

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND & ENVIRONMENTAL AFFAIRS
DARDLEA is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DARDLEA through the filling of posts. Persons with disability are encouraged to apply. No Payment of any kind is required when applying for these positions.

- APPLICATIONS** : Applications quoting relevant reference number should either be hand delivered, posted or e-mailed to the following addresses:
Head Office: to the Director: Human Resource Management & Development, Samora Machel Building, Private Bag X11219, Riverside Park, Mbombela, (1200) or Email: dardlearecruitment-ho@mpg.gov.za
Ehlanzeni District Office: to the District Director, Block 4, Aqua Street, PO Box 266, Riverside Park, Mbombela, (1200) or Email: dardlearecruitment-ehls@mpg.gov.za
Bohlabela District Office: to the District Director, 101 Main Road, Private Bag X1321, Thulamahashe, (1365) or Email: dardlearecruitment-ehln@mpg.gov.za
GERT Sibande District Office: The District Director, 44 Church Street, Private Bag X 9071, Ermelo (2350) or Email: dardlearecruitment-gs@mpg.gov.za
Nkangala District Office: to the District Director, Ebhudlweni Building, Government Complex, Private Bag X4017, KwaMhlanga (1022) or Email: dardlearecruitment-nka@mpg.gov.za. Please ensure that you email your application to the relevant email.
- CLOSING DATE** : 14 November 2025 at 16:00
- NOTE** : Applications must include only fully completed and signed new Z83 form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a recent updated Curriculum Vitae with full personal details, experience including three names of contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualifications as well as a driver's license where necessary will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in the application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants should ensure that they submit their applications on or before the closing date as no late applications will be considered. If more than one position is applied for, a separate application for each post should be completed. Candidates on SMS and MMS posts will be subjected to a competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine candidate's suitability based on the post's technical and generic requirements. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Candidate must provide proof of successful completion of the course. Due to the large number of applications envisaged to be received, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium is placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. NB: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time to be determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will undergo security vetting. DARDLEA will conduct reference checks which will include social media profiles of the shortlisted candidates. Please note that by responding to the advert, 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 the advertisement and will not be shared with third parties without prior consent unless required by law. Applicants must declare any pending criminal,

disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

MANAGEMENT ECHELON

POST 40/123 : **DIRECTOR: POLLUTION AND WASTE MANAGEMENT REF NO: DARDLEA/ 2025/11/01**
(Re-advert)

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office Mbombela
REQUIREMENTS : An undergraduate qualification in Natural Sciences / Environmental Science / Environmental Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Extensive experience of working in the waste management, drafting of policies, and plan development. A valid driver's licence. The successful candidate will be required to be registered with Environmental Assessment Practitioners Association of South Africa professional body (EAPASA). Skills And Competencies: Knowledge and understanding of the Extended Producer Responsibility policies and legislative framework. Policy and Plans drafting, report writing, good interpersonal relations, well-developed communications skills, analytical thinking, business and legal writing skills, advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. Willingness to travel and must be able to work independently and efficiently under pressure. Leadership experience. Experience in monitoring and evaluation. Extensive technical experience in environmental/waste information management and in project management. Knowledge and understanding of the policy and environmental legislative framework governing pollution and waste management, and public sector prescripts (PSA, PAJA, PFMA and PAIA).

DUTIES : Develop provincial policies, plans and strategies on pollution, and waste management. Provide support to local municipalities in developing waste plans and guidelines aligned to provincial policies and plans. Provide technical inputs and guidance to national legislation and policies. Conduct socio-economic impact assessment for regulatory instruments underdevelopment. Manage the development and maintenance of the South African Waste Information System for chemicals and waste management. Promote pollution prevention and waste information management and dissemination. Collect, analysis, manage and disseminate information on pollution, chemicals and waste management. Undertake and promote appropriate research on chemicals and waste management. Undertake, coordinate the extended producer responsibility policies. Manage the development and review of the state of waste report. Manage stakeholder relationships. Establish and maintain internal controls and reporting systems to meet performance goals, provide a monthly, quarterly and annual reports on financial and non- financial performance for the directorate. Provide technical support to all key stakeholders on chemicals and waste information and knowledge management.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/124 : **DIRECTOR: ENGINEERING AND PROJECT MANAGEMENT REF NO: DARDLEA 2025/11/04**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office Mbombela
REQUIREMENTS : An appropriate NQF Level 7 qualification as recognised by SAQA in Agriculture, Natural Resource Management, Land-Use Planning, Agricultural Engineering or equivalent. Registration with professional body. A minimum of 5 years' experience at middle management / senior managerial level in agriculture / natural resource management (or equivalent). A valid driver's

		licence. Competencies: In-depth knowledge of agriculture sector, engineering, natural resource management, land-use planning, agricultural engineering, conservation of agricultural resources, disaster risk reduction. Strong understanding of applicable legislation and policy frameworks (e.g., CARA, PFMA, Treasury regulations, Batho Pele principles). Project and programme management, financial management, monitoring & evaluation. Strategic leadership, decision-making, high-level communication (both verbal & written), report-writing. Stakeholder engagement, negotiation, facilitation. Problem-solving, innovation, risk management, change management. Time management, planning/organising, computer literacy. Good interpersonal relations. Ability to work under pressure. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Provide strategic leadership, policy and programme direction for the sustainable utilisation and management of natural agricultural resources in engineering services, LandCare, land-use management, disaster risk reduction, and resource-conservation. Manage financial, human and assets within the directorate, ensuring compliance with the Public Finance Management Act, 1999 (PFMA), Treasury regulations, procurement, performance management and reporting. Provide leadership and oversight for project and programme planning, implementation, monitoring and evaluation, performance management and continuous improvement of service delivery. Champion climate-resilient agriculture and land-use Management. Ensure the directorate adheres to legislative/regulatory frameworks (e.g., CARA and environmental laws) and integrate risk management and compliance functions.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/125</u>	:	<u>DIRECTOR: LABOUR RELATIONS REF NO: DARDLEA/2025/11/05</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or Advance Diploma (NQF level 7) or equivalent, as recognized by SAQA, in Labour Relations/Human Resource Management/Labour Law/LLB or equivalent qualification. A minimum of 5 years' experience at middle management / senior managerial level in Labour Relations. Pre-entry certificate for senior management service (Nyukela certificate). Skills and Competencies: Sound knowledge of Labour Relations, Human Resource Management and Public Service prescripts which includes Collective Agreements. In depth knowledge of dispute resolution process / procedure in the PSBCBC, GPSSBC, and other related labour forums. Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations; Good decision-making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, facilitation skills, verbal and written communication; Proven computer literacy, including advanced MS Word, MS Excel and MS Power Point including report writing and presentation skill. Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' license.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Chief Director: Corporate Services and will be responsible to provide strategic and leadership direction in the Labour Relations Directorate. Manage relationships with recognized Trade Unions in ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise. Conduct research on collective bargaining trends and advise management on labour relations developments particularly where policy and procedural changes may be required. Represent the Department in conciliations and or mediation process and arbitrations hearings. Coordinate and manage employee disciplinary process, conflict resolution process and oversee dispute resolution. Manage relationships with recognized trade unions ensuring cordial and constructive interaction and acting as management representative in cases relating collective bargaining. Develop Labour Relations policies and procedure manuals in the Department in line with the relevant legislative frameworks. Ensure that line managers are effectively trained in handling labour relations matters. Develop and maintain labour relations service level agreements with

		internal and external stakeholders and represent the department in all Labour Relations Fora and ensure the effective, efficient and economical management and utilization of resources allocated to the Directorate as outlined in the legislative framework for good governance. Analyse Labour Relations data, identify trends, prepare and submit reports to the Executive Management. Management of human resources and finances of the Directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/126</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DARDLEA/2025/11/06</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	The ideal candidate must have an appropriate qualification in Law at NQF 7 as recognized by SAQA. A minimum of 5 years' experience at middle management / senior managerial level in a legal environment. Proven extensive practical experience within a legal environment Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment A valid driver's license. Skills and Competencies: The successful candidate must have an in-depth knowledge of all legal prescripts applicable to the public service and in particular the Constitution of South Africa (Act 108 of 1996). Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of statutes, Planning and Development Law, Civil Litigation, and Mediation, the Code of Conduct for Public Servants, Bill of Rights, and any other legal aspects applicable to South African Law. Broad knowledge of the interpretation of statutes, good knowledge and experience in drafting all legal matters and interpreting legislation; managing human, physical and financial resources, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Minimum of Information Security Standard (MISS). National & Provincial Practice Notes, Human Rights Act, Promotion of the Administrative Justice Act, Skills Development Act, National Development Plan. Knowledge and understanding of the Public Service regulatory framework, e.g. Public Service Act, Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of Departmental Policy and Procedures. Knowledge of implementing policies. Sound human relations and interpersonal skills Ability to provide legal advice Negotiation, legal research, including (legal) analytical skills Ability to meet tight deadlines, work independently, and be willing to work irregular hours. Proven ability to communicate at all levels including, Provincial Departments, HOD, Senior Management, OTP, Departmental personnel, Members of the Ministry, Other departments; Members of the public. Computer literacy, report writing, strategic planning, negotiating skills, program, and project management principles, report writing, and presentation skills. Broad knowledge of service delivery innovation, and change management. Strategic and leadership, policy analysis and development, management, and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus. Ability to work independently, honesty, integrity, and innovation.
<u>DUTIES</u>	:	The successful candidate will be required to Provide guidance and support to the entire department, advise the MEC, Senior Management, and staff in all legal matters to manage and mitigate legal risks that might face the department Manage the provision of effective litigation management in the department. Manage the provision of effective legal drafting of opinions and contracts. Coordinate with other departments on all legal-related issues that have a direct bearing on the Department and ensure the recovery of costs of its activities whenever possible. Manage the provision of legal advisory support services Coordinate legislative review and reform program in the department Manage and co-ordinate the Departmental Legislative program including the Provincial Rationalization of Laws Project Manage human, financial, and other physical resources of the component/Directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

<u>POST 40/127</u>	:	<u>DIRECTOR: ASSET MANAGEMENT AND FACILITIES REF NO: DARDLEA/2025/11/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package) Head Office Mbombela Applicants must be in possession of a SAQA recognized Bachelor's degree in Financial / Business / Public / Commerce Management or any equivalent/ relevant qualification (NQF level 7). Successful Completion of Senior Management Pre-Entry Programme (Nyukela). Executive Management Development Program Certificate/Post Graduate qualification in Finance/ Business/Commerce/Business Management (NQF 8) will be an added advantage. A minimum of 5 years' experience at middle management / senior managerial level. Applicants must have extensive experience in the asset management environment. A valid driver's licence. Skills And Competencies: Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Sound organising, planning and leadership skills. Ability to develop, interpret and implement policies. Able to work under pressure and must be willing to travel across the province. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses and change management. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Ensure compliance to the provisions of the PFMA, Treasury Regulations, National Transport Policy, Asset Management Framework, Modified Cash Standard and Accounting Manual for Departments. Ensure effective and efficient management of assets under the control of the department including inventory. Ensure that a complete, accurate and reliable Fixed Asset Register is in place. Ensure effective and efficient asset disposal management. Provide effective and efficient transport services and ensure economic use of departmental vehicles. Ensure compliance with all relevant reporting requirements coupled with timeous submission of monthly and quarterly reports. Ensure proper management of assets through physical asset verification, FAR update with additions, disposals, losses, leases and etcetera. Ensure that relevant notes to the Interim and Annual Financial Statements are prepared and submitted for proper reporting and submission. Manage the performance of leases. Ensure proper handling of audit queries. Ensure monthly asset reconciliations are conducted. Manage human resources and performance of the directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/128</u>	:	<u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DARDLEA/2025/11/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package) Head Office Mbombela Applicants must be in possession of a SAQA recognized Bachelor's degree in Financial / Business/ Public/ Commerce Management or any equivalent/ relevant qualification (NQF level 7). Successful Completion of Senior Management Pre-Entry Programme (Nyukela). A minimum of 5 years of experience at middle/senior management level. Proven managerial and financial management competencies. A valid drivers licence. Skills and Competencies: Programme and Project Management, Financial Management, Change Management and Communication (written and verbal) skills and competencies. Knowledge of Financial Management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of HR management practices, Government Legislative Frameworks and other Public Service Regulatory Frameworks. Skills in Financial Planning, Budgeting, Sound Management, Planning and Organizing. Ability to develop, interpret and implement policies, strategies and legislations. Sound knowledge of Public Finance Management Act (PFMA), Treasury Instructions, Labour Relations Act, Public Service Regulations. Ability to work under pressure and a valid driver's license.
<u>DUTIES</u>	:	Provide strategic financial leadership and direction to ensure effective financial management and compliance with government regulations. Manage accounting and reporting in compliance with the requirements of the Public

		Finance Management Act (PFMA) requirements. Manage the development and maintenance of accounting reporting policies, strategies and procedures. Ensure facilitation of all financial and auditing requirements. Manage departmental budget, administration and reporting processes in line with PFMA, Treasury Regulations and Guidelines. Manage human resources and performance of the directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/129</u>	:	<u>DIRECTOR: LAND REFORM MANAGEMENT REF NO: DARDLEA/2025/11/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package)
	:	Head Office Mbombela
	:	BSC in Agricultural Science/ Bachelor's Degree in Agriculture / BTech in Agriculture/ Rural Development (NQF Level 7) as recognized by the South African Qualification Authority (SAQA). A postgraduate degree will be an added advantage. A minimum of 5 years' experience at middle management / senior managerial level in Agriculture, Rural Development, Economics, Land and Agrarian programmes. A valid driver's license. Pre-entry certificate for senior management service (Nyukela certificate). Skills And Competencies: Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). Knowledge of contract management. Knowledge of applicable legislation frameworks such as, Public Finance Management Act Treasury Regulations, Labour Relations Act, Public Service Act, and Public Service Regulations. Knowledge of Government policies and priorities in terms of Agriculture, Land Reform and Rural Development, supply chain management practices and other relevant prescripts. Extended working hours and prepared to travel. Experience in capacity building and good programme facilitation skills. Team building and decision-making skills. Must have good verbal and written communication skills to facilitate various collaborations with a variety of stakeholders and must be computer literate (MS Word, MS Excel, MS Power Point and MS Outlook). Ability to apply time management principles and adapt to continuous changing environment.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Chief Director: District Services and will be responsible to provide strategic and leadership direction in the Directorate. Manage the provision of Agricultural Extension and Advisory service. Facilitate the establishment of extension forums. Evaluate and report on extension programmes. Establish and participate in institutional structures for planning, implementation and coordination of agricultural projects. Manage the provision of all agricultural specific interventions and support land reform projects. Development and implementation of policies, review and amend as and when required based on inputs from stakeholders. Facilitate, manage and implement strategic directions, development and support for land reform programme and rural development. Facilitate the resolution of specific challenges facing the sector. Provide monitoring and evaluation oversight of land reform programme and produce relevant reports. Participate in different forums that contribute towards development of Agriculture and Land Reform. Manage Mentorship and Graduate policies and practices. Provide information services to mentorship and graduates participants. Identify exit opportunities for Graduates.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/130</u>	:	<u>DIRECTOR: EHLANZENI NORTH DISTRICT REF NO: DARDLEA/2025/11/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package)
	:	Ehlanzeni North (Thulamahashe)
	:	An undergraduate qualification or Bachelor's degree (NQF 7) in Agriculture/ Agricultural economics/ agricultural extension, coupled with A minimum of 5 years' experience at middle management / senior managerial level and, knowledge in Agricultural development. Successful completion of the Pre-entry Certificate for SMS as endorsed by the NSG is required. Skills And Competencies: Knowledge of extension methodologies and land reform.

