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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 41 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF ECONOMIC DEVELOPMENT ENVIRONMENT, CONSERVATION AND TOURISM. Kindly note that the following X3 posts were advertised in Public Service Vacancy Circular 39 dated 24 October 2025, Assistant Director: Graphic Designer with Ref No: 23/DEDECT/2025/NW, Senior Communication Officer: Media Liaison with Ref No: 35/ DEDECT/2025/NW and Graphic Designer with Ref No: 42/DEDECT/2025/NW; the posts should be amended as follows: Assistant Director: Graphic Designer with Ref No: 23/DEDECT/2025/NW, The job title should read Graphic Designer and not Assistant Director. Senior Communications Officer: Media Liaison with Ref No: 35/DEDECT/2025/NW, Salary: R397 116 per annum (Level 08). Graphic Designer with Ref No: 42/DEDECT/2025/NW, The job title should read Communication Officer and not Graphic Designer. The closing date is extended to 14 November 2025.

PROVINCIAL ADMINISTRATION: LIMPOPO DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY: 1. Kindly take note that the posts advertised in Public Service Vacancy Circular 33 dated 12 September 2025, The Department of Transport and Community Safety hereby addresses the omission that were made in the above-mentioned Circular. We would like to clarify that the following posts are specifically designated for Persons with Disabilities: Administrative Officer: Facilities and Auxiliary Services with Ref No: LDTCS M2/2025, Administrative Officer: Operating Licenses with Ref No: LDTCS C1/2025, Administration Clerk: Natis with Ref No: LDTCS W4/2025, Finance Clerk: Contravention and General Admin with Ref No: LDTCS M4/2025 for Mopani must use Ref No: LDTCS M7/2025, Switchboard Operator Ref No: LDTCS S5/2025, for Sekhukhune must use Ref No: LDTCS S4/2025. 2. Please note that the post of Transport Safety Officer: Sekhukhune with Ref No: LDTCS S3/2025 has been removed from the current advertisement. This is due to its prior inclusion in Circular 24 of 2025. 3. The Department also noted some discrepancies in terms of reference numbers on the Public Service Vacancy Circular and Departmental circular. The applicants must use the following reference numbers: State Accountant: Revenue and Debt x2 Mopani (Ref no. LDTCS M3/2025), Vhembe (Ref no. LDTCS V5/2025. The Notch is R325 101 per annum (Level 7). Finance Clerk: Contravention and General Admin, Mopani (Ref: LDTCS M4/2025) and (Ref LDTCS M7/2025). The applicants must use Ref LDTCS M7/2025, Registry Clerk: Records and Registry Services, Mopani (Ref no. LDTCS 6/2025), Tradesman Aid: Vhembe (Ref no. LDTCS V8/2025), Groundsman x2 Vhembe (Ref no. V9/2025). Administrative Officer: Contravention and General Admin x 2 (Vhembe and Waterberg). Waterberg Ref. LDTCS W4/2025), Administration Clerk: NATIS. Waterberg Ref LDTCS W5/2025., Administration Clerk: Contravention and General Admin. Mopani Ref LDTCS M5/2025, Switchboard Operator. Sekhukhune (Ref. LDTCS S4/2025). 4. Please note that the closing date for applications has been extended to 21 November 2025, those who have already submitted their applications in response to the initial advertisement do not need to reapply. Their submissions will be considered as part of the updated process.

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DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : Centre: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities.
- CLOSING DATE** : 21 November 2025 @ 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.
- NOTE** : For the re-advertised post, candidates who previously applied need to re-apply. All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. With regard to the SMS post, a pre-entry certificate from the National School of Government (NSG) is required from all applicants prior to appointment. The full details of the SMS pre-entry course are obtainable on: <http://www.thensg.gov.za/training/course/sms-pre-entry-programme/>. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. Kindly indicate the reference number on the subject line for emailed applications. Indicate the reference number and position you are applying for on your application form (Z83) and post OR email your complete application to the address as indicated below. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

