 88/2025**

**SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)  
 : Western Cape Mobility Department, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant administrative support experience in a knowledge and information management working environment. Competencies: Knowledge of the following: National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996); Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); Protection of Personal Information Act, 2013 (Act No. 4 of 2013); Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000); National Knowledge Management Strategy Framework; DPSA Determination and Directive on the Implementation of Knowledge and Data Management in the Public Service of 2024; DPSA Determination and

<p>Directive on the Implementation of Knowledge Management in the Public Service of 2025; Information systems that aid in the management of knowledge and information pertaining to the line function. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Finance and Audit; Financial and Statistical Analysis; Legal Administration; Written and verbal communication; Basic Research; Analytical; Organising; Planning; Problem—solving; Presentation; Ability to do research and analyse documents; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.</p>	
<b><u>DUTIES</u></b>	: Provide support in the provision of knowledge and information management services; Render high level administrative support services to the Directorate; Provide support to stakeholder engagements and interactions; Render personnel, financial and supply chain management support services to the Sub-Directorate; Participate in complying with PAIA and POPIA regulations through research and development.
<b><u>ENQUIRIES</u></b>	: Mr JF Smit Tel No: (021) 483 4711
<b><u>POST 35/309</u></b>	: <b><u>ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (OUDTSHOORN) REF NO: WCMD 89/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R325 101 - R382 959 per annum (Level 07) Western Cape Mobility Department, Western Cape Government
	: 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant administrative support experience in a traffic law enforcement working environment. Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of the Chief Directorate; Financial management, monitoring and reporting procedures and systems related to budget monitoring instrument, approved post list, expenditure commitment reports; Strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Data management functions; Administrative procedures and processes; Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
<b><u>DUTIES</u></b>	: Render administrative support services; Co-ordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the Traffic Centre for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.
<b><u>ENQUIRIES</u></b>	: Mr LI Spogter Tel No: (044) 272 4197/8
<b><u>POST 35/310</u></b>	: <b><u>SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (SWELLENDAM) REF NO: WCMD 95/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R325 101 - R382 959 per annum (Level 07) Western Cape Mobility Department, Western Cape Government
	: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years practical experience as a Provincial Inspector; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code B/EB (or higher) driving licence (Preference will be given to manual drivers); No criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate: Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Code of Conduct for the Public Service; Dimensional and Mass Limitations and other requirements for abnormal load vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Vehicle inspections; Impoundment procedures; Completion of traffic law enforcement documents; Operational guidelines on traffic law enforcement equipment; Storage and transportation of dangerous goods in accordance with national and international statutory requirements. Skills needed: Numeracy and literacy; Computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Economic, financial and statistical analysis; Legal administration; Records management; Resource management; Customer relations management; Leadership; Conflict resolution; Negotiation;

<b><u>DUTIES</u></b>	Interpretation; Observation; Mentoring and coaching; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.
	Management and supervision of subordinates (people management); Enforce Road Traffic, Public Passenger, Transport and other relevant legislations; Examine Driver's Licenses and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC's) and Vehicle Testing Stations (VTS's); 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 Inspector's (PI's) on probation and appointed PI's; Supervisory functions' It will be advantageous to have relevant experience in a traffic law enforcement working environment.
<b><u>ENQUIRIES</u></b>	Mr F Stuart Tel No: (028) 514 1185
<b><u>POST 35/311</u></b>	<b><u>LOGISTICS OFFICER: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 98/2025 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R325 101 - R382 959 per annum (Level 07) Western Cape Mobility Department, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Supply Chain Management or Finance; A minimum of 3 years relevant experience in supply chain management or finance; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Asset management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as PERSAL, BAS, LOGIS. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Customer Care; Reporting; Problem-solving; Good Verbal and Written Communication; Creative Thinking; Decision Making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	Administer Requisitions; Administer Purchases; Administer Payments; Perform Office Administration; Supervisory functions; It will be advantageous to relevant experience in logistics and asset management or finance working environment.
<b><u>ENQUIRIES</u></b>	Ms CL Gelderbloem Tel No: (021) 483 2167
<b><u>POST 35/312</u></b>	<b><u>PERSONAL ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT REF NO: WCMD 101/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R325 101 – R382 959 per annum (Level 07) Western Cape Mobility Department, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years relevant experience in rendering support services to senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Functioning, systems and processes of government; Public service procedures, processes and systems; Administrative procedures and processes; General Office Administration and Database Management; Information and Record Management; Procurement and tendering processes; Financial administration; Relevant software packages and sound application of relevant computer programmes; General information support systems such as BAS (or similar). Skills needed: Written and verbal communication; Computer Literacy; Sound Organisational; Client Liaison and Networking; Report Writing; Research; Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