DUTIES

Sound knowledge of PFM and PSR, PSA, LRA. Knowledge of project management, change management, strategic planning, report writing, facilitation, coordination planning and organizing, diversity management. Computer literacy, good communication skills (written and verbal). Good agri-business skills and leadership. Good networking skills with different stake holders. A valid drivers license.

: Provide overall management of the district agricultural services and its activities in the municipalities. Human resource management and development. Operational and financial management (supply chain management, budget, expenditure and financial reviews in the district). Manage agricultural developments and provide support service to IDP/ LED planning environment of the municipalities. Implementing the land and agrarian reform programme. Providing support and guidance in compiling business plans of projects funded through conditional grants. Compiling district reports. Participate in the Department's strategic planning and performance reviews. Advice stakeholders on agricultural production and related matters. Advice farmers on the optimal land use practices. Promote, monitor and evaluate agricultural developments. Promote adoption of new technologies and best practices. Promote the uplifting of rural peasant households. Implement comprehensive farmer support programmes. Coordinate the planning and implementation of natural resource management projects. Coordinate the planning and implementation poverty alleviation, household food security programmes and job creation projects. Provide appropriate advisory support to develop and strengthen the capacity of the farmers. Managing and supervising projects. Implement the extension and advisory and recovery plan. Ensure that farmers participate in disaster and risk management programmes. Facilitate the farmer's organization for effective service delivery.

ENQUIRIES

: Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/131

: **DIRECTOR: MASIBUYELE EMASIMINI REF NO: DARDLEA/2025/11/11**

SALARY
CENTRE
REQUIREMENTS

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

: Head Office

: Successful completion of the Pre-entry Certificate for SMS as endorsed by the NSG is required. Candidates must possess a Bachelor's Degree (NQF 7) in Agriculture/ Agricultural economics/ agricultural extension A minimum of A minimum of 5 years' experience at middle management / senior managerial level. Skills and Competencies: Applicants must demonstrate comprehensive knowledge and understanding of all relevant legislation and regulations governing the Public Service, including the Public Financial Management Act and Treasury Regulations, the Public Service Act, and the Labour Relations Act. An understanding of South African government imperatives, priorities, and sector-specific requirements—particularly concerning capacity development, agrarian reform, and food security—is essential. Familiarity with government policies and priorities related to food security, as well as knowledge of the country's food security systems, is required. An understanding of social development and poverty issues affecting the nation, along with health and nutrition matters, is also necessary. Awareness of rural and small farmers' issues and needs is important. Candidates should possess knowledge of the White Paper on the Transformation of the Public Service (Batho Pele). Proficiency in financial management, strategic capability and leadership, programme and project management, and knowledge management is required. Skills in service delivery innovation, problem-solving and analysis, people management and empowerment, and client orientation and customer focus are essential. Effective communication, honesty, integrity, and change management skills are also necessary. Willingness to work extended hours and undertake travel, including international travel, is expected.

DUTIES

: Establish provincial frameworks to advance sustainable household food security programmes. Supervise collaborations with both internal and external stakeholders engaged in food security initiatives. Lead the Directorate in executing policy priorities and achieving strategic objectives, including target setting. Manage the coordination and reporting of agricultural interventions; coordinate and implement land reform and other agrarian interventions. Manage the development and implementation of policies.

ENQUIRIES

: Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

OTHER POSTS

<u>POST 40/132</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: DARDLEA/2025/11/12</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A minimum of Bachelor's degree/Advanced Diploma / BTech (NQF Level 7) in Information Technology / Computer Science / Informatics with a minimum of five years' functional work experience at an Assistant Director or middle Management level in complex ICT Application complex environment as Application developer using ASP.NET/JAVA, JQuery, HTML5, Oracle and PLSQL, e.t.c. A valid driver's license. Skills And Competencies: Sound knowledge of PFMA, Public Service Act, Public Service, National Treasury Regulations and ICT prescripts. Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring (availability, manageability, reliability and security), Software development methodologies, IT service management principles for incident, Change, Problem and Release Management, Technical standards/procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Presentation and project management skills. Information and data Security. Risk assessment and mitigation. Disaster recovery technologies.
<u>DUTIES</u>	:	Implement enhancements for software applications. Monitor the maintenance of all customized software applications. Engage with other ICT teams to deliver ICT solutions. Manage and supervise resources within the sub-directorate. Coordinate training and information provision to give support to Provincial Departments for effective and efficient use of the systems in their daily activities. Providing support to the Provincial Departments by assisting them in obtaining management information using systems. Compile standard policies and procedure manuals for internal security profiles and control deviations. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/133</u>	:	<u>DEPUTY DIRECTOR: PRODUCTION AND PUBLICATION (GRAPHIC DESIGNER) REF NO: DARDLEA/2025/11/13</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and an appropriate Bachelor's Degree / Advanced National Diploma (NQF 6/ 7) or equivalent qualification in Communications Studies / in Graphic Design/ Audio-Visual Production/ Media Studies/ or related field, with a minimum of five years managerial experience in a Junior Management level (Assistant Director level). Knowledge and experience in Communications, publication and/ or information services. A portfolio of previous publications will be an added advantage. Knowledge of design software, such as Adobe Creative Suite: Photoshop, Adobe Creative Suite: Illustrator, Adobe Creative Suite: InDesign, Corel Draw, and Microsoft Office. Good Communication with excellent organizational and writing skills and ability to interact at high profile levels. The ability to work under pressure and willingness to work long hours. A valid driver's license. Skills And Competencies: Planning and organizing. Financial management. Change management. Knowledge management. People management and empowerment. Programme and project management. Service delivery innovations. Client orientation and customer focus. Problem solving and analysis. Communications.
<u>DUTIES</u>	:	The successful candidate will be responsible to co-ordinate the production of the external provincial government publication. Co-ordinate the production of the internal staff bulletin. Render proof reading and editing services for documents and publications. Co-ordinate the design of corporate materials for the Department. Co-ordinate the audio-visual services for the Department. Manage human and financial resources of the Production and Publication Unit.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo: Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

<u>POST 40/134</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE SUPPORT REF NO: DARDLEA/2025/11/14</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Computer Science/Information Technology and Informatics with a minimum of five years' functional work experience in at an Assistant Director or middle Management with proficiency in data and Voice-over-IP (VoIP) networking experience. Any relevant ICT Infrastructure certificate is an advantage. A valid driver's license. Skills And Competencies: Working knowledge of Microsoft server environment, Windows operating systems (AD and MS Exchange Server) and Microsoft Office packages. Management of Software licenses. Networking environment –LAN/WAN, networking/Troubleshooting and experience in routers/switch configuration Telecommunication Systems – Knowledge of PABX and telecom systems, (TMS, VoIP). Virtualization Solutions, SAN administration and Cloud hosted services. Knowledge of ICT Security technologies. Sound knowledge of PFMA, Public Service Act, Public Service, National Treasury Regulations and ICT prescripts. Information and data Security. Risk assessment and mitigation. Disaster recovery technologies. Presentation and project management skills.
<u>DUTIES</u>	:	Development, implementation and monitoring of ICT Infrastructure Plan. Provision and maintenance of the telecommunications systems and network infrastructure. Oversees management and protection of the data ensuring adherence to standards and operating procedures to data access and preservation of data and storage. Manage the maintenance and support of all computer end-user devices and computerized systems, information processing equipment and software. Sets the direction and oversee ICT infrastructure projects and implement ICT projects methodologies. Assists in the acquisition of ICT equipment and software through developing specifications and giving advice on the new technologies procured. Coordinate the compilation of various reports and statistics for the section. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/135</u>	:	<u>DEPUTY DIRECTOR: SERVICE CONDITIONS REF NO: DARDLEA/2025/11/15</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6/ 7) in Human Resource Management / Public Admin / Public Management or any related field. Minimum five years working experience within Service Conditions unit at an Assistant Director level. Competencies: Knowledge and experience of Pension Management, Leave Management, Government Housing Scheme and Medical Aid. Strategic thinking, Financial Management and budgeting, Diversity Management, Project Management, Team leadership, People Management, Planning and organising, Negotiation skills and Presentation skills. Communication skills (verbal and written), Client Orientation and customer focus. Managing Interpersonal Conflict and resolving problems. Knowledge, understanding and application of Human Resource Management with reference to Conditions of Service in the Public Service. Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Service Act as amended, Public Service Regulations, Basic Conditions of Employment Act, Relevant PSBC resolutions and directives, Computer literacy (Microsoft Office package), Salary Administration System (PERSAL) Personnel Certificate, Knowledge of BPA system. A valid driver's licence.
<u>DUTIES</u>	:	Manage implementation of Service Benefits. Manage Service Terminations. Conduct Exit Interviews, analyse trends and present findings to management. Develop long term strategies to address employee turnover. Manage Leave Matters including PILIR. Conduct research in developing and reviewing policies. Liaison with line managers and stakeholders for inputs on policy development/review. Conduct awareness campaigns on new and reviewed policies. Communicate departmental plans and offer guidance to all employees. Provide inputs to line management and unit for budgeting

		purposes. Compile the unit's operational plan. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and within prescribed timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision and Delegation of functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/136</u>	:	<u>DEPUTY DIRECTOR: SPECIAL PROGRAMMES REF NO: DARDLEA/2025/11/16</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Matric certificate with a Degree/ diploma (NQF Level 06/ 07) in Public Administration or Developmental Studies or equivalent qualification as recognized by South African Qualifications Authority (SAQA). 5 years experience as an Assistant Director in Special Programmes or Transversal Services. Knowledge of the Public Service Regulation (PSR) of 2016. Knowledge of the Public Finance Management Act (PFMA). Knowledge of legislation or prescripts on People with Disabilities (PWD), Children, Youth and Older Persons. A valid driver's license. Skills and Competencies: Communication (verbal and writing) skills, good presentation skills, ability to work under pressure, meeting tight deadlines, ability to work with a team, problem solving, project management, computer literacy and analytical skills.
<u>DUTIES</u>	:	Monitor programme alignment to prescripts on the rights of PWDs, Children, Youth and Older Persons. Conduct advocacy on the rights of designated groups. Monitor and report on programme performance on special programmes. Manage the finances of the Sub-Directorate. Manage the human resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/137</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DARDLEA/2025/11/17</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	An (NQF level 6/ 7) qualification in Human Resource Management / Public Admin / Public Management or any related field. Minimum 5 years working experience at an Assistant Director level within Human Resource Management and Development environment. Competencies: visionary, Strategic thinking, and experience in managing diverse teams. Ability to manage projects, lead change initiatives and implement new policies and systems Financial Management and budgeting, Diversity Management, Programme and relations management. Accountability and ethical conduct. Analytical skills. Project Management, Team leadership, People Management, Planning and organising, Negotiation skills and Presentation skills. Communication skills (verbal and written), Client Orientation and customer focus. Managing Interpersonal Conflict and resolving problems. Knowledge, proficient in relevant software packages, including MS Office. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Service Act as amended, Public Service Regulations, Basic Conditions of Employment Act, Relevant PSBC resolutions and directives, Computer literacy (Microsoft Office package) PERSAL) Knowledge of BPA system. A valid driver's licence.
<u>DUTIES</u>	:	Manage corporate services in the District i.e recruitment, employee relations, performance management, Information technology, administration, communications, OHS and HR planning. Assist with the development and implementation of strategic plan. Ensure line manager execute their business plan within the objectives of HR plan. Monitor Corporate services policy

		implementation. Oversee budget in line with government regulations. Manage personnel.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/138</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DARDLEA/2025/11/ 18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	Ehlanzeni North District
	:	An (NQF level 6/ 7) qualification in Human Resource Management / Public Admin / Public Management or any related field. Minimum 5 years working experience at an Assistant Director level within Human Resource Management and Development environment Competencies: visionary, Strategic thinking, and experience in managing diverse teams. Ability to manage projects, lead change initiatives and implement new policies and systems Financial Management and budgeting, Diversity Management, Programme and relations management. Accountability and ethical conduct. Analytical skills. Project Management, Team leadership, People Management, Planning and organising, Negotiation skills and Presentation skills. Communication skills (verbal and written), Client Orientation and customer focus. Managing Interpersonal Conflict and resolving problems. Knowledge, proficient in relevant software packages, including MS Office. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Service Act as amended, Public Service Regulations, Basic Conditions of Employment Act, Relevant PSBC resolutions and directives, Computer literacy (Microsoft Office package) PERSAL) Knowledge of BPA system. A valid driver's licence.
<u>DUTIES</u>	:	Manage corporate services in the district i.e recruitment, employee relations, performance management, Information technology, administration, communications, OHS and HR planning. Assist with the development and implementation of strategic plan. Ensure line manager execute their business plan within the objectives of HR plan. Monitor Corporate services policy implementation. Oversee budget in line with government regulations. Manage personnel.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/139</u>	:	<u>DEPUTY DIRECTOR: PMDS REF NO: DARDLEA/2025/11/19</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	Head Office Mbombela
	:	An appropriate Degree/ Diploma (NQF 6/7) in Human Resources Management/ Development/ Training and Development/ Management of Training/ Public Management/ Public Administration. Five (5) years' experience in Performance Management. Knowledge: Public Service Act, Public Service Management Act, Treasury Regulation, Human Resource Management Policies, Human Resource Systems and Procedures, Performance Management, Labour Relations Act, Batho Pele Principles, Public Service Regulations as amended, PSCBC Resolutions, Knowledge of SMS handbook, Public Service Act as amended, DPSA directives and other Human Resource Prescripts. Knowledge of administrative procedures, and project management. Competencies: Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Manage performance management and Development system in the department. Manage and administer the SMS Performance Management System. Manage and administer the Performance Management and Development System. Manage the coordination and facilitation of support to Moderation Committee Service in the Department. Develop, Review and Manage the implementation of PMDS Policies and processes to ensure compliance. Conduct training on PMDS. Manage and facilitate the PMDS processes of submission of Performance Agreements, Mid-term assessments, Annual assessments and probation reports for both members of Senior Management Service (SMS) and non-SMS. Ensure quality assurance of SMS

and non-SMS Performance Agreements, Mid-term assessments, Annual assessments and probation reports. Administer SMS and non-SMS moderation processes, manage databases, implementations on PERSAL, and facilitate the appointment of moderation committees. Effective facilitation of the implementation of the incentive framework and collective agreements, including OSD and non-OSD. Ensure that awareness and training sessions on PMDS are conducted. Ensure accurate data capturing, reporting, and provide reports to Management. Manage dispute resolution or disagreement process emanating from Performance Agreements, Mid-term assessment, Annual assessment, and probation reports. Provide technical advice to stakeholders, and management.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/140 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND DESIGN REF NO: DARDLEA/2025/11/20**

SALARY : R582 444 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Applicants must be in a possession Degree/National Diploma (NQF 6) in Management Service/Work-study /Human Resource Management / Public Administration / Public Management/ Industrial Psychology, supplemented by a certificate in Applied Organisational Development programme or Work-study, Job evaluation. A minimum of three (3) years' experience working in organisational design and Job evaluation. Competencies: Knowledge and experience of Organisational Design and Job Evaluation process. Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid driver's licence.