MANAGEMENT ECHELON

<u>POST 41/01</u>	:	<u>DIRECTOR: LOGISTICS REF NO: HO 2025/11/01</u>
<u>SALARY</u>	:	R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	:	National Centre: National Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Logistics/Financial Management or equivalent. [5] years of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Computer literate. Valid driver's licence. Required knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Policy development, analysis, monitoring, evaluation and implementation advice. Knowledge and understanding of Public Service policies, mandates and prescripts. Financial Management. Applied strategic thinking. Knowledge and strong understanding of the PFMA. Project Management, presentation and report writing. Service delivery standards, project and programme management. Decision making and problem solving. Networking/liaison with stakeholders. Negotiation, organizing and communication skills. Conflict management, analytical thinking and Information collection.
<u>DUTIES</u>	:	Manage the logistics and assets of the department and the formulation of policies in line with relevant legislation, regulations and frameworks. Manage the inventory of the department. Oversee the effective implementation of logistic policies. Formulate policies pertaining to logistical services and the procurement process of semi-official tele-phones. Manage the electronic implementation and maintenance of logistics policies and procedures within the PAS 26. Act as vice-chairman for the forum of logistical aspects (forum involving the public service). Manage loss control and disposal management in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage and oversee departmental asset losses. Manage and oversee the disposal of assets. Manage the transport of the department in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Monitor the coordination of subsidized vehicles. Manage the effective and efficient use of departmental transport. Manage the maintenance of vehicles and losses. Manage and oversee the provisioning administration effective system training. Manage provisioning administration system training. Manage provisioning administration operational training. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 41/02</u>	:	<u>DIRECTOR: GENDER AND EMPLOYMENT EQUITY REF NO: HO 2025/11/02</u>
<u>SALARY</u>	:	R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	:	National Centre: National Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Business Management/Business Administration or equivalent qualification. 5 years' experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required knowledge Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing

public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUTIES : Develop the business plan in line with the strategic objectives of the department. Ensure mainstreaming and integration of gender issues in the departmental strategies and programs. Assist in building solid gender equity and equality understanding within the department. Develop, monitor and ensure the promotion and implementation of strategies for gender mainstreaming and promote women empowerment, gender equity and equality. Plan and establish a framework for stakeholders' interface and participation. Provide guidance on the development of a new employment equity (EE) plan and monitor implementation thereof. Management of human resources, finance, assets and performance information.

ENQUIRIES NOTE : National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
: Appointment under the Correctional Services Act

POST 41/03 : **DIRECTOR: ADMINISTRATION REF NO: HO 2025/11/03**
Re-advertisement

SALARY : R1 289 127 per annum, all-inclusive package
CENTRE : National Centre: National Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science or equivalent. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management, Client orientation and customer focus. Problem solving and analysis. Service delivery Innovation. Decision making, People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness and ability to network. Diplomacy, tactful, influence and impact.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Assist in establishing the strategic direction of the component to ensure alignment with its business plans. Align individual performance to the strategic business objectives as outlined in the components balance scorecard. Formulate, implement and report on all strategic frameworks in the area of functional responsibility. Effectively deal with and ensure consolidation of all strategic reports. Ensure and oversee the development and implementation of policies, directives, acts and regulations. Provide leadership and high-level coordination of the workflow in the office of the Commissioner. Develop and implement sound, effective and efficient administrative systems and work flow procedures. Ensure and maintain good relations within the department and relevant stakeholders. Management of human resources, finance, assets and performance information.

ENQUIRIES : National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174

NOTE : Appointment under the Correctional Services Act

POST 41/04 : **DIRECTOR: LITIGATIONS REF NO: HO 2025/11/04**

SALARY : R1 289 127 per annum, all-inclusive package
CENTRE : National Head Office
REQUIREMENTS : A degree in Law (LLB) (NQF level 7) or equivalent qualification as recognized by SAQA. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Admission as advocate or attorney will be an added advantage. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management, Client orientation and customer focus. Problem solving and analysis. Service delivery Innovation. Decision making, People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness and ability to network. Diplomacy, tactful, influence and impact.

DUTIES : Manage litigation risks in the department. Develop and implement litigation risk mitigation plans within DCS. Represent the department's interests on litigation matters. Determination of culpability of officials who caused liability to the Department. Provide legal advice to management on prominent legal issues involving the department. Conduct litigation trends analysis and advise management on high risk areas as well as the required interventions. Manage contingent liabilities for the department. Provide leadership and strategic direction within the chief directorate. Provide strategic direction and leadership to the directorate to ensure alignment with departmental objectives. Develop operational plans to give strategic direction to the directorate by managing & coordination of activities. Align individual performance to the strategic business objectives as outlined in the component's operational plans. Implement and report on strategic frameworks in the area of functional responsibility. Monitor and evaluate the attainability & sustainability of performance standards as per departmental objectives. Provision of legal support to management for decision making. Ensure effective management of the directorate in order to ensure effective service delivery. Take decisive actions on various legal matters and assess contentious and controversial issues. Establish value adding relations with internal and external stakeholders. Management of human resources, finance, assets and performance information.