<b><u>DUTIES</u></b>	:	Provides a secretarial/receptionist support service to the HOD; Renders administrative support services; Provides support to HOD regarding meetings; Supports the HOD with the administration of the HOD's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<b><u>ENQUIRIES</u></b>	:	Ms BHSJ Fakira-Du Toit Tel No: (021) 483 5455
<b><u>POST 35/313</u></b>	:	<b><u>PROVISIONING CLERK: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 92/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05) Western Cape Mobility Department, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Logistics management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as PERSAL, BAS, LOGIS or similar systems. Skills needed: Computer; Planning and Organising; Good Verbal and Written Communication; Customer Care; Reporting; Problem-solving; Creative thinking; Decision making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	:	Procurement and provisioning services to the department; Ensure effective and efficient capturing of data on procurement system; Provide personnel administration and clerical support services within the division; Controlling of consumables and inventory; It will be advantageous to have relevant experience in a logistics or assets related working environment.
<b><u>ENQUIRIES</u></b>	:	Ms CL Gelderbloem Tel No: (021) 483 2167
<b><u>POST 35/314</u></b>	:	<b><u>ASSET CLERK: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 96/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05) Western Cape Mobility Department, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Asset management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as PERSAL, BAS, LOGIS. Skills needed: Computer; Planning and Organising; Good Verbal and Written Communication; Customer Care; Reporting; Problem-solving; Creative thinking; Decision Making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	:	Render asset management support services; Asset Verification; Loss Control Reporting and Disposal Management; Record Keeping and Filling.
<b><u>ENQUIRIES</u></b>	:	Ms CL Gelderbloem Tel No: (021) 483 2167
<b><u>POST 35/315</u></b>	:	<b><u>ADMINISTRATION CLERK: OFFICE OF THE HOD REF NO: WCMD 99/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 - R268 950 per annum (Level 05) Western Cape Mobility Department, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations and Provincial Treasury Instructions. Skills needed: Computer; Planning and Organising; Good Verbal and Written Communication; Inter-personal; Problem-solving; Ability to work under pressure; Willingness to work irregular hours to meet tight deadlines.
<b><u>DUTIES</u></b>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical

<b><u>ENQUIRIES</u></b>	:	support services within the component; Provide financial administration support services in the component; It will be advantageous to have executive office experience. Ms L Theron Tel No: (021) 483 9482
<b>DEPARTMENT OF PREMIER</b>		
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	20 October 2025
<b><u>NOTE</u></b>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<b>OTHER POST</b>		
<b><u>POST 35/316</u></b>	:	<b><u>CHIEF HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION REF NO: DOTP 79/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07) Department of Premier, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years relevant experience. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Registry duties, practices as well as the ability to capture data, operate computer; PERSAL systems. Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written, verbal and presentation); Strong leadership; Planning and organizing; Ability to Analyse, conceptualize and implement policies and procedures; Conflict resolutions; Monitoring, evaluation and reporting; Problem solving; Innovative; Self-motivated; Assertive.
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of people management administration practices regarding the following: Render all administrative service related to appointments and payroll matters i.e. appointment nominated candidates on PERSAL, Appointment and Payments of temporary workers and promotions, Transfers within or into the WCG, secondments and acting appointments, Verification of qualification; Administer performance of subordinates; Prepare reports on people management administrative statistics; Provide people management practices with advisory service relating to appointments and compensation; Handle people management administrative related enquiries; Perform supervisory tasks: Motivate, train and guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound Labour relations; Maintain discipline Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements; Administer requests for Acting with Remuneration in accordance with Acting policy.
<b><u>ENQUIRIES</u></b>	:	Ms P Mbobo Tel No: (021) 483 2494
<b>DEPARTMENT OF PROVINCIAL TREASURY</b>		
<b><u>CLOSING DATE</u></b>	:	20 October 2025
<b><u>NOTE</u></b>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online

application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

##### POST 35/317

##### SALARY CENTRE REQUIREMENTS

##### DUTIES

##### ENQUIRIES APPLICATIONS

##### CLOSING DATE NOTE

##### **STRATEGIST: INSTITUTIONAL CHANGE REF NO: PT 45/2024 R1** (12-Month Contract)

R1 059 105 per annum (Level 12), (all-inclusive salary package)  
Provincial Treasury, Western Cape Government