DUTIES : Design, reviewing, align and maintain organizational structure in line with the Departmental strategic plan. Conducting work study investigations. Determining the correct grading of posts on a continuous basis through Job Evaluation. Facilitating the process of developing Job Descriptions (new and existing job descriptions). Managing Job Description database and Job Evaluation records. Providing submissions, reports, statistics and presentations on the above. Facilitate and co-ordinate workshops on job evaluation to capacitate line Managers. Conduct research on the above including best practices.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/141 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATION REF NO: DARDLEA/2025/11/21**

SALARY : R582 444 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : A National diploma or Degree (NQF 6) in Human resource management, Public Management, Social Science or related field. 3 years' experience in skills development and Training Coordination of which two years must be supervisory experience. A valid drivers incense. Skills and Competencies: Knowledge of Human resource management and Legislation such as Public Service Act, Public Service Regulations. Time management, training and mentoring skills, diversity management. Eperience in skills development and training coordination. Experience in managing long-term training programmes like internships. Experience in drafting and submitting WSP reports various SETA's. project management skills and being able to coordinate and manage training initiative and development projects. Strong verbal and written communication skills including report writing and presentation abilities. Computer literacy in the Microsoft package i.e Word, Excel, PowerPoint. Knowledge of PERSAL system. Ability to work independently and as part of a team, under pressure, and take initiative.

DUTIES : Develop, implement and manage the Department's WSP and annual training report and liaise with service providers. Serve as liaison between the

		Department and the relevant SETA's. promote a culture of learning and development within the Department Coordinate orientation and induction programme. Coordinate skill audit and training needs analysis process to identify skills gap. Implement internship and experiential learning programmes. Compile and submit training report to management. Serve as secretary and advisor during training committee meetings. Ensure compliance with skills development Legislation. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/142</u>	:	<u>ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: DARDLEA/2025/11/22</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma/ Degree (NQF level 6) as recognized by SAQA in Communication/ Journalism/ Marketing or equivalent qualification. Exceptional oral and writing skills. Good interpersonal relations skills. Computer literacy. Policy analysis and development. Research skills. A valid driver's licence. Skills And Competencies: Knowledge of prescripts applicable in Public Service. Strong written and verbal communication, and media relations expertise. Computer literacy, the ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for implementing media engagement plans, identify relevant media platforms to profile the Department. Conceptualize media content such as media advisories and media statements for approval by the supervisor Establish and maintain good relations with the media and analyse media trends in the province and departmental priorities. Ensure media monitoring, summarize and analyse key communication issues affecting the Department. Conduct research and information gathering for articles and media statements. Compile and issue weekly diary for the Departmental activities. Facilitate media accreditation, coordinate venues for media registration and interviews.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/143</u>	:	<u>ASSISTANT DIRECTOR: PRODUCTION AND PUBLICATION REF NO: DARDLEA/2025/11/23</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A Senior Certificate and National Diploma/Degree (NQF 6) in Graphic Design or equivalent qualification. Three years' experience in Graphic Design. A portfolio of previous publications will be an added advantage. Knowledge of design software's, such as Adobe Creative Suite: Photoshop, Adobe Creative Suite: Illustrator, Adobe Creative Suite: InDesign, Corel Draw, and Microsoft Office. Writing, digital media and photographic skills will be an added advantage. The ability to work under pressure and willingness to work long hours. A valid driver's license. Skills And Competencies: Knowledge of prescripts applicable in the Public Service. Strong written and verbal communication, and media relations expertise. Computer literacy, The ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Production of departmental publications, including Annual Report, Policy and Budget Speech, Internal and External newsletters, Booklets, Presentations and Promotional Material. Maintain departmental corporate image and identity on all documents and events. Writing, digital media and photographic skills will be an added advantage. Give creative direction on supplied briefs. Maintain departmental corporate image and identity on all documents and events. Multimedia design and production. Provide high quality videos for broadcasting in digital platforms. Provide audio-visual services to departmental events. Archiving pictures, footage and videos on audio-visual library. Social media engagement and management.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

<u>POST 40/144</u>	:	<u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: DARDLEA/2025/11/24</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A (3) three-year Degree or National Diploma (NQF 6) in Security Management. 3 years' experience in security management or job-related knowledge. Skills And Competencies: A broad knowledge of Minimum Information Security Standard (MISS). A sound knowledge and understanding of the South African Media Landscape, site and operations. Planning and organizational skills, analytical skills, communication skills (verbal and written). Ability to work under pressure and willingness to work irregular hours. A valid drivers license. Ability to travel extensively and ability to work in a team.
<u>DUTIES</u>	:	Coordinate and promote safety and security in terms of Minimum Physical Security Standards (MPSS) and Minimum Information Security Standards (MISS) in the province. Attend and conduct meetings with appointed Security Service providers to ensure contract compliance on a monthly basis. Conduct inspections at all Departmental facilities. Conduct physical security audits, assessments in all offices of the Department. Assist in coordinating and monitoring of key custodians in all District offices. Monitor the implementation of SOP: Key control procedures. Conduct inspections on electronic security systems. Report all defects to the service provider. Monitor the maintenance and service repost against scope of work. Participate in all Departmental plenary meetings. Ensure that Z204 (81/97244) is issued and database updated. Ensure that security vetting file is submitted to state Security Agency within the required time frame. Manage safety and security at all Departmental events. Plan safety and security as per Standard Operating Procedure for events. Liaise with Security Cluster Members for coordination of section and meetings. Accreditation/ registration of guests and delegates. Apply and request a categorization from South African Police Service. Submit and operational plan Monitor event and submit a feedback report.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe: Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/145</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: DARDLEA/2025/11/25 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Senior Certificate, a recognised National Diploma or Bachelor's degree / B-Tech (NQF 6) in Supply Chain Management/ Logistics / Purchasing or other relevant qualification with a minimum 03 years work experience in Supply Chain Management. Minimum three (3) years' experience at supervisory (Level 7/8) within Supply Chain Management Environment. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's licence. Skills and Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.
<u>DUTIES</u>	:	Manage the generation of purchase orders and screening for compliance and approval thereof. Coordinate and review the processing of requisitions for goods and services. Ensure effective LOGIS administration and implementation. Compile weekly LOGIS commitment report. Perform monthly reconciliation reports. Management of uploaded documents on the BPA system. Receive, capture and forward invoices of goods and services to the expenditure section. Ensure proper usage and support provision to all users of the Invoice Tracking System. Coordinate the safekeeping and distribution of consumables. Supervise employees to ensure an effective logistics management services and undertake all administrative functions required with

		regard to financial and HR administration. Ensure effective, efficient and economical utilisation of resources.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/146</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT AND SUPPLY CHAIN PERFORMANCE MANAGEMENT REF NO: DARDLEA/2025/11/26</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Senior Certificate, a recognised National Diploma or Bachelor's degree / B-Tech (NQF 6) in Supply Chain Management/ Logistics / Purchasing or other relevant qualification with a minimum 03 years work experience in Supply Chain Management. Minimum three (3) years' experience at supervisory (Level 7/8) within Supply Chain Management Environment Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's licence. Skills And Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.
<u>DUTIES</u>	:	Develop and update contract register, track contract performance and timelines. Conduct assessment of suppliers' performance. Ensure provision of secretariat duties to the Bid Adjudication Committee. Manage the rotation of contracted service providers. Manage and monitor the implementation of service level agreement. Safeguarding of contract related documentation and files thereof. Ensure that all active contracts are captured on contract management systems. Ensure quality assurance of invoices. Facilitate contract dispute resolutions through the Contract Management Committee Ensure compliance with SCM policies and applicable prescripts. Compile monthly and quarterly reports. Supervise employees to ensure an effective logistics management services and undertake all administrative functions required with regard to financial and HR administration. Ensure effective, efficient and economical utilisation of resources.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/147</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: DARDLEA/2025/11/27 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Matric certificate, and a National Diploma/ Degree (NQF 6/7) Financial Accounting, Cost and Management Accounting, Internal Auditing or relevant qualification within the related field as recognised by SAQA. Minimum of 3 Years relevant experience in a Financial Accounting or related field knowledge of Financial Management. Skills And Competencies: Knowledge of Public Service Financial Legislative Frameworks PFMA and Treasury Regulations. Must have extensive experience operating transversal financial systems (BAS and LOGIS) Financial Management skills. Good Interpersonal relations, problem solving, Good with people management. Must be computer literature and be able to work both individually and in a team as well under extreme pressure. Must in possession of a valid driver's licence. Client orientation. Accountability and ethical conduct.
<u>DUTIES</u>	:	Receive/ checking/ recording all invoice, process payments and ensuring they are paid within 30 days, filled systematic in a safe space after payment and retrieval of payment vouchers when requested. Consolidate monthly reports/ creditors reconciliation/ Payables and Accruals. Prevent and report Unauthorized/ irregular/ wasteful/ fruitless expenditure. Manage/develop/ evaluate performance of staff.

<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/148</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: DARDLEA/2025/11/28</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma/ Degree (NQF Level 6) in Finance / Financial / Accounting Management as recognised by South African Qualifications Authority (SAQA). At least a minimum of three (3) years' experience at supervisory (Level 7/8) within Finance Environment. Skills And Competencies: Knowledge of legislative prescripts governing the public sector Financial Administration, with emphasis on the Public Finance Management Act, MTEF guidelines and Treasury Regulations. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. Supervisory /Management skills. A valid driver's licence.
<u>DUTIES</u>	:	Assist in preparing departmental budgets, including analysing historical financial data and forecasting revenue and expenditure. Ensure budgets align with departmental strategic objectives and priorities. Monitor and report on budget performance, identifying areas for improvement and recommending corrective actions. Ensure compliance with budgetary regulations and policies. Conduct financial analysis and provide insights to inform budget decisions. Analyse financial data to identify trends, risks, and opportunities for cost savings. Prepare reports on budget performance, including variance analysis and recommendations. Ensure compliance with relevant laws, regulations, and policies. Liaise with departmental officials, treasury representatives, and other stakeholders to ensure effective budget management. Provide technical guidance and support to budget managers.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/149</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT MANAGEMENT REF NO: DARDLEA/2025/11/29</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Transport Management, Public Management/Administration or related field (NQF Level 6) or related as recognized by SAQA. Minimum 3 years relevant experience at supervisory level and valid driver's license. Skills And Competencies: Knowledge of a variety of work ranges and procedures such as: Transport Management, Transport Circulars, Public Finance Management Act, Public Service Act 1994, Public Service Regulations 2001 as amended. Skills And Knowledge: Communication skills; Negotiating skills; Facilitation skills; Report writing, Co-operation skills; Liaison skills. Knowledge of Microsoft word, PowerPoint and excel Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Manage the procurement of new vehicles for government own and subsidized vehicles; Manage registration and licensing of state vehicles; Manage the repairs and maintenance of departmental fleet and disposal of worn out and obsolete vehicles; Manage processing of fuel payment claims for all schemes (MMS, SMS, A & B); Manage the provision and development of transport manuals and policies. Liaise with districts regarding transport issues. Provide on-the-job training for sub-ordinates. Manage personnel in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/150</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DARDLEA/2025/11/30</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A Matric Certificate and an appropriate NQF 6 Degree / Diploma in Internal Audit / Risk management, Accounting and Cost Management as recognized by the South African Qualifications Authority (SAQA). (3) years Internal audit experience as an internal auditor of which (1) year should be supervisory experience in Auditing field. Registration with IIA (Institute for Internal Auditors)

(Internal Audit Technician (IAT), the Professional Internal Auditor (PIA) or the Certified Internal Auditor (CIA) will be an added advantage. A valid driver's license. Successful candidate will be required to complete a security clearance. Skills And Competencies: Knowledge of legislative frameworks governing the Public Service, Public Finance Management Act (PFMA) and Treasury regulations, Ability to apply concepts in audit assignments; King (IV) Report on Corporate Governance, Internal Audit frameworks and methodologies, Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors (IIA). Effective problem-solving skill due to professional care, High standard of honesty, confidentiality, objectivity, diligence and loyalty. Planning and organizing, Communication skills (verbal and written); Financial Management; Computer literacy; Programme and project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus, Research skills and Leadership.