ENQUIRIES : National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
NOTE : Appointment under the Correctional Services Act

POST 41/05 : **DIRECTOR: CODE ENFORCEMENT REF NO: HO 2025/11/05**

SALARY : R1 289 127 per annum, all-inclusive package
CENTRE : National Head Office
REQUIREMENTS : A degree in Law (LLB) (NQF level 7) or equivalent qualification as recognized by SAQA. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Admission as advocate or attorney will be an added advantage. Computer literate. Valid driver's licence. Required Knowledge: Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and

traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Financial management skills, strategic capability and leadership. Policy development, communication, project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation and decision making. People management and empowerment. Integrity and honesty. Confidentiality and interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness and ability to network. Diplomacy and tactful. Influence and impact.

DUTIES : Ensure effective risk management within the directorate in compliance with the risk management plan of the department. Conduct disciplinary hearings/appeals/conciliations/arbitrations against transgressing officials relating to corruption, theft, fraud and other serious malpractices in compliance with the disciplinary code and procedure. Monitor implementation of sanctions imposed during disciplinary hearings. Capacity building for chairpersons and initiators of disciplinary hearing cases. Responsible for ad-hoc tasks such as the development/updating of the correctional services delegations, correctional services act/regulations and incarceration framework. Management of human resources, finance, assets and performance information.

ENQUIRIES : National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
NOTE : Appointment under the Correctional Services Act.

POST 41/06 : **DIRECTOR: AREA COMMISSIONER**

SALARY : R1 289 127 per annum, all-inclusive package
CENTRE : Limpopo, Mpumalanga and North West region Limpopo, Mpumalanga and North West region: Thohoyandou Ref No: HO 2025/11/06
 Western Cape: Drakenstein Ref No: HO 2025/11/07

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/LLB/Criminology/Criminal Justice/Social Sciences or equivalent qualification. (5) years' experience at a middle management/senior managerial level. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Ac-countability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUTIES : Oversee the effective functioning of incarceration and corrections, parole boards, corporate ser-vices, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information. Management of human resource, finance and assets.

ENQUIRIES : National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
NOTE : Appointment under the Correctional Services Act.

POST 41/07 : **DIRECTOR: HEAD OF CORRECTIONAL CENTRE REF NO: HO 2025/11/08**

SALARY : R1 289 127 per annum, all-inclusive package
CENTRE : Gauteng region: Kgosi Mampuru II Local Remand Detention Facility
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years' of experience at a middle/senior managerial level. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Top secret security classification will be an added advantage. Successful completion of corrections science learnership/basic training. Experience and knowledge of the South African Correctional System and Criminal Justice System. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Facilitation. Change management. Problem solving and decision making. Time management and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

DUTIES : Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees by ensuring that admission and releases are conducted, property store is secured and reconciliation of offender's cash, fines and bail payments. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage internal security by ensuring that standby lists are available, sufficient security in centre and searching is done continuously according to registers etc. Manage external security by ensuring that utilization of offenders are at work teams, officials are performing guard duty and manning of tower posts. Manage the development and care functions of offenders. Manage social work services, spiritual/moral development, health functions and hospital services for inmates. Ensure that a consistent system of activities within the centre is developed and regular committee sittings do take place. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
NOTE : Appointment under the Correctional Services Act.

POST 41/08 : **DIRECTOR: LEGAL CONTRACT MANAGEMENT REF NO: HO 2025/11/09**

SALARY : R1 289 127 per annum, all-inclusive package
CENTRE : National Head Office
REQUIREMENTS : A degree in Law (LLB) (NQF level 7) or equivalent qualification as recognized by SAQA. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Admission as advocate or attorney will be an added advantage. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant

experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Understanding of Public Service policy and legislative framework, Assertiveness, and knowledge of relevant mandates and prescripts. Financial management skills, strategic capability and leadership. Legal drafting and advice. Communication skills, project and programme management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality.

DUTIES

: Manage the drafting, editing and checking of legal contracts in commercial and international agreements, memoranda of understanding, memoranda of agreement, service level agreements and implementation protocols. Facilitate concession agreements. Provide legal advice on processes/procedures pertaining to commercial and international agreements. Ensure that the interests of the department are safeguarded in all agreements and memoranda of understanding. Provide advice to directorate contract management on compliance matters. Establish reporting requirements that need to be followed by the participants. Advise department on its contractual rights and obligations in all agreements. Manage litigation in contract related matters. Strengthen the department's legal capacity during negotiations on agreements, contracts and litigation. Oversee and manage a detailed legal analysis of contracts. Provide legal advice and support to management regarding interpretations, legal liability exercising of power and other legal matters. Advise and ensure compliance by the department to international organisation's requirements. Monitor the implementation and provide advice on the interpretation and application of all pieces of legislation. En-sure the execution of judicial acts e.g. write offs/recovery of debts, losses and damages to state property/assets and settlements with persons entered into legal relationship with the department. Draft documents for state attorneys and state law advisors to provide formal legal advice/opinion to the department. Conduct legal research continuously for legal opinion drafting. Assist the department in developing sound policies, i.e .legal support in relation to policy formulation, by vetting, editing policies and legal certification to ensure that the departmental policies are in conformity and compliance with the constitution and other national legislation and directives. Liaise, negotiate with and instruct the offices of the State Attorney, Chief State Law Advisor and Solicitor-General and private practicing lawyers and advocates in private practice. Represent the department at various fora on legal matters. Develop working relationships across diverse groups of stakeholders. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES
NOTE