An appropriate 4-year post school qualification (NQF 8); A minimum of 8 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Strategy development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Research methodologies; Leading data governance or project management offices within government or large organisations; Project management methodologies and tools, with a focus on data-centric projects; WCG Provincial Strategic Plan; Development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Public Finance Management Act (PFMA), National and PT Regulations, other financial policies, prescripts, directives, and collective agreements; Able to communicate complex technical concepts to diverse audiences and stakeholders. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Monitoring, evaluating and reporting; Planning and organising; Planning and organising; Strategy and policy formulation; Research; Strong conceptual and formulation; Project management; Leadership; Policy analysis; Ability to lead and direct teams of professionals.

Research, refine and develop institutional change policies, strategies, and frameworks; Perform project management functions with regards to the implementation of institutional change programmes and projects; Facilitate the successful implementation of the department's e-vision strategy project, by harnessing data warehouse capabilities to support informed decision-making, business intelligence (BI), and reporting; Champion the digital transformation journey through the implementation of BI Project; Communicate and report on matters pertaining to institutional change programmes.

Mr B Damons Tel No: (021) 483 6127

Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### DEPARTMENT OF SOCIAL DEVELOPMENT

20 October 2025

All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, 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 nominated candidate will be required to complete the Senior Management Pre-Entry

Programme before they may be appointed into this post. The purpose of 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 (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

<b><u>POST 35/318</u></b>	<b><u>CHIEF DIRECTOR: BUSINESS PLANNING AND STRATEGY REF NO: DSD 73/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R1 494 900 per annum (Level 14), (all-inclusive salary package) Department of Social Development, Western Cape Government An undergraduate qualification (NQF level 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at senior managerial level; Public Service SMS Pre-Entry Programme Certificate upon appointment. Competencies: Proven knowledge and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Labour Relations; Performance Management Core competencies: Strategic Capability and leadership; People Management and empowerment; Programme and Project Management; Financial Management Change Management; Skills: Project Management Accounting; Auditing; Economic, Financial and Statistical analysis; Legal Administration; Strategic Planning.
<b><u>DUTIES</u></b>	Strategic Management, Advice and Guidance: Provide strategic leadership, direction, and expert advice in the areas of strategy development, policy formulation, performance monitoring, communication, and knowledge management and in respect of the following functional areas to ensure integrated, responsive, and people-centred services; Strategy, Policy, Performance Monitoring and Communication Services; Coordinate and manage the strategic and operational planning processes for the Department in alignment with provincial priorities; Oversee the uniform funding cycle to ensure consistency, transparency, and alignment with departmental goals; Ensure departmental policies are aligned with broader government frameworks and provide support in policy development and review; Drive the performance monitoring, review, and reporting process to ensure accountability, improvement, and compliance; Provide corporate communication services and oversee the Department's customer care functions, promoting transparency and responsiveness; Research and Knowledge Management Services: Render population development services to inform provincial-wide and departmental planning; Plan, manage and coordinate ethical social and evaluation research; Manage and coordinate strategic knowledge resources and departmental records to support institutional memory and informed decision-making; Ensure the effective functioning and governance of departmental information systems and ICT governance processes in support of strategic objectives; Strategic Change Management: Lead change management initiatives within the Chief Directorate to align programmes and operations with evolving policy priorities and socio-economic needs; People Management: Lead and develop a multidisciplinary team, fostering a high-performance culture through coaching, mentoring, and performance management; Financial Management: Ensure effective financial planning, budget management, expenditure control, and compliance with the Public Finance Management Act (PFMA) and related regulations.
<b><u>ENQUIRIES</u></b>	: Dr R Macdonald Tel No: (021) 483 3083