DUTIES : Supervise and execute Internal audit assurance and advisory engagements to support implementation of the approved internal audit plans. Providing assurance on governance, risk management and control processes in accordance with the GIAS. Identify key risk areas as set out in the strategic plan and risk management strategy. Participate in the development in the three-year strategic risk based audit plan and annual audit operational plan. Draft management report relating to weaknesses in controls, risk management and governance and provide recommendations for improvements. Assess management action plans and monitor implementation thereof. Supervise, Coach and Manage performance development of Internal Auditors reporting under the role.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/151 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DARDLEA/2025/11/31**

SALARY : R468 459 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : An appropriate three (3) years National Diploma/Bachelor's Degree (NQF 6) or equivalent qualification in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations. A minimum of three years' relevant experience in Labour Relations. At least one-year relevant supervisory experience. A valid driver's license. Skills And Competencies: Knowledge of the relevant Public Service Regulatory Framework (Labour Relations Act, Public Service Act, Public Service Regulations and Public Finance Management Act and Treasury Regulations). Knowledge and understanding of Labour Relations policies and procedures. Understanding of all relevant Human Resources Legislations and policies. Problem solving skills. Planning, organizing and time management. Excellent verbal and written communications skills including negotiation and diplomacy. Policy analysis and development. Research analysis. Facilitation and presentation. Stakeholder and client liaison. Project administration. Innovation and creativity. Ability to work in a team and independently. Ability to operate Microsoft Office programmes effectively. Ability to work under pressure and people management.

DUTIES : Provide advice to line managers regarding grievances, disputes and misconduct cases. Represent the employer at conciliation and arbitration. Conduct training (formal and informal). Facilitate conflict resolution and represent the employer in dispute resolution hearings, conciliation and arbitration. Implement, review and maintain Labour Relations policies and procedures. Facilitate the administration of disciplinary cases including preparation of charge sheets and the provision of support to the relevant role-players, including presiding officers and departmental representatives. Give support and render advice regarding policies, requirements and prescripts to all stakeholders. Compile statistics and reports on Labour Relations matters. Monitor whether Labour Relations matters are attended to by appointed officials within stipulated time frames. Participate in Labour Relations fora and related statutory bodies. Provide logistical and administrative support to State Attorney.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/152 : **ASSISTANT DIRECTOR: SERVICE CONDITIONS REF NO: DARDLEA/2025/11/32**

SALARY : R468 459 per annum
CENTRE : Gert Sibande
REQUIREMENTS : Applicants must be in a possession of an NQF 6 Degree/National Diploma in Human Resource Management / Public Administration/ Public Management / Labour Relations. At least 3 years' experience in service Conditions. Skills And Competencies: Knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.

DUTIES : Provide for Service conditions and Employee Benefits. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, and payment of allowances etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the district. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Supervision of staff.

ENQUIRIES : Mr. R.S Mhlongo Tel No: (017) 819 2076

POST 40/153 : **ASSISTANT DIRECTOR: RECRUITMENT AND HR PLANNING REF NO: DARDLEA/2025/11/33**

SALARY : R468 459 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : Applicants must be in possession of Degree/National Diploma in Human Resource Management/ Public Management/ Public Administration. A minimum of three (3) years' experience working in Human Resource Management environment. Skills And Competencies: Knowledge and experience of the recruitment and selection process. Knowledge of Human Resource Management. Labour and Employment legislations. Promotion of Access to information Act (PAIA). Promotion of Administration Justice Act (PAJA). Computer literacy (Microsoft Office package). Computer skills (verbal and written). Negotiation skills. Conflict Resolutions skills. Planning and organizing skills and presentation skills. Personal and salary administration system (PERSAL) Personnel certificate. A valid driver's license.

DUTIES : Provide advisory services pertaining to recruitment and selection processes. Coordinate and facilitate the advertisement of vacant positions. Ensure compliance with employment equity targets during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the job applications received. Conduct screening of job applications. Arrange short listings and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during te shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Handle resettlement and relocation of staff. Coordinate and facilitate Human Resource Planning related matters in the district. Maintain and update staff establishment on PERSAL system in the district. Conduct exit interviews

		and compile monthly, quarterly and annual reports. Supervise staff in the Recruitment and Planning in the District.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/154</u>	:	<u>ASSISTANT DIRECTOR: RECUITMENT AND HR PLANNING REF NO: DARDLEA/2025/11/34</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Ehlanzeni South District
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an NQF 6 Degree/National Diploma in Human Resource Management/ Public Management/ Public Administration. A minimum of three (3) years' experience working in Human Resource Management environment. Skills And Competencies: Knowledge and experience of the recruitment and selection process. Knowledge of Human Resource Management. Labour and Employment legislations. Promotion of Access to information Act (PAIA). Promotion of Administration Justice Act (PAJA). Computer literacy (Microsoft Office package). Computer skills (verbal and written). Negotiation skills. Conflict Resolutions skills. Planning and organizing skills and presentation skills. Personal and salary administration system (PERSAL) Personnel certificate. A valid driver's license.
<u>DUTIES</u>	:	Provide advisory services pertaining to recruitment and selection processes. Coordinate and facilitate the advertisement of vacant positions. Ensure compliance with employment equity targets during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the job applications received. Conduct screening of job applications. Arrange short listings and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during te shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Handle resettlement and relocation of staff. Coordinate and facilitate Human Resource Planning related matters in the district. Maintain and update staff establishment on PERSAL system in the district. Conduct exit interviews and compile monthly, quarterly and annual reports. Supervise staff in the Recruitment and Planning in the District.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000
<u>POST 40/155</u>	:	<u>ASSISTANT DIRECTOR: COORDINATION, MONITORING AND EVALUATION REF NO: DARDLEA/2025/11/35</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 6) in Social Sciences, Community Development, Communication, Public Management or a related field required. A minimum of three years of relevant experience required, especially in the areas of monitoring and evaluation, community development, communications and administration, is necessary. Skills And Competencies: Excellent leadership, written, verbal, listening, and interpersonal skills are crucial for coordination functions, and interacting/ liaising with various stakeholders at all levels. Acts as a vital link between the clients, and stakeholders. This includes communicating important information to programmes and other key stakeholders. Strong organizational skills and proficiency with relevant software are essential, substantiated by the need for data management, report preparation, producing minutes, and assisting in the coordination electronic and physical meetings as well as the management filing systems. Strategic planning skills essential for planning, implementation and reporting the Unit's performance as well as assist in managing the department's budget and financial matters. Reporting & Analysis: Monitors activities, resolved issues, report updates to the Legislature & Office of the Premier, and handle data collection and analysis.
<u>DUTIES</u>	:	Assist in the coordination of departmental reports for submission to oversight bodies. Ensure compliance with regulations, internal policies and adherence to the deadlines set for reports and minutes. Assist in the provision of Secretarial services to departmental management structural meetings

		provided Maintain scheduling of management meetings and represent the unit when needed during the meeting proceedings Revise and implement and monitor the plan for the Unit Produce reports on projects site visits and attended outreach programmes for submission to the deputy director and other executives Assist in the coordination of TLPs, oversight visits, and provincial/ national outreaches Monitor attainment of the Unit's objectives Assist in budgeting and monitoring expenses Fulfil duties and daily operations of the office as assigned by the deputy director.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/156</u>	:	<u>ASSISTANT DIRECTOR: BUDGET AND REVENUE REF NO: DARDLEA/2025/11/36</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Ehlanzeni North District An appropriate relevant qualification at NQF level 6 degree in Finance or equivalent qualification in Accounting as recognized by SAQA. At least three (3) years relevant and practical experience in budget & revenue. Skills And Competencies: Knowledge of accounting and economics, experience in financial analysis, evaluation and interpretation of reports. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts. Knowledge of government transversal systems. Knowledge of Microsoft Word, PowerPoint and Excel. Good communication skills both (verbal and written). Good presentation skills and ability to communicate at all levels. Ability to work under pressure and problem-solving analysis. A valid driver's license.
<u>DUTIES</u>	:	Managing and monitoring budget and revenue, ensuring compliance with regulations, and analyzing financial performance. Coordinating the budget process, analyzing budget utilization, monitoring revenue collection and preparing financial reports. Manage personnel.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/157</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE AND SALARIES REF NO: DARDLEA/2025/11/37</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Ehlanzeni South District Applicants must be in possession of a recognized NQF 6 Degree/ National Diploma in Finance and related fields. Postgraduate certificate and/or Degree in finance related field will be an added advantage. Valid driver's license. Minimum of 3 Years relevant experience in Financial Accounting or related field knowledge of Financial Management Prescripts. Skills And Competencies: Sound communication (written and verbal) skills and competencies. Knowledge of procurement processes. Ability to establish and manage financial systems and controls. Knowledge of Budgeting. Knowledge to interpret and implement policies. Sound knowledge of Public Finance management Act (PFMA), Public Service Act, Labour Relations Act, Public Service Regulations. Ability to work under pressure and a valid driver's license.
<u>DUTIES</u>	:	Manage the processing of payment vouchers from SCM. Approve payment advice as per the delegation. Coordinate the collection of pay roll from Head office and compile the monthly reports as required by prescripts. Manage and ensure that invoices are processed and payment for goods and services on Logis within 30 days. Handling of all relevant payment enquiries. Compile payment schedules and make follow-ups to Head office. Facilitate creditor's reconciliation and compile creditors reconciliation reports on monthly basis. Coordinate and facilitate payroll management, Collect and distribute payrolls to pay points Managers. Administer Subsistence & Travell claims. Filing and retrieval of voucher for audit. Compile quarterly accrual reports. Respond to queries from internal and external clients. Print BAS reports and distribute to the relevant managers.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000
<u>POST 40/158</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN REF NO: DARDLEA/2025/11/38</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum Ehlanzeni North District

<u>REQUIREMENTS</u>	:	An appropriate relevant qualification at NQF level 6 as recognized by SAQA in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Public Management or equivalent. A minimum of three (3) year of experience in the management accounting environment, asset management or related financial. supervisory experience. Skills And Competencies: Knowledge of SCM, procurement and business practices. Ability to control and manage the acquisition of services and assets of the Department. Ability to develop, interpret and apply policies, strategies and legislation. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results Advance skills in financial management and project management. Knowledge and understanding of Public Finance Management Act, Labour Relations Act, Public Service Act, Public Service Regulations, Treasury Regulations, Framework for Supply Chain Management, Code of Conduct for SCM Practitioners, Preferential Procurement Policy Framework Act and other Public service financial legislative frameworks. Analytical and numerical skills; good report writing skills, interpersonal and problem-solving skills. Computer skills in Microsoft Office. A valid driver's license.
<u>DUTIES</u>	:	To provide effective and efficient finance and procurement service. Ensure compliance to Finance and Supply Chain Policies. Manage the implementation of Central Supplier Database. Management of District Fleet. Managing District Asset Register and safeguarding departmental assets. Coordinate and manage physical movable and immovable asset verification process to test existence of assets and completeness of the fixed asset register. Serve on Bid Evaluation Committees. Managing Supply Chain functions in line with District compliance on all Financial Transaction as per PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, departmental policies, procedures and related circulars. Compile and submit all required all required administrative reports, serve on transverse task team as required. Ensure compliance with Framework for SCM. Provide on-the-job training for subordinates. Manage sub-ordinates in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/159</u>	:	<u>ASSISTANT DIRECTOR: ASSET AND FACILITY REF NO: DARDLEA/2025/11/39</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Nkangala District (Kwamhlanga)
	:	An appropriate NQF 6 Bachelors' Degree in Financial Management or relevant qualification at NQF level 7 as recognized by SAQA Minimum of three (3) years related financial or Asset Management supervisory experience; Knowledge of Supply Chain Management Framework, Supply Chain Management acquisition practices, National Treasury Regulations and Policy Development. Skills And Competencies: Computer literacy; People Management skills; Project Management skills; Report writing skills; Planning and Organizing; Innovation/Creativity; Presentation and facilitation; Analytical skills; Problem solving and Decision-making skills; Ability to work under pressure. Ability to communicate effectively in both written and verbal form. Proficiency in a wide range of computer software, particularly MS Office Suite, Power Point, Excel and MS Word). Financial analysis, risk assessment, asset register management, and proficiency in asset management software and MS Office. Organizational skills for managing assets, staff, and stakeholders effectively.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices by informing, guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, maintain discipline among supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to

		ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/160</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: SERVICE CONDITIONS (AUXILIARY) REF NO: DARDLEA/2025/11/40</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	A National Senior Certificate and a National Diploma/Bachelor's Degree in Human Resource Management/ Public Administration/ Public Management or equivalent qualification as recognized by South African Qualification Authority (SAQA). Minimum 3 years' relevant experience. A valid driver's license. Introduction to PERSAL Management Certificate. Knowledge and experience in pension administration and leave management will be an added advantage. Skills And Competencies: Extensive knowledge and understanding of Human Resource Management in the Public Service, employment legislation, and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Policy on Incapacity Leave and Ill-Health Retirement, Promotion of Access to Information Act, Promotion of Administrative Justice Act). Proficiency in PERSAL system. Good interpersonal and organizational skills. Good communication skills (written and verbal). Ability to work in a team and independently. Report writing and presentation skills. Stakeholder and client liaison, innovative and creative ability. Ability to work in a team, independently and in a multidisciplinary team. Ability to work under pressure.
<u>DUTIES</u>	:	Provide Service Conditions and Employee Benefits in the District. Administer Service terminations on PERSAL timeously. Quality assure documents received for termination of service and housing and capture on PERSAL. Complete and ensure correct submission of pension forms and all related documents. Capture pension cases on GPAA system. Facilitate leave administration processes and ensure correct codes are used on PERSAL and E-leave Management System. Manage resources in the section. Provide monthly/quarterly/annual reports.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/161</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: SERVICE CONDITIONS (AUXILIARY) REF NO: DARDLEA/2025/11/41</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Ehlanzeni North District
<u>REQUIREMENTS</u>	:	A National Senior Certificate and a National Diploma/Bachelor's Degree in Human Resource Management/ Public Administration/ Public Management or equivalent qualification as recognized by South African Qualification Authority (SAQA). Minimum 3 years' relevant experience. A valid driver's license. Introduction to PERSAL Management Certificate. Knowledge and experience in pension administration and leave management will be an added advantage. Skills And Competencies: Extensive knowledge and understanding of Human Resource Management in the Public Service, employment legislation, and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Policy on Incapacity Leave and Ill-Health Retirement, Promotion of Access to Information Act, Promotion of Administrative Justice Act). Proficiency in PERSAL system. Good interpersonal and organizational skills. Good communication skills (written and verbal). Ability to work in a team and independently. Report writing and presentation skills. Stakeholder and client liaison, innovative and creative ability. Ability to work in a team, independently and in a multidisciplinary team. Ability to work under pressure.
<u>DUTIES</u>	:	Provide Service Conditions and Employee Benefits in the District. Administer Service terminations on PERSAL timeously. Quality assure documents received for termination of service and housing and capture on PERSAL. Complete and ensure correct submission of pension forms and all related documents. Capture pension cases on GPAA system. Facilitate leave administration processes and ensure correct codes are used on PERSAL and