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

POST 41/09

: **DIRECTOR: CORRECTIONAL ADMINISTRATION REF NO: HO 2025/11/10**

SALARY
CENTRE
REQUIREMENTS

: R1 289 127 per annum, all-inclusive package
: National Head Office
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural/Social Sciences or equivalent. [5] Years' experience at a middle/senior managerial level in a similar environment. Exposure and sound knowledge of the South African Correctional and Criminal Justice system. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial management. Facilitation. Change

management. Problem solving and decision making. Time management. Understanding of public service policy and legislative framework. Service delivery and innovation. People management and empowerment. Client orientation and customer focus. Honesty and integrity. Knowledge and skills in project management. Ability to perform under pressure and analysis of performance information.

DUTIES

: Provide strategic leadership and direction on strategy, annual performance plans and activities. Facilitate the development, review and enhancement of policies, policy procedures, operating standards and systems and administrative controls and reporting tools for incarceration and corrections. Provide support and monitor compliance with applicable departmental legislation and policies with regard to implementation of unit management and provision of work opportunities for sentenced offenders. Coordinate the strategy to down manage overcrowding. Monitor compliance and service delivery improvement through monitoring and evaluation visits to regions. Attend cluster meetings and other meetings with various stakeholders. Liaise and coordinate with internal role players, inter-governmental and non-governmental institutions. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES

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

NOTE

: Appointment under the Correctional Services Act.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 21 November 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 41/10** : **REGISTRY CLERK: SUPERVISOR REF NO: GSU/01/41/25/01**
- SALARY** : R325 101 – R382 959 per annum (Level 07)
- CENTRE** : SA Army Signal Formation Gauteng Signal Unit. Geo Location: JSB Garrison
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in records administration. Special requirements (Skills needed): Basic Computer literate, communication skills, ability to interpret relevant directives and instructions/ guidelines, problem solving and analytical thinking, planning and organising own work and that of subordinates.
- DUTIES** : The successful candidate will be expected to perform the following duties: Supervising of filing office. Apply effective control over the receipt, circulation, record keeping and dispatching of official documentation and correspondence. Ensure supervision of the dispatch Section. Ensure that the receiving, processing, record keeping and handling of official documents are in accordance with policy and procedure. Exercise the provision of guidelines for Record Administrators. The guiding of clients with regards to Record Management procedures such as the using of records classification systems. The planning of the work of subordinates. The training of subordinates. The quality control of the Record Management services provided by the Unit. Conducting spot checks. Supervising over archiving of files in accordance with policy and procedure. The providing of inputs to the Unit with regards to work procedures. The assisting with regards to career development of subordinates

		and the control of disposal of records (i.e. transfers of closed records to the DOD Documentation Centre or destruction of identified records).
<u>ENQUIRIES</u>	:	WO1 M.M. Lethoko Tel No: (012) 674 4832
<u>APPLICATIONS</u>	:	Department of Defence, Gauteng Signal Unit, Private Bag X1038, Thaba Tshwane, 0143 or hand deliver to Stephanus Schoeman Street, Thaba Tshwane, Pretoria 0144 or email to hennie.bothma@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/11</u>	:	<u>REGISTRY CLERK: SUPERVISOR REF NO: SIGFMN/01/41/25/02</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SA Army Signal Formation MOD Signal Unit. Geo Location: LIW Lyttelton.
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in records administration. Special requirements (skills needed): Basic Computer literate, communication skills, ability to interpret relevant directives and instructions/ guidelines, problem solving and analytical thinking, planning and organising own work and that of subordinates.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Supervising of filing office. Apply effective control over the receipt, circulation, record keeping and dispatching of official documentation and correspondence. Ensure supervision of the dispatch Section. Ensure that the receiving, processing, record keeping and handling of official documents are in accordance with policy and procedure. Exercise the provision of guidelines for Record Administrators. The guiding of clients with regards to Record Management procedures such as the using of records classification systems. The planning of the work of subordinates. The training of subordinates. The quality control of the Record Management services provided by the Unit. Conducting spot checks. Supervising over archiving of files in accordance with policy and procedure. The providing of inputs to the Unit with regards to work procedures. The assisting with regards to career development of subordinates and the control of disposal of records (i.e. transfers of closed records to the DOD Documentation Centre or destruction of identified records).
<u>ENQUIRIES</u>	:	Ms C.S. van Schalkwyk Tel No: (012) 355-5629
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Signal Formation, MOD Signal Unit, Private Bag X161, Pretoria, 0001 or hand deliver to 630 Armscor Building, Cnr Nossob and Boeing Street, Erasmuskloof, Pretoria or email to Mageti.Mohlala@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/12</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO: 5SAIBN/01/41/25/03</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	5 SAI Bn, Lady Smith
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' relevant experience in human resource management. Special requirements (Skills needed). Computer skills. Planning and organising. Language skills. Good verbal and written communication skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedure in terms of working environment.
<u>DUTIES</u>	:	Supervise and take more complex implementation and maintenance of Human Resource administration practices and probatory periods. Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension and allowances, termination of service. Noticas, Awol Administration Recommend (approve transactions on PERSOL according delegations. Final authorisation should happen at a higher level. Performance management. Prepare reports on HR admin issues and stats. Studies at State Cost, Transfers, Detached duties, Corps Transfers, Contract Renewals, HR provisioning (Recruitment and