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 35/319</u></b>	:	<b><u>CHIEF DIRECTOR: CHILDREN, FAMILIES AND VULNERABLE GROUPS</u></b> <b><u>REF NO: DSD 83/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 494 900 per annum (Level 14), (all-inclusive salary package) Department of Social Development, Western Cape Government
	:	An appropriate undergraduate qualification (NQF Level 7) or higher, as recognised by the South African Qualifications Authority (SAQA); A minimum of five (5) years' experience at a senior managerial level; Successful completion of the Public Service Senior Management Service (SMS) Pre-Entry Programme as endorsed by the National School of Government. (The certificate must be submitted prior to or upon appointment.) Bottom of Form. Competencies: Proven Knowledge of: Relevant legislation, regulatory frameworks, policies, and best practices related to the line functions of the post; Information systems that support knowledge and information management; Procurement and tendering processes; Policy development, strategic planning, and the monitoring, evaluation, and review of strategies and programmes; Global, regional, and local political, economic, and social trends that impact the Western Cape Government; Labour relations legislation, regulations, and best practices; Performance Management Systems and Frameworks. Core Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management. Skills: Problem solving and analysis; Customer service orientation; Project Management; Accounting; Audit and compliance oversight; Economic, financial, and statistical analysis; Legal administration.
<b><u>DUTIES</u></b>	:	Effective service delivery in terms of National, Provincial frameworks and international accords / models of residential care standard operating procedures; Ensure effective, efficient and economic use of appropriate funds and physical resources; Effective people management; Operational management of the facility.
<b><u>ENQUIRIES</u></b>	:	Dr R Macdonald Tel No: (021) 483 3083
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b>OTHER POSTS</b>		
<b><u>POST 35/320</u></b>	:	<b><u>CENTRE MANAGER: RESIDENTIAL CARE CENTRE MANAGEMENT (SIVUYILE)</u></b> <b><u>REF NO: DSD 75/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package) Department of Social Development, Western Cape Government
	:	Appropriate 3-year National Diploma/B- Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience in a secure or substance treatment residential care or related environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Conflict management; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Effective service delivery in terms of National, Provincial frameworks and international accords/models of residential care standard operating procedures; Ensure effective, efficient and economic use of appropriate funds and physical resources; Effective people management; Operational management of the facility.
<b><u>ENQUIRIES</u></b>	:	Ms L Goosen Tel No: (021) 202 9251