		E-leave Management System. Manage resources in the section. Provide monthly/quarterly/annual reports.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/162</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: SERVICE CONDITIONS) REF NO: DARDLEA/2025/11/42</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Human Resource Management / Public Administration / Public Management. A minimum of three (3) years' relevant experience. Skills And Competencies: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Provide for Service conditions and Employee Benefits. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, payment of allowance etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Manage resources in the Division. Provide monthly/quarterly/annual reports
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/163</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: SERVICE CONDITIONS) REF NO: DARDLEA/2025/11/43</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Human Resource Management / Public Administration / Public Management. A minimum of three (3) years' relevant experience. Skills And Competencies: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Provide for Service conditions and Employee Benefits in the District. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, payment of allowance etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications

		comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Manage resources in the Division. Provide monthly/quarterly/annual reports.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/164</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: SERVICE CONDITIONS REF NO: DARDLEA/2025/11/44</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Ehlanzeni South District
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Human Resource Management / Public Administration / Public Management. A minimum of three (3) years' relevant experience. Skills And Competencies: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Provide for Service conditions and Employee Benefits in the District. Administer Service Terminations. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement PERSAL transactions such as but not limited to housing, payment of allowance etc. Facilitate Leave administration processes. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Manage resources in the Division. Provide monthly/quarterly/annual reports.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000
<u>POST 40/165</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: RECRUITMENT REF NO: DARDLEA/2025/11/45</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An Appropriate Degree/National diploma in HRM/ Public Management/Administration At least 3 years' experience in Recruitment or HR Administration. Skills And Competencies: Knowledge and experience of the recruitment and selection process Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Provide for the recruitment and selection process in the Department. Coordinate and facilitate the advertisement of vacant positions. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Supervise the

		performance of staff under the recruitment services. Compile monthly, quarterly and annual reports. handle human resource administration enquiries to ensure the correct implementation of human resource management practices.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/166</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: RECRUITMENT REF NO: DARDLEA/2025/11/46 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	An Appropriate Degree/National diploma in HRM/ Public Management/Administration At least 3 years' experience in Recruitment and HR Planning. Skills And Competencies: Knowledge and experience of the recruitment and selection process Knowledge of Human Resource Management, Labour and Employment legislations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Personal and Salary Administration System (PERSAL) Personnel Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Maintain the establishment on PERSAL in the District. Provide for the recruitment and selection process in the Department. Coordinate and facilitate the advertisement of vacant positions. Ensure compliance with Employment Equity targets during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Conduct exit interviews and reports. Supervise staff under recruitment and selection. Compile monthly, quarterly and annual reports. Supervision of staff. Address human resource administration enquiries to ensure the correct implementation of human resource management practices.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/167</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: PMDS REF NO: DARDLEA/2025/11/47</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	An Appropriate Degree/National Diploma in HRM/ Public Management/Administration and 3 years' experience in HR environment. A valid driver's license. Skills and Competencies: Extensive knowledge of PERSAL. Sound and proven knowledge of PMDS procedures and processes. A Good understanding and Functional knowledge of the Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act etc. Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, Outlook & Word. A valid driver's license.
<u>DUTIES</u>	:	Implement and maintain PMDS practices. Render administrative functions including being responsible for the overall coordination of PMDS in the District. Maintain PMDS database. Receive and record all performance contracts, mid-term and annual assessment reviews. Facilitate the moderation process. Responsible for the implementation of Pay Progressions. Provide administrative and advisory support services on PMDS related matters. Responsible for PMDS records keeping Compile monthly, quarterly and annual reports. Supervision of staff Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise District staff on PMDS matters to ensure the correct implementation of PMDS

		practices/policies. Assist with preparation of reports on PMDS related issues and statistics. Manage resources in the Division.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/168</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: TRANSVERSAL SERVICES REF NO: DARDLEA/2025/11/48</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	A National Senior Certificate and a National Diploma/Bachelor's Degree in Industrial and Organisational Psychology/ Human Resource Management/ Public Management/ Management Assistant or equivalent qualification as recognized by South African Qualifications Authority (SAQA). Minimum 3 years' experience in Transversal environment. A valid driver's licence. Skills And Competencies: Extensive knowledge and understanding of Human Resource Management in the Public Service, employment legislation, and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Policy on Incapacity Leave and Ill-Health Retirement, Promotion of Access to Information Act, Personal Protective Equipment Act, Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, SHEQ). Good interpersonal and organizational skills. Good communication skills (written and verbal). Ability to work in a team and independently. Report writing and presentation skills. Stakeholder and client liaison, innovative, analytical and creative ability. Ability to work in a team, independently and in a multidisciplinary team. Ability to work under pressure.
<u>DUTIES</u>	:	Provide transversal service and support to employees in the district. Facilitate Employee Health and Wellness, Special Programmes, Occupational Health and Safety, Gender Mainstreaming programmes and activities. Provide monthly reports.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/169</u>	:	<u>SENIOR ADMINISTRATION OFFICER-DEMAND REF NO: DARDLEA/2025/11/49 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Senior Certificate, a recognized National Diploma in Supply Chain Management/Logistics / Public Management or equivalent with minimum 03 years work experience in Supply Chain Management. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's license. Skills and Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.
<u>DUTIES</u>	:	Establish and ensure that a procurement needs analysis is conducted. Compile and consolidate the procurement and demand plan . Provide secretariat duties to the bid committees and ensure compliance to relevant legislation. Facilitate the sitting of bid committees. Compile Specification documents or terms of references. Conduct Market research. Compile quarterly reports on the implementation of the Procurement plan. Facilitate the advertisement of bids on the Provincial Bid Bulletin. Supervise employees to ensure an effective logistics management services and undertake all administrative functions required with regard to financial and HR administration. Ensure effective, efficient and economic utilization of resources.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

<u>POST 40/170</u>	:	<u>SENIOR ADMINISTRATION OFFICER- CONTRACT MANAGEMENT REF NO: DARDLEA/2025/11/50</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	National Senior Certificate, a recognized National Diploma in Supply Chain Management or other relevant qualification with a minimum 03 years work experience in Supply Chain Management. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts. Knowledge of BAS, Logis and BPA systems. A valid driver's license. Skills And Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.
<u>DUTIES</u>	:	To develop and update contract register, evaluate contract performance, Serve as a secretariat of the Bid Adjudication Committee. Perform general contract administrative duties, evaluate performance of SCM officials, Report on equity/empowerment contracts, Safeguarding of contract related documentation and files. Ensure that all active contracts are captured on contract management systems. Ensure compliance with SCM policies and applicable prescripts. Contribute to contract dispute resolutions through the Contract Management Committee. Compile monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/171</u>	:	<u>INTERNAL AUDITOR REF NO: DARDLEA/2025/11/51</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A Matric Certificate and an appropriate bachelor's degree / Diploma in Internal Auditing / Risk Management, Accounting and Cost Management as recognized by South African Qualifications Authority (SAQA). (1) year Internal audit experience as an Internal Auditor. Registration with IIA (Institute for Internal Auditors) will be an added advantage. Candidates must be in possession of Valid Driver's license. Skills And Competencies: Knowledge of Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors (IIA), Internal Audit framework and methodologies, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Interpersonal relations and Communication skills (verbal and written), Computer Literacy, ability to work in a team and under pressure. Client orientation and customer focus.
<u>DUTIES</u>	:	Evaluate the internal control systems, risk management and governance process of the Department. Gather relevant legislations, acts, policies; develop audit programme, execute the audits based on the audit programme; document all findings raised and provide supporting evidence; compiling working paper files and do filing and referencing Audit files. Conduct audits in compliance with Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors (IIA), Perform follow up audits to performance whether all agreed rectification plans have been implemented. Conduct ad hoc audits functions as requested.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/172</u>	:	<u>STATE ACCOUNTANT EXPENDITURE MANAGEMENT REF NO: DARDLEA/2025/11/52 (X4 POSTS)</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Matric certificate, and a National Diploma (NQF 6) Financial Accounting, Cost and Management Accounting, Internal Auditing or relevant qualification within the related field as recognised by SAQA. Minimum of 1 year relevant experience in Financial Accounting/ Finance. Skills And Competencies:

		knowledge of PFMA, National Treasury Regulations and other government related prescripts. Good communication skills both verbal and written. Computer literacy, knowledge of Microsoft word, PowerPoint and excel. Knowledge of Logis and BAS. Problem solving and analysis. client orientation and customer services. Accountability and ethical conduct. Valid drivers licence.
<u>DUTIES</u>	:	Receiving/ checking/ recording of payment of all authentic invoices and sundry payments, process payments and ensuring that they are paid within 30 days on Logis and BAS systems. Prepare payment list/ monthly reports creditors reconciliation/ print reports on BAS. Prevent and report unauthorized/ irregular/ wasteful/ fruitless expenditure.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/173</u>	:	<u>STATE ACCOUNTANT BUDGET MANAGEMENT REF NO: DARDLEA/2025/11/53</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 105 per annum Head Office Mbombela Senior certificate/ Grade 12 plus Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. At least a minimum of 2 years experience in the same or related field. Skills And Competencies: Knowledge and understanding of legislative framework governing Public Service, PFMA, National Treasury MTEF guidelines and Treasury Regulations. Financial Management communication, Reporting procedures, Computer Literacy. Knowledge of BAS will be an added advantage.
<u>DUTIES</u>	:	Provide budget compliance support to management. Capturing of budget records, transfers and virements. Prepare budget reports.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/174</u>	:	<u>ADMINISTRATION OFFICER TRANSPORT REF NO: DARDLEA/2025/11/54</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 105 per annum Head Office Mbombela The ideal candidate must be in possession of a senior certificate (minimum) and a valid driver's license At least a minimum of three (3) years of experience in Finance environment or Transport Management. Skills And Competencies: Good computer skills (MS Office, Excel and PowerPoint). Knowledge of Human Resource Management, Labour legislation and sound knowledge of Transport Circulars and Government Motor Transport Handbook and Subsidized Motor Transport Handbook. Good interpersonal communication skills, organizational skills and the ability to function under pressure and as part of a team. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Coordinate operations and administrative service of the Transport Section. Provide a support function to the supervisor regarding prevention and misuse of Government Motor Transport and fraud investigation, ensure that vehicles are maintained (roadworthy), clean, regularly serviced and inspected). Compiling and submitting monthly reports for GG-vehicles and verifying GG Vehicles, analyzing tracking reports to identify, confirm report possible fraud and misuse cases. Administer and monitor service contracts (e.g., vehicle maintenance), ensuring compliance and applying penalties for non-performance. Provide general administrative support, attend meetings, conduct site visits, and respond to internal and external queries. Supervision of staff, training of staff, management of leave and performance, and ensure compliance with HR policies and disciplinary procedures. Liaise with districts regarding transport issues.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/175</u>	:	<u>ADMINISTRATION OFFICER MOVABLE ASSETS REF NO: DARDLEA/2025/11/55 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 105 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office Mbombela
	:	The ideal candidate must be in possession of a senior certificate (minimum) and a valid driver's license. At least a minimum of three (3) years of experience in the asset management environment in particular movable assets. Skills And Competencies: Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Able to work under pressure and must be willing to travel across the province. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Conduct movable asset verification process to test existence of assets and completeness of the fixed asset register. Request documents for monthly reconciliations against the trial balance and the asset register. Compile necessary journals and ensure that they are correctly posted on the accounting system. Update the FAR of the department with additions, asset movements, disposals, asset conditions, transfers and donations. Analyse every entry and update made on the FAR. Barcoding of all assets. Enforce implementation of movable asset policies and procedures by users. Liaise with security management to ensure that lost/stolen assets are listed on the loss register of the department. Identify and enlist all movable assets due for disposal. Ensure that inventory sheets are pasted and signed for by relevant custodians. Liaise with districts regarding movable asset issues.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/176</u>	:	<u>ADMINISTRATION OFFICER DEMAN MANAGEMENT REF NO: DARDLEA/2025/11/56 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 105 per annum
	:	Head Office Mbombela
	:	National Senior Certificate, a recognised National Diploma in Supply Chain Management/Logistics/ Public Management or equivalent with a minimum 02 years work experience in Supply Chain Management. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts. Knowledge of BAS, Logis and BPA systems. A valid driver's licence. minimum 2-year relevant work experience in Supply Chain Management Environment. Skills and Competencies: Computer literacy. Good interpersonal Skills and commitment and customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.
<u>DUTIES</u>	:	Establish and ensure that a procurement needs analysis is conducted. Coordinate the compilation of the procurement and demand plan. Provide secretariat duties to the bid committees and ensure compliance to relevant legislation. Conduct Market Research, Facilitate the sitting of bid committees. Compilation of the Specification documents. Compile quarterly reports on the Procurement plan. Facilitate the advertisement of bids on the Provincial Bid Bulletin.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/177</u>	:	<u>ADMINISTRATION OFFICER ACQUISITION MANAGEMENT REF NO: DARDLEA/2025/11/57 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 105 per annum
	:	Head Office Mbombela
	:	National Senior Certificate, a recognized National Diploma in Supply Chain Management/Logistics/ Public Management or equivalent with minimum 02

years work experience in Supply Chain Management. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's license. Skills And Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.