Selection, Appointments, verification of qualification, and secretariat functions at interviews,

ENQUIRIES : Capt Kubheka Tel No: (036) 271 3094
APPLICATIONS : Department of Defence, SA Army, 5 SAI Bn, Private Bag X99114, Ladysmith, 3307 or may be hand delivered to 1 Harrismith Road, Ladysmith, 5 SAI Bn Military Base or email to 5saioptions@dod.mil.za

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

POST 41/13 : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: 6SAIBN/01/41/25/04**

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : 6 SAI Bn, Grahamstown
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in human resource management. A post grade 12 qualification will serve as an advantage. Special requirements (Skills needed). Computer skills. Planning and organising. Language skills. Good verbal and written communication skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedure in terms of working environment.

DUTIES : Supervise and take more complex implementation and maintenance of Human Resource administration practices and probatory periods. Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension and allowances, termination of service. Noticas, and Awol Administration. Recommend and approve transactions on PERSOL according delegations. Final authorisation should happen at a higher level. Performance management. Prepare reports on HR admin issues and stats. Studies at State Cost, Transfers, Detached duties, Corps Transfers, Contract Renewals, HR provisioning (Recruitment and Selection, Appointments, verification of qualification, and secretariat functions at interviews).

ENQUIRIES : Capt King Tel No: (046) 602 2103
APPLICATIONS : Department of Defence, SA Army, 6 SAI Bn, Private Bag X1014, Grahamstown, 6140 or may be hand delivered to Cradock Road and Golf Course Road Military Base or email to imsc.6sai@dod.mil.za

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

POST 41/14 : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: ASBEC/01/41/25/05**

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : ASB Eastern Cape
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in human resource management. Special Requirements (Skills needed): Applicants with prior learning, either by means of experience or alternative courses may also apply. computer literate, PERSOL and leave course.

DUTIES : Supervise and take more complex implementation and maintenance of Human Resource administration practices include provision recruitment and selection. Implement conditions of service and service benefits including medical and injury on duty. Terminate of service. Recommend transactions on PERSOL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Perform maintenance functions. Management of Attendance Registers. Leave administration. Collect and distribute salary advices within the unit against signature. Collect and distribute IRP5s against signature. Deal with uniform and civilian employees maintenance administration. Assist as checker for maintenance transactions captured on PERSOL.

ENQUIRIES : WO1 Z.C Mdokwe Tel No: (041) 505 1237 or Ms S. Van der watt Tel No: (041) 505 1248
APPLICATIONS : Department of Defence South African Army Support Base Eastern Cape, PO Box 13419, Humewood, Port Elizabeth, Eastern Cape, 6013 or may be hand

