

PROVINCIAL MANAGER – WESTERN CAPE

Description

POSITION: PROVINCIAL MANAGER

REF: NO CGE: PM-WC 2025

OFFICE/UNIT: HUMAN RESOURCES

CENTRE: WESTERN CAPE OFFICE, CAPE TOWN

REPORTS TO: CHIEF OPERATIONS OFFICER

SALARY: LEVEL 11

REMUNERATION SALARY PACKAGE: R896 436.00 PER ANNUM.

(ALL-INCLUSIVE PACKAGE)

Responsibilities

DUTIES AND RESPONSIBILITIES

- Excellent Project management experience and leadership skills.
- Excellent verbal and written communication skills.
- Sound knowledge of and experience in the field of Gender and working with civil society.
- Ability to implement CGE's public awareness campaign.
- Ability to monitor non-compliance with promotion of Gender Equality. Knowledge of one of the indigenous languages spoken in the province will be an added advantage.
- Be prepared to travel and work under pressure to meet deadlines.
- Computer literacy and valid driver's license.
- Ability to work independently, plan and prioritise.
- Effectively manage the provincial office and all the CGE resources in the province.
- Supervise and lead staff to achieve the objectives of work plan in consultation with the HOD's and other stakeholders.
- Strategic stakeholder relations and management
- Implement the CGE programmes as they relate to public education, policy research, and legal complaints.
- Prepare budgets for provincial programmes.
- Provide regular feedback on the provincial operations.

Qualifications

Competencies required:

- Matric
- A Bachelor's Degree and a Post Graduate qualification in Management or equivalent qualification in Public Administration or Social science with more than 5 years' work experience
- Applicants must be a South African Citizen.

Hiring organization

Commission for Gender Equality

Job Location

Centre: Head Office
(Johannesburg)

Date posted

December 12, 2025

Valid through

09.01.2026

Contacts

HOW TO APPLY

It is mandatory that an applicant submit the following:

- Comprehensive CV and Motivational letter
- Certified copies of ID, drivers' license and Qualifications.
- Telephone details and e-mail addresses of three contactable referees.
- All the above-mentioned documents must be sent via email to:
recruitment@cge.org.za.
- Correspondence will be limited to the short-listed candidates only.
Applicants with a foreign qualification must submit a SAQA evaluation report of their qualification.
- The CGE reserves the right not to fill this advertised position. The CGE is an equal opportunity, affirmative action employer committed to the achievement and maintenance of fair representation (race, gender, and disability). Whites, Coloureds, Indians and persons with disabilities are encouraged to apply. Shortlisted candidates will be subjected to background checks and psychometric assessment. Preference will be given to South African citizens.

For enquiries (Not Applications), contact Mr. Silas Maloka – HR Manager at Tel: 011 403 7182 or 069 007 0944