DUTIES : Responsible for receiving specifications and sourcing quotations. Ensure the utilization of CSD in the bid/quotation processes. To provide technical assistance to service providers on Central Supplier Database. Serve as Bid secretariat and provide guidance to the committee members. Ensure compliance with SCM policies and applicable prescripts. compile monthly reports. Administer opening and closing of bids. Liaise with internal and external stakeholders. Ensure that integrity of all procurement functions are maintained.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/178 : **ADMINISTRATION OFFICER LOGISTICS REF NO: DARDLEA/2025/11/58 (X2 POSTS)**

SALARY : R325 105 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : National Senior Certificate, a recognized National Diploma in Supply Chain Management/ Logistics / Purchasing or equivalent qualification with minimum 02 years work experience in Supply Chain Management. Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) of 2000 and Preferential Procurement Regulations, Broad-Based Black Economic Empowerment (BBBEE) Act and other relevant procurement prescripts Knowledge of BAS, Logis and BPA systems. A valid driver's license. Skills and Competencies: Computer literacy. Good interpersonal Skills and commitment to customer care. Analytical thinking, Report writing skills, Verbal and written communication. Problem solving and conflict resolution, Facilitation and People Management Skills coupled with ability to deal with stakeholders at all levels. Ability to maintain high level of confidentiality. Highly motivated, Ability to work under pressure, pay attention to detail, work independently and in a team. Hardworking. Ability to meet tight deadlines whilst delivering excellent results. High Accountability and ethical conduct competencies.

DUTIES : Receive and register purchase requests/requisitions for procurement of goods and services. Check for compliance on requisitions and advise end-users on correct compilation and packaging of purchase requests. Generate and issue purchase orders. Capture purchase order data on the Invoice Tracking System. Compile weekly commitment/accruals reports and monthly purchase order-invoice reconciliation reports. Ensure proper filling of purchase vouchers. Ensure effective and efficient application of procurement policies and processes.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/179 : **RISK OFFICER REF NO: DARDLEA/2025/11/59**

SALARY : R325 105 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Bachelor's Degree / National Diploma (NQF 6) in Risk or Integrity Management /Internal Audit/ Accounting/ Public Finance/Public Management. 1-3 years' relevant experience in Risk Management services. Integrity/ Ethics Management is an added advantage. Skills and Competencies: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, Financial Management Principles, Financial Accounting Principles, Public Service Act,

		Public Service Regulations, BAS system. Basic Conditions of Employment Act, 75 of 1997 and Provincial Treasury Directives. Possess skills on policy management, communication (verbal and written), presentation, resource management, conflict resolution, customer and quality management, Problem solving and decision making. Ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Promote risk management by undertaking initiatives aimed at creating and enhancing RM. Facilitate the implementation of risk management norms and standards in the department. Facilitate risk assessment exercises for different programs within the department. Monitor and report on various aspects of Risk Management. Assist the RMC, management and other officials by providing support on Risk Management. Facilitate the applications for Remunerative Work Outside the Public Service (RWOPS). Facilitate the processes of Financial Disclosures.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/180</u>	:	<u>PERSONNEL PRACTITIONER RECRUITMENT SERVICES REF NO: DARDLEA/2025/11/60</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an Appropriate NQF level 06 Degree/National diploma in HRM/ Public Management/Administration or related field as recognized by SAQA. A minimum of 2 years' experience in human resource administration. Experience within recruitment services environment will be an added advantage. Skills And Competencies: Extensive knowledge of PERSAL with at least two PERSAL certificates. Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic condition of Employment Act and other Public Service Directives. Computer literacy particularly MS Excel, outlook, word and others. Good interpersonal skills. Good written and verbal communication skills. Problem solving and analytical skills. Decision making skills. Willingness to work extended hours. A valid drivers license.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices in relation to recruitment and selection processes, secretariat functions during interviews, vetting of candidates, appointments, transfers, probation confirmation. facilitate approval for the appointment of the selection committees. Ensure profiling of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on PERSAL. Compile monthly, quarterly and annual reports. Address human resource administration enquiries to ensure the correct implementation of human resource management practices.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/181</u>	:	<u>PERSONNEL PRACTITIONER SERVICE CONDITIONS REF NO: DARDLEA/2025/11/61</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus an appropriate National Diploma in Human Resource Management / Public Administration / Public Management. A minimum of two (2) years' relevant experience. Skills And Competencies: Knowledge of Human Resource Management in the Public Service and employment legislation i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health Retirement, Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication skills (verbal and written). Planning and organising

		skills. Knowledge and experience in pension administration and leave management. Introduction to PERSAL Management Certificate. A valid driver's licence.
<u>DUTIES</u>	:	Provide for Service conditions and Employee Benefits. Administer Service Terminations. Capture service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Capture transactions such as but not limited to housing, payment of allowance etc. Administer leave matters. Implement leave transactions and ensure that correct codes are used on PERSAL and E-leave Management systems. Ensure that leave applications comply with policies and prescripts. Ensure proper administration of incapacity leave
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/182</u>	:	<u>PERSONNEL PRACTITIONER PMDS REF NO: DARDLEA/2025/11/62</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an Appropriate Degree/National diploma in HRM/ Public Management/Administration. A minimum of 2 years' experience in Performance Management and Development System (PMDS). Skills And Competencies: Knowledge of PERSAL. Sound and proven knowledge of PMDS procedures and processes. A Good understanding and Functional knowledge of the Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act etc. Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, Outlook & Word. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Implement and maintain PMDS practices. Render administrative functions including being responsible for the overall coordination of PMDS. Maintain PMDS database. Receive and record all performance contracts, mid-term and annual assessments. Facilitate the moderation process. Responsible for the implementation of Pay Progression. Provide administrative and advisory support services on PMDS related matters. Responsible for PMDS records keeping Compile monthly, quarterly and annual reports. Respond to PMDS related enquiries to ensure the correct implementation of the system Guide and advice Department's employees on PMDS matters to enhance the correct implementation of PMDS practices/policies. Assist with preparation of reports on PMDS related issues and statistics.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/183</u>	:	<u>PERSONNEL PRACTITIONER RECORDS AND AUXILIARY REF NO: DARDLEA/2025/11/63</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Ehlanzeni South District
<u>REQUIREMENTS</u>	:	Human Resource Management, Public Management Diploma or equivalent qualification. Minimum of 2-3 years' experience in administrative support services will be added as advantage. Skills And Competencies: Knowledge of Public Service legislation frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced computer literacy. PERSAL System. Ability to work in a team and independently. Good personal and organisational skills. Knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Render an effective filing and records management service in the district. Provide registry counter services. Handle incoming and outgoing correspondences. Process documents for archiving and disposal. Reporting the maintenance of photocopying machines and switchboard system. Prepare request memos for ordering of stationery, protective clothing and cleaning materials within the section.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000

POST 40/184 : **PERSONNEL PRACTITIONER RECORDS AND OHS REF NO: DARDLEA/2025/11/64**

SALARY : R325 105 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : A National Senior Certificate and a National Diploma/Bachelor's Degree in Records Management/ Information Science/ Library Science or equivalent qualification as recognized by South African Qualifications Authority (SAQA). Minimum 2 years' relevant experience. A valid driver's license. Any certificate in records or information management will be an added advantage. Knowledge, understanding, and any certificate in Occupational Health and Safety will also be an added advantage. Skills and Competencies: Knowledge and understanding of Records and Information Management and data protection in the Public Service. Public Service Regulatory Frameworks and Records Management Framework (Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Policy on Incapacity Leave and Ill-Health Retirement, Promotion of Access to Information Act, Personal Protective Equipment Act, National Archives and Records Service Act, Records Other Than Correspondence, Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act). Good interpersonal and organizational skills. Good communication skills (written and verbal). Ability to handle confidential information discreetly. Attention to detail.

DUTIES : Assist in creating, classifying, and records management services in the district. Ensure security and integrity of all records. Ensure records are accurately filed and easily retrieved. Ensure records management in the district complies with organizational and legal policies. Assist officials on proper handling and documentation procedures. Provide health and safe workplace environment and risk mitigation. Assist in Occupational Health and Safety issues and compliance in the district.

ENQUIRIES : Mr. R.S Mhlongo Tel No: (017) 819 2076

POST 40/185 : **STATE ACCOUNTANT (EXPENDITURE AND SALARY) REF NO: DARDLEA/2025/11/66**

SALARY : R325 105 per annum
CENTRE : Nkangala District
REQUIREMENTS : A National Diploma or Degree, in Accounting, Financial Management, or relevant field. At least 2 years of experience in the relevant financial field. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.

DUTIES : Responsible for the management of the payroll and expenditure processes, including processing salaries, authorizing financial transactions, and monitoring spending against the budget. Key responsibilities involve using systems like PERSAL and BAS, ensuring compliance with the PFMA and Treasury Regulations, and clearing suspense accounts before month-end closure. Receiving, checking, recording of payment vouchers and the verify authenticity of all documentation attached. Complete payment advice. Verifying of compliance in terms of attachments to all payment vouchers and processing of payment for goods and services on Logis within 30 days. Compile payment schedules. Facilitate creditor's reconciliations and compile creditors reconciliation reports on monthly basis. Coordinate and facilitate payroll management, Collect and distribute payrolls to pay points Managers. Administer Subsistence & Travell claims. Filing and retrieval of payment vouchers for audit. Compile quarterly and annual accrual reports. Attend to queries from internal and external clients. Print BAS reports and distribute to the relevant managers.

ENQUIRIES : Mr. A Kekana at 079 630 1770

POST 40/186 : **STATE ACCOUNTANT (EXPENDITURE AND SALARY) REF NO: DARDLEA/2025/11/67 (X2 POSTS)**

SALARY : R325 105 per annum
CENTRE : Ehlanzeni South
REQUIREMENTS : A National Diploma or Degree, in Accounting, Financial Management, or relevant field. At least 2 years of experience in the relevant financial field. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.

DUTIES : Responsible for the management of the payroll and expenditure processes, including processing salaries, authorizing financial transactions, and monitoring spending against the budget. Key responsibilities involve using systems like PERSAL and BAS, ensuring compliance with the PFMA and Treasury Regulations, and clearing suspense accounts before month-end closure. Receiving, checking, recording of payment vouchers and the verify authenticity of all documentation attached. Complete payment advice. Verifying of compliance in terms of attachments to all payment vouchers and processing of payment for goods and services on Logis within 30 days. Compile payment schedules. Facilitate creditor's reconciliations and compile creditors reconciliation reports on monthly basis. Coordinate and facilitate payroll management, Collect and distribute payrolls to pay points Managers. Administer Subsistence & Travell claims. Filing and retrieval of payment vouchers for audit. Compile quarterly and annual accrual reports. Attend to queries from internal and external clients. Print BAS reports and distribute to the relevant managers.

ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000

POST 40/187 : **STATE ACCOUNTANT (EXPENDITURE AND SALARY) REF NO: DARDLEA/2025/11/68 (X2 POSTS)**

SALARY : R325 105 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : A National Diploma or Degree, in Accounting, Financial Management, or relevant field. At least 2 years of experience in the relevant financial field. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision-making.

DUTIES : Responsible for the management of the payroll and expenditure processes, including processing salaries, authorizing financial transactions, and monitoring spending against the budget. Key responsibilities involve using systems like PERSAL and BAS, ensuring compliance with the PFMA and Treasury Regulations, and clearing suspense accounts before month-end closure. Receiving, checking, recording of payment vouchers and the verify authenticity of all documentation attached. Complete payment advice. Verifying of compliance in terms of attachments to all payment vouchers and processing of payment for goods and services on Logis within 30 days. Compile payment schedules. Facilitate creditor's reconciliations and compile creditors reconciliation reports on monthly basis. Coordinate and facilitate payroll management, Collect and distribute payrolls to pay points Managers. Administer Subsistence & Travell claims. Filing and retrieval of payment vouchers for audit. Compile quarterly and annual accrual reports. Attend to

		queries from internal and external clients. Print BAS reports and distribute to the relevant managers.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076
<u>POST 40/188</u>	:	<u>ADMINISTRATION OFFICER- SUPPLY CHAIN MANAGEMENT REF NO: DARDLEA/2025/11/69 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Ehlanzeni South District
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a recognized National Diploma/ Bachelor's degree and /or postgraduate in Finance or related field. A valid driver's licence. Minimum of 3 Years relevant experience in a Financial Accounting or related field knowledge of Financial Management. Skills And Competencies: Sound communication (written and verbal) skills and competencies. Knowledge of procurement processes. Knowledge of transversal systems (LOGIS, BAS and have at one year working on LOGIS and BAS to interpret and implement policies. Sound knowledge of Public Finance Management Act (PFMA), and financial prescripts. Ability to work under pressure.
<u>DUTIES</u>	:	Manage the procurement of goods and services. Processing requisitions and purchase orders, managing suppliers, supplier database, and supporting procurement activities like sourcing quotes and managing bids, logistics, such as receiving, verifying, and preparation of tender /bid documents, and ensure SCM compliance and accurate reporting, receiving invoices BPA and LOGIS system. Ensure all SCM activities comply with relevant legislation and policies Compile and submit reports on purchase requisitions, purchase orders, and other SCM data. Follow up on outstanding invoices and ensure timely payment. Respond to queries from internal and external clients.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000
<u>POST 40/189</u>	:	<u>ADMINISTRATION OFFICER- SUPPLY CHAIN MANAGEMENT REF NO: DARDLEA/2025/11/70</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, such as a National Diploma or Degree, in Accounting, Financial Management, or a equivalent field. NQF Level: This qualification must be at a National Qualifications Framework (NQF) level 6 or higher. At least 2 years of experience in a relevant financial role is generally required. Skills And Competencies: A combination of hard and soft skills, including strong communication, numerical, and computer literacy, along with planning, problem-solving, and organizational abilities. Essential competencies also involve a high level of attention to detail, adaptability, and the ability to manage and process administrative tasks related to procurement, logistics, and record-keeping.
<u>DUTIES</u>	:	Order processing: Receive, manage, and process purchase requisitions, create purchase orders, and track their status. Supplier management. Supplier management: Communicate with suppliers to place orders, expedite deliveries, and resolve issues with overdue or non-compliant goods. Documentation and record-keeping: Maintain accurate and organized records of all supply chain activities, including purchase orders, contracts, and supplier information. Tender and bid support: Assist in the preparation of tender documents, manage bid opening and evaluation processes, and ensure compliance with procurement policies.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/190</u>	:	<u>ADMINISTRATION OFFICER- SUPPLY CHAIN MANAGEMENT REF NO: DARDLEA/2025/11/71 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Ehlanzeni North District
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, such as a National Diploma or Degree, in Accounting, Financial Management, or a equivalent field. NQF Level: This qualification must be at a National Qualifications Framework (NQF) level 6 or higher. At least 2 years of experience in a relevant financial role is generally required. Skills And Competencies: A combination of hard and soft skills, including strong communication, numerical, and computer literacy, along with planning, problem-solving, and organizational abilities. Essential competencies