- delivered to Army Support Base EC, Willow Drive, Forest Hill Port Elizabeth, 6001 or email to: Erika.VanTonder@dod.mil.za
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/15** : **PROVISIONING ADMINISTRATION CLERK: SUPERVISOR REF NO: AAFMNHQ/01/41/25/06**
- SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959 per annum (Level 07)
: SA Army Armour Formation HQ, Pretoria
: Grade 12 or equivalent with a minimum of three (3) years' relevant experience in office administration. Special Requirements (Skills needed): Computer literacy in CALMIS. Computer literacy and logistical administrative activities, understanding of relevant policies, standards, analytical skills.
- DUTIES** : Receiving and issuing of stock, demand stock from depot and capturing of all accounting actions on CALMIS, complete quality administration of demands and returns. The maintenance and management of building or facilities. To assist in reporting breakages to ASB facility call desk to appoint a contractor, in logging all breakages in a register, to receive contractor and escort them to correct building in keeping records of all work completed, with the follow up register of outstanding jobs, report any irregularities like stoppages and damages on building to barrack clerk, in the handing and taking over of buildings, in preparing inventories for every buildings, to ensure that a key register is in place and is kept up to date.
- ENQUIRIES APPLICATIONS** : Ms S.B. Bambo Tel No: (012) 355-2891
: Department of Defence, SA Army Armour Formation, Private Bag X172, Pretoria, 0001 or email to armourhq@gmail.com
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/16** : **SECRETARY REF NO: ADAFMN/01/41/25/07**
- SALARY CENTRE REQUIREMENTS** : R228 321 – R268 950 per annum (Level 05)
: Air Defence Artillery Formation Headquarters (ADA FMN HQ)
: A minimum of Grade 12 or equivalent, experience in the Administration/Secretarial and an appropriate academic qualifications in the field will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communicate well with people from different levels. Knowledge of Ms Word, Excel, Power point and Lotus note. Typing skills. Ability to operate office equipment (fax, scanner, photocopies and internet). Good interpersonal skills and organisational skills. Higher levels of professionalism and reliability. Ability to act with tact and discretion. Good telephone etiquette. Self-motivation and flexible. The successful candidate will be required to obtain a Security Clearance within a year of employment.
- DUTIES** : A successful candidate will be required to perform the following duties: Provides secretarial and clerical support to the Directorate. Receive telephone calls and refers the calls to the correct role players. Operate office equipment like fax machine and photocopiers. Coordinate all travel and related logistical arrangements for the Director. Compile and submit subsistence and travel (S&T) claim. Arrange meetings and events for the Director. Identify venues, invite role players, organizes refreshment and sets up schedules for meetings and events. Record basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the Directorate. Manage incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Directorate.
- ENQUIRIES APPLICATIONS** : Warrant Officer A. Macdonald Tel No: (012) 355 2427
: Department of Defence SA Army Air Defence Artillery Formation, Private Bag X123, Pretoria, 0001 or Hand deliver at SA Army Air Defence Artillery Formation, Corner Patriot and Karelboom Street, Sebokeng complex Block H 1, Pretoria 0001 or email to Beauty.msiza@dod.mil.za

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

POST 41/17 : **SECRETARY REF NO: ARMYHQ/01/41/25/08 (X7 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : SA Army Headquarters Unit, Dequar Road, Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Good Communication skills. Language proficiency in English (written and verbal). Sound planning, organisational, and coordinating skills. Good telephone etiquette. Computer literate (i.e. MS Word, MS PowerPoint, and MS Excel). Ability to interact well with people at all levels. Ability to pay attention to details. Must be creative and innovative. Excellent secretary skills. High level of reality. Ability to act with tact and discretion. Ability to search and analyse documents and situations. The successful candidate must be able to obtain a confidential clearance within a year.

DUTIES : A successful candidate will be required to perform the following duties: Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Type/write documents, memorandums, letters, and reports. Deal with classified documents and files. Arrange venues and events, and invite role players. Arrange accommodations and traveling substance S&T advances and claims for the Chief Director Force Structure Elements.

ENQUIRIES : WO2 X.M. Mpongoshe/ Ms E.T. Nyakhulalini Tel No: (012) 355 1455/1602
APPLICATIONS : Department of Defence, SA Army Headquarters Unit (Army Headquarters) Dequar Road, Private Bag X981, Pretoria, 0001 or hand deliver at SA Army Headquarters Unit, No 1 Dequar Road or email to putswelithakanyane@dod.mil.za

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

POST 41/18 : **SECRETARY REF NO: ASBBFN/01/41/25/09**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : ASB Bloemfontein
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (skills needed): Computer literate (MS Word, Power Point, Access and Excel). Typing skills. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion.

DUTIES : A successful candidate will be required to perform the following duties: Answer telephone, make telephone calls on behalf of the GOC, canalize telephone calls to the relative division of the department , arrange meetings, take notes and do typing for the GOC, update diary, make arrangements for the GOC journeys, and accommodation , book accommodation for meetings, submit claims for accommodation expenditure, receive visitors and prepare refreshments, collect newspapers clippings of reports which maybe of importance to the GOC.