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 35/321</u></b>	:	<b><u>ASSISTANT DIRECTOR: SERVICES TO FAMILIES REF NO: DSD 74/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R561 894 per annum (Level 09) Department of Social Development, Western Cape Government Appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Regulatory and Policy Knowledge. Skills needed: Interpret and apply relevant policies and procedures; Problem solving and decision making; Facilitation; Presentation; Policy formulation; Policy analysis; Monitoring and evaluation; Communication and interpersonal (written and verbal) skills; Organising; Information and knowledge management; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Project management; Ability to analyse, conceptualise and implement policy; Research; Ethics and Professionalism; Organisational and Administrative Skills; Conflict Resolution and Dispute Management Skills.
<b><u>DUTIES</u></b>	:	Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr T Kwakwini Tel No: (021) 483 4115 Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 35/322</u></b>	:	<b><u>STATE ACCOUNTANT: CREDITOR CONTROL REF NO: DSD 76/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 - R467 790 per annum (Level 08) Department of Social Development, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience in a financial accounting environment. Competencies: Proven knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), Provincial Treasury Instructions (PTI), Division of Revenue Act (DORA), departmental instructions and delegations; other financial policies, prescripts, directives Knowledge of the Basic Accounting System (BAS) and Logistical Information System (LOGIS); Labour Relations legislation and regulations; Performance management in general. Skills needed: Good verbal and written communication skills; Computer literacy in MS Excel and MS Word; Analytical thinking; Written and verbal communication; Monitoring, evaluation and reporting; Presentation; Problem Solving.
<b><u>DUTIES</u></b>	:	Provide bookkeeping and financial accounting services; Provide effective and efficient expenditure and creditor payment services; Execute creditor control services; Develop, maintain and manage the supplier database; Implement tools for monitoring and reporting on creditor performance; Supervisory functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Joubert Tel No: (021) 483 6022 Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 35/323</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMIN SUPPORT REF NO: DSD 77/2025 (POSTS AVAILABLE AT VARIOUS LOCATIONS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 - R268 950 per annum (Level 05) Department of Social Development, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Literacy; Numeracy; Presentation; Decision -making; Computer literacy; Interpersonal; Flexibility; Planning and organising.
<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 B Nicholas Tel No: (044) 803 7508
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 35/324</u></b>	:	<b><u>ACCOUNTING CLERK: EXPENDITURE MANAGEMENT REF NO: DSD 80/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent) with Accounting and/or mathematics as a passed subject. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manual); Basic financial operating systems. Skills needed: Written and verbal communication; Computer literacy; Planning and organising; Interpersonal relations; Flexibility; Aptitude for figures; Ability to perform routine tasks.
<b><u>DUTIES</u></b>	:	Render financial accounting transactions; Perform bookkeeping support services; Perform expenditure administration and support services; Perform administration and support services.
<b><u>ENQUIRIES</u></b>	:	Mr J Joubert Tel No: (021) 483 6022
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 35/325</u></b>	:	<b><u>LAUNDRY SUPERVISOR: ADMIN SUPPORT (DE NOVO TREATMENT CENTRE) REF NO: DSD 81/2025</u></b>
<b><u>SALARY</u></b>	:	R193 359 - R227 766 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 (Grade 10 or equivalent); A minimum of 3 years laundry-related experience. Competencies: Knowledge of machinery; Knowledge of laundry guidelines / protocols; Knowledge of environmental, health and safety standards; Communication; Supervisory; Literacy skills; Numeracy skills; Organisation; Writing skills; Interpersonal skills.
<b><u>DUTIES</u></b>	:	Supervise laundry operations: Check and verify laundry machine functioning; Supervise loading of linen onto the washing machine in line with laundry guidelines or protocols; Identify and send linen for mending; Receive and record collected linen in the linen receiving / depositing area; Record sorted dirty or soiled linen in the linen register; Supervise off-loading of the washed linen from the washing machine; Supervise sorting and channelling of washed linen to the relevant areas such as drying machine, ironing machine, press machine, folding and packing area; Supervise folding of washed blankets and dispatching to relevant wards in line with set time lines; Supervise folding, packing of linen to the shelves of the linen bank; Supervise and record of dispatched linen from the linen bank to the centre wards; Supervise provision of laundry maintenance services: Check and monitor condition of laundry machine equipment; Supervise and monitor cleaning of laundry equipment in line with environmental / health safety standards; Check compliance of laundry; Supervise human and physical resources: Allocate functions to staff; Supervise provision of laundry services; Develop allocation schedules or duty roster; Supervise reporting on attendance register as part of leave administration; Guide and mentor staff on the provision of laundry services; Supervise and report on staff performance through the compilation of staff job description and

	performance work plans; Conduct performance reviews of staff; Inspire and motivate staff performance; Facilitate the undertaking of disciplinary measures in cases of deviations; Order laundry stock, equipment and machines; Report faults of laundry machines to the Administrative Officer.
<b><u>ENQUIRIES</u></b>	Mr F Hendricks Tel No: (021) 988 1138
<b><u>APPLICATIONS</u></b>	: To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a> Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	: Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<b><u>POST 35/326</u></b>	<b><u>DRIVER/HANDYMAN: ADMIN SUPPORT (HORIZON SECURE CARE CENTRE) REF NO: DSD 85/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R163 680 - R192 810 per annum (Level 03) : Department of Social Development, Western Cape Government : Grade 10 or equivalent qualification; A minimum of 7 months relevant experience. A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies and procedures; Relationship management; Independent thinking; Communication skills – (verbal and written); Ability to work under pressure; Ability to meet tight deadlines; Ability to work in a team; Ability to work independently.
<b><u>DUTIES</u></b>	: Repair broken furniture and equipment; Report defects; Safekeeping of maintenance tools and supplies; Maintain stock material and notify manager of any stock shortage; Timous procurement of maintenance material; Assist with disposal of assets and record keeping to this regard; Assist with movement of assets and proper record keeping to this regard. Mr M Johnson Tel No: (021) 834 7179
<b><u>ENQUIRIES</u></b>	: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
<b><u>APPLICATIONS</u></b>	: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a> Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	: Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<b><u>POST 35/327</u></b>	<b><u>GENERAL WORKER / GROUNDSMAN: ADMIN SUPPORT REF NO: DSD 78/2025 (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R138 486 - R163 131 per annum (Level 02) : Department of Social Development, Western Cape Government : Bonnytoun De Novo Horizon Kraaifontein Roar Clanwilliam