		also involve a high level of attention to detail, adaptability, and the ability to manage and process administrative tasks related to procurement, logistics, and record-keeping.
<u>DUTIES</u>	:	Order processing: Receive, manage, and process purchase requisitions, create purchase orders, and track their status. Supplier management. Supplier management: Communicate with suppliers to place orders, expedite deliveries, and resolve issues with overdue or non-compliant goods. Documentation and record-keeping: Maintain accurate and organized records of all supply chain activities, including purchase orders, contracts, and supplier information. Tender and bid support: Assist in the preparation of tender documents, manage bid opening and evaluation processes, and ensure compliance with procurement policies.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/191</u>	:	<u>ADMINISTRATION OFFICER: INVENTORY REF NO: DARDLEA/2025/11/72</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, such as a National Diploma or Degree, in Accounting, Financial Management, or a equivalent field. NQF Level: This qualification must be at a National Qualifications Framework (NQF) level 6 or higher. At least 2 years of experience in a relevant financial role is generally required. Skills And Competencies: Good communications and interpersonal skills, Computer Literacy (Excel, Power Point and MS Word). Ability to work under pressure, sense of responsibility and loyalty.
<u>DUTIES</u>	:	Conducting monthly inventory stock count, in all the Nkangala District veterinary clinics. Updating Bid cards where the inventory is stored. Ensuring that the storage where inventory items are stored is in line with FIFO (First in first out). Compiling of stock count reports as a result of stock count. Updating of inventory register by issuing of the used or expired medicines. Noting inventory supplies that are due for disposal and be disposed. Administering theft and losses of inventory items. Provide support for the implementation and maintenance of inventory management systems and processes.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/192</u>	:	<u>STATE ACCOUNTANT (BUDGET AND REVENUE) REF NO: DARDLEA/2025/11/74</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	Matric/Grade12 plus a recognized 3-year National Diploma or Degree in Accounting/ Financial Management/ Cost and Management Accounting or relevant qualification, driver's license. 2-3 years relevant work experience in financial management environment. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making.
<u>DUTIES</u>	:	Manage revenue collections. Reconciliation of revenue collected. Conduct revenue inspections and training on cashiers. Administer the district budget and advise management on budget controls. Managing financial records, preparing financial statements and reports, ensuring compliance with regulations like (PMFA), budget preparation and monitoring expenditure to prevent waste. Generate management reports on expenditure. Record reports on fruitless, wasteful and irregular expenditures. Manage revenue collection, reconciling revenue. Ensure all revenue management activities comply with relevant legislation. Perform cashier functions. Collecting receipts and deposit from cashiers. Daily deposits and capturing of receipts.
<u>ENQUIRIES</u>	:	Mr. R.S Mhlongo Tel No: (017) 819 2076

POST 40/193 : **STATE ACCOUNTANT (BUDGET AND REVENUE) REF NO: DARDLEA/2025/11/75 (X2 POSTS)**

SALARY : R325 105 per annum
CENTRE : Ehlanzeni North
REQUIREMENTS : Matric/Grade12 plus a recognized 3-year National Diploma or Degree in Accounting/ Financial Management/ Cost and Management Accounting or relevant qualification, driver's license. 2-3 years relevant work experience in financial management environment. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making.

DUTIES : Manage revenue collections. Reconciliation of revenue collected. Conduct revenue inspections and training on cashiers. Administer the district budget and advise management on budget controls. Managing financial records, preparing financial statements and reports, ensuring compliance with regulations like (PMFA), budget preparation and monitoring expenditure to prevent waste. Generate management reports on expenditure. Record reports on fruitless, wasteful and irregular expenditures. Manage revenue collection, reconciling revenue. Ensure all revenue management activities comply with relevant legislation. Perform cashier functions. Collecting receipts and deposit from cashiers. Daily deposits and capturing of receipts.

ENQUIRIES : Ms. OS Ndhlovu at 076 461 4054

POST 40/194 : **STATE ACCOUNTANT (BUDGET AND REVENUE) REF NO: DARDLEA/2025/11/76**

SALARY : R325 105 per annum
CENTRE : Ehlanzeni South District
REQUIREMENTS : Matric/Grade12 plus a recognized 3-year National Diploma or Degree in Accounting/ Financial Management/ Cost and Management Accounting or relevant qualification, driver's license. 2-3 years relevant work experience in financial management environment. Skills And Competencies: Demonstrable competency in working Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making.

DUTIES : Manage revenue collections. Reconciliation of revenue collected. Conduct revenue inspections and training on cashiers. Administer the district budget and advise management on budget controls. Managing financial records, preparing financial statements and reports, ensuring compliance with regulations like (PMFA), budget preparation and monitoring expenditure to prevent waste. Generate management reports on expenditure. Record reports on fruitless, wasteful and irregular expenditures. Manage revenue collection, reconciling revenue. Ensure all revenue management activities comply with relevant legislation. Perform cashier functions. Collecting receipts and deposit from cashiers. Daily deposits and capturing of receipts.

ENQUIRIES : Ms. MH Sekoma Tel No: (013) 759 4000

POST 40/195 : **ADMINISTRATION OFFICER TRANSPORT REF NO: DARDLEA/2025/11/77**

SALARY : R325 105 per annum
CENTRE : Ehlanzeni North District

<u>REQUIREMENTS</u>	:	A National Diploma in Transport / Logistics Management or related field (NQF Level 6). Valid drivers' license (code 8 or higher) Minimum 1-2 years of experience in transport administration or logistics. Skills and Competencies: Sound knowledge of Transport Circulars and Government Motor Transport Handbook and Subsidized Motor Transport Handbook. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Able to work under pressure and must be willing to travel across the province. Good communication skills both verbal and written. Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses. People and diversity management. Client orientation and customer focus. A valid driver's license.
<u>DUTIES</u>	:	Vehicle management: Maintain accurate records of departmental vehicles, including logbooks, maintenance schedules, and fuel consumption. Ensure vehicles are properly serviced, maintained and repaired. Transport Coordination: Coordinate transport for officials, guests, and employees. Arrange vehicle allocations, scheduling and routing. Driver Management: Supervise and monitor drivers' performance, ensuring compliance with departmental policies and procedures. Maintain records of drivers' licenses, training and performance evaluations. Fuel Management: monitor and control fuel consumption, ensuring accurate recording and reporting. Identify areas for fuel cost savings and implement recommendations. Administrative tasks: Provide administrative support to the transport section, including data capturing, filing and record-keeping. Respond to queries and provide information on transport-related matters.
<u>ENQUIRIES</u>	:	Ms. OS Ndhlovu at 076 461 4054
<u>POST 40/196</u>	:	<u>ADMINISTRATION OFFICER TRANSPORT REF NO: DARDLEA/2025/11/78</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	A National Diploma in Transport / Logistics Management or related field (NQF Level 6). Valid drivers' license (code 8 or higher) Minimum 1-2 years of experience in transport administration or logistics. Skills and Competencies: Sound knowledge of Transport Circulars and Government Motor Transport Handbook and Subsidized Motor Transport Handbook. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard, Accounting Manual for Departments & other relevant prescripts. Able to work under pressure and must be willing to travel across the province. Good communication skills both (verbal and written). Knowledge of Microsoft word, PowerPoint and excel. Knowledge of LOGIS and BAS systems. Problem solving analyses. People and diversity management. Client orientation and customer focus. A valid driver's license.
<u>DUTIES</u>	:	Vehicle management: Maintain accurate records of departmental vehicles, including logbooks, maintenance schedules, and fuel consumption. Ensure vehicles are properly serviced, maintained and repaired. Transport Coordination: Coordinate transport for officials, guests, and employees. Arrange vehicle allocations, scheduling and routing. Driver Management: Supervise and monitor drivers' performance, ensuring compliance with departmental policies and procedures. Maintain records of drivers' licenses, training and performance evaluations. Fuel Management: monitor and control fuel consumption, ensuring accurate recording and reporting. Identify areas for fuel cost savings and implement recommendations. Administrative tasks: Provide administrative support to the transport section, including data capturing, filing and record-keeping. Respond to queries and provide information on transport-related matters.
<u>ENQUIRIES</u>	:	Mr. A Kekana at 079 630 1770
<u>POST 40/197</u>	:	<u>ADMINISTRATION OFFICER DEMAND AND ACQUISITION REF NO: DARDLEA/2025/11/79 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 105 per annum
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	Grade 12 certificate, National diploma NQF6 in Business management, business administration, financial/management accounting, supply chain management and any financial related 3 years diploma, driver's license. 2 to 3 years relevant work experience in financial management environment. Skills

And Competencies: Excellent verbal and written communication to interact with colleagues, suppliers, and clients. Strong organizational and planning abilities to manage multiple tasks and deadlines. Attention to detail: Meticulous focus on accuracy to avoid errors in orders, documentation, and data entry. Ability to identify and resolve issues that arise within the supply chain, such as discrepancies or delays. Ability to work collaboratively with other team members to achieve common goals. Flexibility to handle changing needs and demands in a fast-paced environment. Computer proficiency: Ability to use Microsoft Office (especially Excel), supply chain management (SCM) software, and data entry systems. Efficiently managing time to meet strict deadlines and a high workload.

DUTIES : Processing requisitions and purchase orders, managing suppliers, supplier database, and supporting procurement activities like sourcing quotes and managing bids, logistics, such as receiving, verifying, and preparation of tender /bid documents, and ensure SCM compliance and accurate reporting, receiving invoices BPA and LOGIS system. Ensure all SCM activities comply with relevant legislation and policies Compile and submit reports on purchase requisitions, purchase orders, and other SCM data. Follow up on outstanding invoices and ensure timely payment. Respond to queries from internal and external clients.

ENQUIRIES : Mr. R.S Mhlongo Tel No: (017) 819 2076

POST 40/198 : **COMMUNICATIONS OFFICER (GRAPHIC DESIGNER) REF NO: DARDLEA/2025/11/80**

SALARY : R325 105 per annum
CENTRE : Head Office
REQUIREMENTS : A Senior Certificate and National Diploma in Graphic Design or equivalent qualification. Graphic Design experience. A portfolio of previous publications will be an added advantage. Knowledge of design software's, such as Adobe Creative Suite: Photoshop, Adobe Creative Suite: Illustrator, Adobe Creative Suite: InDesign, Corel Draw, and Microsoft Office. Skills And Competencies: Knowledge of prescripts applicable in Public Service. Strong written and verbal communication, and media relations expertise. Computer literacy, ability to work under pressure and willingness to work long hours.

DUTIES : The successful candidate will be responsible for production of departmental publications, including booklets, presentations and promotional material. Maintain departmental corporate image and identity on all documents. Multimedia design and production. Provide high quality videos for broadcasting in digital platforms. Provide audio-visual services to departmental events. Archiving pictures, footage and videos on audio-visual library.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 40/199 : **REGISTRY CLERK REF NO: DARDLEA/2025/11/81 (X2 POSTS)**

SALARY : R228 321 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : National Senior Certificate plus NQF level 06 or equivalent qualification in records management or related field. A valid drivers license will be an added advantage. Skills And Competencies: Good verbal and written communication skills, knowledge of the National Archives and Records Services Act and MISS. Ability to work independently and under pressure. Knowledge of the records management policy, procedures and manuals. Knowledge of legislative framework governing records management such as Promotion of Access to Information Act etc, will serve as advantage.

DUTIES : Responsible for safekeeping of current, closed and terminated departmental records. Filing and retrieval of records as per the National Archives Act and other prescripts. Ensure compliance with all relevant acts. Develop and manage all registers utilized by registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to internal and external clients. Implement records management policy and procedures. Ensure the use of the file plan, indexing and referencing of documents by all personnel before filing. Provide recommendations for archiving or disposal of files on due dates. Handling incoming and outgoing mail. Render effective filing and record management service. Assist in compiling report regarding records management.

<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/200</u>	:	<u>SECRETARY REF NO: DARDLEA/2025/11/82</u> Directorate: HRM& D
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support services will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc. Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/201</u>	:	<u>SECRETARY REF NO: DARDLEA/2025/11/83</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support services will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/202</u>	:	<u>SECRETARY REF NO: DARDLEA/2025/11/84</u> Directorate: Labour Relations
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office Mbombela
<u>REQUIREMENTS</u>	:	Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support services will be an added advantage. Skills And Competencies: Knowledge of Public Service legislative frameworks,

		policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/203</u>	:	<u>SECRETARY REF NO: DARDLEA/2025/11/85</u> Directorate: Communications
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Head Office Mbombela
	:	Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support services will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476
<u>POST 40/204</u>	:	<u>MESSENGER DRIVER REF NO: DARDLEA/2025/11/87</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum Ehlanzeni South District
	:	Grade 10 /ABET with a minimum of 2 years driving experience. A valid drivers license and a valid PDP. Knowledge of Batho Pele Principles. Skills And Competencies: Good communication skills. Should be able to read and write. Ability and willingness to work on weekends and to work extended hours as and when required. Ability to drive different types of vehicles for various activities e.g transportation of staff, goods, equipment and documents.
<u>DUTIES</u>	:	Drive light and medium motor vehicle to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render messenger services in the related items to ensure the timeous distribution of documents. Render a photocopying, printing and scanning services to. Register incoming and outgoing mails and ensure records of receipts.
<u>ENQUIRIES</u>	:	Ms. MH Sekoma Tel No: (013) 759 4000

DEPARTMENT OF COMMUNITY SAFETY, SECURITY & LIAISON

The Department of Community Safety, Security and Liaison Mpumalanga Province invites applications for the Basic Traffic Officers Diploma Learnership which seeks to capacitate youth residing in Mpumalanga with knowledge and skills in Traffic Law Enforcement. All races are encouraged to apply and shall meet the following requirements:

<u>APPLICATIONS</u>	:	https://forms.cloud.microsoft/r/fVe3u8c6yS
<u>CLOSING DATE</u>	:	14 November 2025
<u>NOTE</u>	:	NB: The traffic training will be conducted at the Mpumalanga Traffic Training College at Mkhuhlu (Calcutta) in the Bushbuckridge Local Municipality. The Department will conduct personnel suitability checks for selected candidates on the following key areas: qualification verifications, criminal records checks, citizenship, financial records checks and driving license. Successful candidates will be expected to enter into a 12 month contract with the Department and on completion; learners will receive a Diploma in Basic Traffic Officer: NQF 4. It is the Departments' intention to promote presentively (race, gender, and disability) Applications on the new Z83 form shall be fully completed via e-recruitment system through a link provided and upload a detailed Curriculum Vitae only. Copies of qualifications and other relevant documents shall be submitted by shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts, failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Communication will be done to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application has been unsuccessful.