ENQUIRIES : Major V.L. Fokase/ Ms N.P. Mgezana: Tel No: (015) 402 1120/1093/0739
APPLICATIONS : Department of Defence, Army Support Base Bloemfontein, Private Bag X20599, Bloemfontein, 0700 or may be hand delivered to Army Support Base Bloemfontein, Nelson Mandela Drive, Universitas, Bloemfontein, 9301 or email to hlengiwe.mbuyazi@dod.mil.za

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

POST 41/19 : **ADMINISTRATION CLERK: PRODUCTION REF NO: INFSC/01/41/25/10 (X2 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : Infantry School, Oudtshoorn
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. Special requirements (Skills needed): Ability to communicate effectively (verbal and written) in English, reasoning, problem solving ability and initiative. Ability to work in team and individually. Basic numeracy and literacy skills. Ability to perform routine tasks.

DUTIES : Receive and register job cards from clients. Function according to the latest Instruction that has been received from the Formation Headquarters. Ensure completeness of the work to be done and that it is clearly indicated to whom it must go and the contact person is contacted. Placing completed jobs in sorters or folding machines. Assist with carting, binding and laminating of all work that has been done. Safe keeping and maintenance of all equipment. Ensure the environment is always well ventilated and ensure locking of the working environment and all machines are off. Ensure confidentiality with regards to all documents classified and handed in for printing. Assist with the receiving and handing out after printing of all documents. Ensure to be up to date with the SANDF safety regulations with regards to machinery. Completed work must be placed in correct sections of the unit. Accurateness with reproduction process and neatness with reproduction process. Cleaning and up keeping of photo copy machines in the Media and Repro Centre. Report any damage/losses immediately to Media Centre Coordinator.

ENQUIRIES : Maj Bestbier Tel No: (044) 203 4029
APPLICATIONS : Department of Defence, SA Army, Infantry School, Private Bag X643, Oudtshoorn, 6620 or may be hand delivered to Park Road, Oudtshoorn or email to imsc.infsc@dod.mil.za

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

POST 41/20 : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: 46SABDE/01/41/25/11**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : 46 SA BDE HQ, Johannesburg
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. Special requirements (Skills needed): Knowledge of the Public Service Regulatory Framework. Knowledge of various filing systems. Computer literacy, Verbal and Written Communication Skills. Clerical and Administration. Analytical thinking. Problem solving.

DUTIES : Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set out by the HQ Commander. Keep a complete record of all equipment in the stores, ensure that unserviceable equipment are written off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to the prescripts.

ENQUIRIES : Lt Col T.M. Hloka and WO1 M. Botha Tel No: (011) 417 6036/6224
APPLICATIONS : Department of Defence, 46 SA Brigade Headquarters Private Bag X2, Kengray, 2100 or may be hand delivered to 222 Cumberland Road South Kensington Kengray or email to Tlou.Hloka@dod.mil.za

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

- POST 41/21** : **ADMINISTRATION CLERK: PRODUCTION REF NO: ATTC/01/41/25/12**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
CENTRE : SA Army Technical Training Centre
REQUIREMENTS : A minimum Grade 12 (NQF Level 4) or equivalent. Experience in administration environment will be an added advantage. Special requirements (Skills needed): Knowledge of the Public Service Regulatory Framework. Knowledge of various filing systems. Computer literacy, Verbal and Written Communication Skills. Clerical and Administration. Analytical thinking. Problem solving.
- DUTIES** : Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set out by the HQ Commander. Keep a complete record of all equipment in the stores, ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archive must be done according to the prescripts.
- ENQUIRIES** : Maj L.A Balane Tel No: (012) 671 0313 and Ms V.Mdokwe Tel No: (012) 671 0189
- APPLICATIONS** : Department of Defence SA Army Technical Training Centre, Private Bag X06, Littelton, 0140 or hand deliver to Technical Training Centre, 61 Avro road Tek Baser 0140 or email to asfinvitations@dod.mil.za
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/22** : **SWITCHBOARD OPERATOR REF NO: SUEC/01/41/25/13**
- SALARY** : R193 359 – R227 766 per annum (Level 04)
CENTRE : SA Army Signal Formation. Eastern Cape Signal Unit. Geo Location: 6 SAI Bn - Grahamstown.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Good communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.
- DUTIES** : The successful candidate will be expected to perform the following duties: Manage of telephone exchange in the base area. Attend to incoming and outgoing telephone calls to appropriate person/division. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. The record keeping of all outgoing calls. The handling of international calls, connection of lines. Print and issue telephone accounts. Maintain telephone database. The note down and giving of messages. Allocate pin codes when authorised. Identify and report telephone faults. Planning of leave. Provide training.
- ENQUIRIES** : Ms C.W. Turner Tel No: (041) 505 1186
APPLICATIONS : Department of Defence, SA Army Signal Formation, Eastern Cape Signal Unit, P.O. Box 438, Humewood, Port Elizabeth, 6013. or email to: Ndumiso.majozi@dod.mil.za
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/23** : **SWITCHBOARD OPERATOR REF NO: ASBLP/01/41/25/14**
- SALARY** : R193 359 – R227 766 per annum (Level 04)
CENTRE : SA Army Signal Formation, Limpopo Signal Unit. Geo Location: Polokwane
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Good communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.