<b><u>REQUIREMENTS</u></b>	:	Ability to read and write/Adult Basic Education and Training (ABET). Competencies: Knowledge of the following: Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance / care of cleaning equipment; Basic communication skills; Basic literacy skills; Ability to work in garden and handle equipment.
<b><u>DUTIES</u></b>	:	Watering the garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuse; Apply insecticides; Cultivate the soil for trees and flowers; Maintain gardening equipment and tools; Detect and report malfunctioning of gardening equipment and tools; Repair minor defects of gardening equipment and tools.
<b><u>ENQUIRIES</u></b>	:	Ms U Siebritz Tel No: (027) 452 2453
<b><u>APPLICATIONS</u></b>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a> Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<b><u>POST 35/328</u></b>	:	<b><u>HOUSEHOLD AID: ADMIN SUPPORT (OUTENIEKWA SECURE CARE CENTRE) REF NO: DSD 79/2025</u></b>
<b><u>SALARY</u></b>	:	R138 486 - R163 131 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	ABET Level 2 certificate/Grade 5 or equivalent. Competencies: Knowledge of the following: Infection Control and Hygiene regulations; Universal precautionary measures; Excellent verbal communication skills; Writing skills.
<b><u>DUTIES</u></b>	:	Provide housekeeping and cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning; Removal of garbage disposal; Keeping all areas of the building, including all toilets clean and tidy. This includes washing, dusting, polishing, vacuum cleaning and sweeping; Clean kitchen utensils; Maintain and keep control of stock levels of cleaning material/ tea and meal utensils; Keep cleaning equipment safe, clean and in an efficient condition; Report any item of equipment that needs to be repaired; Report shortage and or faulty machine/ equipment; Prepare for workshops, meetings, interviews and special events/ functions in terms of cleaning the boardroom, arranging chairs, water, glasses and any other utensils; Provide safeguarding and maintenance services: Store all cleaning equipment and products neatly in the designated cupboards; Implement simple security measures such as locking doors and closing windows; Monitor hazards in the buildings/ offices/ residential areas such as those related to fire and electricity; Ensure simple maintenance repairs that do not need professional help are performed promptly by the service officers; Implement the universal precautionary measures; Assess the hygiene situation for the buildings and detect current and potential problems; Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/ offices; Ensure adherence to Infection Control and Hygiene regulations.
<b><u>ENQUIRIES</u></b>	:	Ms B Nicholas Tel No: (044) 803 7508
<b><u>APPLICATIONS</u></b>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

<b><u>NOTE</u></b>	Or 3. Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a> Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<b><u>POST 35/329</u></b>	<b><u>LAUNDRY AID: ADMN SUPPORT REF NO: DSD 82/2025</u></b>
<b><u>SALARY CENTRE</u></b>	R138 486 - R163 131 per annum (Level 02) Department of Social Development, Western Cape Government (Clanwilliam Secure Care Centre (X1 Post) Outeniekwa Secure Care Centre (X1 Post) Kraifontein Roar (X1 Post) Vredelus Secure Care Centre (X2 Posts)
<b><u>REQUIREMENTS</u></b>	NQF Level 2 (Grade 10 or equivalent). Competencies: Basic knowledge of laundry guidelines / protocols; Ability to sort and count linen and to sluice the linen; Ability to operate equipment and machinery; Ability to read and communicate (verbal and written).
<b><u>DUTIES</u></b>	Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressures); Collect and deliver linen to clients; Sort, count and record dirty linen; Report any machine defaults to the supervisor; Perform all laundry duties as directed by supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	Mr F Hendricks Tel No: (021) 988 1138 To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a> Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.