**LEARNERSHIP PROGRAMME 2025 TO 2026
(12 Months Contract)**

OTHER POST

<u>POST 40/205</u>	:	<u>LEARNERSHIP PROGRAMME 2025/26: BASIC TRAFFIC OFFICERS DIPLOMA REF NO: DCSSL/09/25</u>
<u>STIPEND</u>	:	R5000.00 per month
<u>CENTRE</u>	:	Mpumalanga Traffic Training College at Mkhuhlu (Calcutta) in the Bushbuckridge Local Municipality.
<u>REQUIREMENTS</u>	:	Minimum education qualification of Grade 12 Certificate. At least a Code B driving license. South African citizen. No criminal record. Fit and proper (Medical assessment will be conducted for shortlisted candidates as proof for strenuous exercises). Candidates will be subjected to driving and competency tests.
<u>ENQUIRIES</u>	:	Mr V Mathebula Tel No: (013) 766 4019 or Ms S Masango Tel No: (017) 811 1433 Ms N Mathebula Tel No: (013) 766 9152 or Ms A Seku Tel No: (013) 766 4905.

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS.

The Mpumalanga Department of Co-Operative Governance, Human Settlements & Traditional Affairs is an equal opportunity department and the Department's intention is to promote equity through the filling of this post.

<u>APPLICATIONS</u>	:	Applications must be posted to: The Director: Human Resource Management and Development, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X11328, Mbombela, 1200. Or Email to: Coghstarecruitment@mpg.gov.za Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela, 1200.
<u>CLOSING DATE</u>	:	14 November 2025
<u>NOTE</u>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department, accompanied by recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of all qualifications, Senior Certificate, identity document and

driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's Equity Plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to shortlisted candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); Qualification verification and Pre-Entry Assessment as well as Competency Assessment. Short-listed candidates will be expected to avail themselves at the Department's convenience. The Department reserves the right not to make an appointment. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

<u>POST 40/206</u>	:	<u>ENGINEER PRODUCTION GRADE A-C (ELECTRICAL) REF NO: COGHSTA/02</u> (24 Months Contract) (Municipal Infrastructure) Re-adverts, Please note that the post was advertised in Public Service Vacancy Circular 18 of 2025, and candidates who previously applied need to re-apply.
<u>SALARY</u>	:	R879 342 – R1 323 267 per annum, (all-inclusive OSD package). Offer will be based on proven years of experience.
<u>CENTRE</u>	:	Mbombela (Head Office)
<u>REQUIREMENTS</u>	:	A Senior Certificate and a Degree (B Eng / BSC Eng) in Electrical Engineering or equivalent qualification. A minimum of 3 years' experience in local government within the infrastructure planning and development environment. Compulsory registration with Engineering Council of South Africa as a Professional Engineer. A valid Driver's License. Skills and Competencies: Good interpersonal relations, Presentation and facilitation skills. Competent in Strategic Management and Leadership Capabilities, Financial Management, Service Delivery Innovation, Problem Solving and Analytical skills, People Management and Stakeholder Management, Client Orientation and Customer Focus, Honest and Integrity. Knowledge of Project and Programme Monitoring. Knowledge of infrastructure development and programme management. Knowledge of legal compliance. Good communication skills (verbal and written) Computer Literacy.
<u>DUTIES</u>	:	Provide technical support in evaluating business plans and technical reports for the proposed electrification projects. Support municipalities and facilitate municipal energy infrastructure development. Monitor and support municipalities with implementation of electrification programme. Ensure the management of infrastructure finance. Co-ordinate energy services planning. Provide technical support with development and implementation of energy plans, legislative frameworks and strategies. Support municipalities with coordination of electricity infrastructure projects. Assess the functionality of electricity infrastructure and address areas of intervention. Conduct site visits/meetings to ensure compliance with business plans conditions. Provide monthly and quarterly performance reports on infrastructure related.
<u>ENQUIRIES</u>	:	Mr. PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

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.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	14 November 2025
<u>NOTE</u>	:	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. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

<u>POST 40/207</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/OCT/25/549 (X99 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Various Facilities in the Province: 26 Tertiary & Regional Hospitals 26 Ehlanzeni Facilities 30 Nkangala Facilities 22 Gert Sibande Facilities)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	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.
<u>POST 40/208</u>	:	<u>ASSISTANT MANAGER NURSING (PN-A7): MCWYH REF NO: MPDOH/OCT/25/50</u> (Re-advertisement)
<u>SALARY</u>	:	R693 096 - R813 732 per annum
<u>CENTRE</u>	:	Nkangala District Office, Emalahleni (Witbank)
<u>REQUIREMENTS</u>	:	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 South African Nursing Council (SANC) as a Professional Nurse (2025). A minimum of eight (8) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care Develop/establish and maintain constructive working relationships with nursing and other stakeholders Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans Monitor and ensure proper utilization of human, financial and physical resources Quality management including infection control, information management and clinical audits Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts Manage and monitor proper utilization of human financial and material resources Manage the budget according to PFMA.
<u>ENQUIRIES</u>	:	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.
<u>POST 40/209</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): OCCUPATIONAL HEALTH REF NO: MPDOH/OCT/25/51</u>
<u>SALARY</u>	:	R549 192 - R629 121 per annum
<u>CENTRE</u>	:	Thembisile Hani Sub-district (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management. Valid driver's licence.
<u>DUTIES</u>	:	Coordinate Occupational Health programme in the Sub-District and liaise with Districts and other sectors on issues related to the programme. Develop

strategic plans, policies and protocols on implementation of Occupational Health programme. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advice and capacity building of personnel. Manage the Occupational Health services in the Sub-District. Support the implementation of norms and standard for Occupational Health programme. Manage the programmes finances and budget. Monitor and evaluate the impact of the programme. Compile reports. Conduct initial, Periodic and Exit examinations to employees in health facilities. Screen all employees who come for medical surveillance for hypertension, diabetic, TB, HIV and mental health. Conduct health and awareness events to capacitate employees with knowledge. Immunize employees against Hepatitis B, and Flu infections yearly. Provide post exposure prophylaxis to employees who had exposure incident by doing base line, two weeks, six weeks and three months' blood monitoring. Counsel employees on occupational and personal stressful problems when required. Conduct home/hospital visits to give emotional support to sick or injured employees. Liaise with other stakeholders such as dept. of labour, EHWP, medical officers etc. to enhance quality of care to employees. Monitor implementation of policies, guidelines and standard operating procedures in PHC facilities. Conduct health and risk assessments in facilities every two years or when there is any change in the workplace according to the Occupational Health and safety Act. Monitor that staff satisfaction survey is conducted in PHC facilities in the Sub-District. Form part of the sub-district Quality Improvement team. Monitor functioning of OHS committees and attend health and safety committee meetings. Conduct incident investigations in facilities when incident had occurred. Monitor implementation of guidelines during needle stick injuries.

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.

POST 40/210 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MCWYH REF NO: MPDOH/OCT/25/52**

SALARY : R549 192 - R629 121 per annum
CENTRE : Thembisile Hani Sub-district (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus 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 (2025). A minimum of seven (7) years appropriate/recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management. Valid driver's licence.

DUTIES : Coordinate Mother, Child, Woman, Youth and Health (MCWYH) programme in the Sub-District and liaise with Districts and other sectors on issues related to the programme. Develop strategic plans, policies and protocols on implementation of MCWYH programme. Support Sub-Districts with the implementation of National and Provincial policies. Render technical support, advice and capacity building of personnel. Manage the MCWYH services in the Sub-Districts. Support the implementation of norms and standard for MCWYH programme. Manage the programmes' s finances and budget. Monitor and evaluate the impact of the programme. Compile reports.

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.

POST 40/211 : **SENIOR ADMINISTRATIVE OFFICER: QUALITY ASSURANCE REF NO: MPDOH/OCT/25/53**

SALARY : R397 116 per annum
CENTRE : Thembisile Hani Sub-district (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus five (5) years working experience in a health care facility with at least two (2) years in clinical care management at Hospitals and Primary Health Care facility. Knowledge of clinical care processes and

		procedures aligned to Health Profession Act and other relevant legal frameworks such as Nursing Act, Allied Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act and Disciplinary code and procedure. Knowledge of principles and methodologies, norms and standards applicable to the Health Act. Knowledge of IDEAL and OHSC automated system will be an added advantage. Other public service legislation and frameworks. Good communication (Verbal and Written), interpersonal, planning, organizing, financial management, technical, facilitation, analytical, problem solving, decision making and computer skills (MS Office packages). Ability to work independently and in a team. A valid driver's licence.
<u>DUTIES</u>	:	Provide support and oversight to Primary Health Care facilities in activities of clinical governance standard, Quality Assurance activities, Ideal framework, OHSC framework and management of complaints, compliments and suggestions. Review and revise existing norms and standards for aligned with current norms and standards.
<u>ENQUIRIES</u>	:	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.
<u>POST 40/212</u>	:	<u>TRAINING OFFICER: HRD REF NO: MPDOH/OCT/25/54</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, (plus service benefits) Middelburg Hospital (Nkangala District) Senior Certificate / Grade 12 or equivalent qualification plus a three-year Diploma / Degree in HR, HRD, Public Management / Affairs or equivalent (NQF level 6/7) as recognized by SAQA. A two-year post qualification experience in training facilitation. Valid driver's licence. A short course in a Train the Trainer / Facilitators or relevant HRD programme will be an added advantage. Skills: Demonstrable training, facilitation & presentation skills. Good interpersonal relations, Communication skills, Working knowledge of the Public Service Act, PFMA, Skills Development Act, Employment Equity Act and other relevant prescripts. Computer literacy (PowerPoint and Ms Word).
<u>DUTIES</u>	:	Facilitate training. Co-ordinate HRD activities at the Middelburg Hospital and collaborate with Districts and facilities. Facilitate the Compulsory Induction Programme. Liaise with the National School of Government and other training providers. Keep training records on the training database. Conduct needs assessment, develop training material, and conduct impact assessment. Compile monthly, quarterly and annual reports for the HRD unit. Must be able to drive and travel to meetings and workshops.
<u>ENQUIRIES</u>	:	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.
<u>POST 40/213</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/OCT/25/582 (X28 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum Bongani TB Specialized Hospital (X1 Post) Rob Ferreira Hospital (X1 Post) Themba Hospital (X1 Post) Kaapmuiden Clinic (X1 Post) Shongwe Hospital (X4 Posts) Jeppes Reef Clinic (X1 Post) Sabie Hospital (X2 Posts) Lydenburg Hospital (X1 Post) Kiwi Clinic (X1 Post) Mapulaneng Hospital (X4 Posts) Tintswalo Hospital (X3 Posts) Matikwana Hospital (X3 Posts) Kildare Clinic (X1 Post) Thokozani Clinic (X1 Post) Islington Clinic (X1 Post) Ludlow Clinic (X1 Post) Hluvukani CHC (X1 Post) (Ehlanzeni District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 and R171 depending on the level of care at each facility (i.e. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	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.
<u>POST 40/214</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/OCT/25/614 (X32 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum
	:	Witbank Hospital (X1 Post)
	:	Ackerville Clinic (X1 Post)
	:	Hlanikahle Clinic (X1 Post)
	:	Louise Clinic (X1 Post)
	:	Bernice Samuel Hospital (X1 Post)
	:	FC Dumat Clinic (X1 Post)
	:	Botleng CHC (X1 Post)
	:	Impungwe Hospital (X1 Post)
	:	Ogies Clinic (X1 Post)
	:	Sakhelwe Clinic (X1 Post)
	:	Middelburg Hospital (X1 Post)
	:	H A Grove Hospital (X1 Post)
	:	Simunye Clinic (X1 Post)
	:	Pullenshope Clinic (X2 Posts)
	:	Sikhululiwe Clinic (X1 Post)
	:	Mmametlhake Hospital (X1 Post)
	:	Marapyane CHC (X1 Post)
	:	Siyabuswa CHC (X1 Post)
	:	Diphalane (Pankop) CHC (X1 Post)
	:	Loding Clinic (X1 Post)
	:	Weltevrede Clinic (X1 Post)
	:	Klarinet CHC (X2 Posts)
	:	KwaMhlanga Hospital (X2 Posts)
	:	Kwaggafontein "A" Clinic (X1 Post)
	:	Goederede Clinic (X1 Post)
	:	KwaMhlanga CHC (X1 Post)
	:	Thembaletu CHC (X1 Post)
	:	Witbank TB Specialized Hospital (X1 Post)
	:	(Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 and R171, depending on the level of care at each facility (i.e. Diploma/ Degree in General Nursing), equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem-solving and

	decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho-Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	: 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.
<u>POST 40/215</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/OCT/25/660 (X46 POSTS)</u>
<u>SALARY CENTRE</u>	: R324 384 – R382 107 per annum : Pixley Ka Seme Sub-District (X1 Post) Fernie 1 Clinic (X1 Post) Mayflower CHC (X1 Post) Nhlanzatshe Clinic (X1 Post) Ermelo Hospital (X6 Posts) Davel Clinic (X1 Post) Breyten Clinic (X1 Post) Emthonjeni Clinic (X1 Post) Warburton CHC (X2 Posts) KwaZanele Clinic (X1 Post) Piet Retief Hospital (X5 Posts) Driefontein New Stands CHC (X1 Post) Amajuba Memorial Hospital (X3 Posts) Daggakraal CHC (X1 Post) Perdekop CHC (X2 Posts) Wakkerstroom Clinic (X1 Post) Siyathemba CHC (X3 Posts) Embalenhle CHC (X1 Post) Lebohang CHC (1 Post) Lilian Mambakazi CHC (X1 Post) Greylingstad Clinic (X1 Post) Nthoroane Clinic (X1 Post) Sakhile Clinic (X1 Post) Evander Hospital (X6 Posts) Kinross Clinic (X1 Post) Bethal Town Clinic (X1 Post) (Gert Sibande District)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 and R171 depending on the level of care at each facility (i.e. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing

care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

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POST 40/216 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/OCT/25/661**

SALARY : R324 384 – R382 107 per annum
CENTRE : Moloto CHC (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 and R171 depending on the level of care at each facility (i.e. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho-Pele). Effectively manage resources allocated in your unit.

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