- DUTIES** : The successful candidate will be expected to perform the following duties:
Manage of telephone exchange in the base area. Attend to incoming and outgoing telephone calls to appropriate person/division. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. The record keeping of all outgoing calls. The handling of international calls, connection of lines. Print and issue telephone accounts. Maintain telephone database. The note down and giving of messages. Allocate pin codes when authorised. Identify and report telephone faults. Planning of leave. Provide training.
- ENQUIRIES** : WO2 T.J. Mabasa Tel No: (015) 299-3619
APPLICATIONS : Department of Defence, Limpopo Signal Unit, Private Bag X9304, Polokwane, 0700 or hand deliver to 345 Gateway Road, Polokwane, 0700 or email to Tlou.Seema@dod.mil.za
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/24** : **SWITCHBOARD OPERATOR (X2 POSTS)**
- SALARY** : R193 359 – R227 766 per annum (Level 04)
CENTRE : SA Army Signal Formation MOD Signal Unit. Geo Location: Armscor Erasmuskloof Ref No: SIGFMN/01/41/25/15a
1 Mil Hosp - Thaba Tshwane Ref No: SIGFMN/01/41/25/15b
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Good communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.
- DUTIES** : The successful candidate will be expected to perform the following duties:
Manage of telephone exchange in the base area. Attend to incoming and outgoing telephone calls to appropriate person/division. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. The record keeping of all outgoing calls. The handling of international calls, connection of lines. Print and issue telephone accounts. Maintain telephone database. The note down and giving of messages. Allocate pin codes when authorised. Identify and report telephone faults. Planning of leave. Provide training.
- ENQUIRIES** : Mrs C.S. van Schalkwyk Tel No: (012) 355-5629
APPLICATIONS : Department of Defence, SA Army Signal Formation, MOD Signal Unit, Private Bag X161, Pretoria, 0001 or hand deliver to 630 Armscor Building, Cnr Nossob and Boeing Street, Erasmuskloof, Pretoria or email to: Mageti.Mohlala@dod.mil.za
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/25** : **STORES ASSISTANT REF NO: 9SAIBN/01/41/25/16 (X2 POSTS)**
- SALARY** : R138 486 – R163 131 per annum (Level 02)
CENTRE : 9 SAI Bn, Cape Town
- REQUIREMENTS** : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
- DUTIES** : Ensure stores are clean and neat. Prevent unauthorized personnel from gaining access to the stores. Ensure accurate filing and documentation of all demands, receipts, storage and issuing of equipment. Ensure that upon receiving stock from transit it must be properly counted and binned. Ensure accurate marking with bin numbers, ICN and description of items. Accompany counting tem during stock takes and ensure correct totals are captured. Ensure

maximum security is applied, locking of windows, doors and signing in and out of building keys.

ENQUIRIES APPLICATIONS : Capt P.S. Bam Tel No: (021) 787 6155
: Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or emailed to Chaney.Bailey@dod.mil.za

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

POST 41/26 : **MESSENGER REF NO: ASBKZN/01/41/25/17**

SALARY CENTRE : R138 486 – R163 131 per annum (Level 02)
: SA Army Signal Formation: KZN Signal Unit. Geo Location: DOD MOSD Durban.

REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (skills needed): Basic Numeracy. Language skills. Basic interpersonal relationship. Organising skills and basic literacy skills. Must have a valid vehicle licence.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver posts, packages, files and articles as well as the submissions to and from pre –identified addresses. Deliver and collect files and documents within Units and Division. Distribute and collect files and documents with the Unit and Division. Distribute and collect documents or articles within the Unit. Assist from time to time with the execution of filing functions attached to the registry office. Keep a register of all documents files, letters, delivered and received. Assist with functions in the registry environment.

ENQUIRIES APPLICATIONS : Sgt A.C. Thyssen/Ms T.A. Sishi Tel No: (031) 451 1974
: Department of Defence, KZN Signal Unit, Private Bag X21096, Bluff, 4036 or hand deliver at Cnr Marine Drive and Lighthouse Road, Bluff, 4052. Email to: Kerresa.gordon@dod.mil.za

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

POST 41/27 : **MESSENGER REF NO: SUWC/01/41/25/18**

SALARY CENTRE : R138 486 – R163 131 per annum (Level 02)
: SA Army Signal Formation. Western Cape Signal Unit. Geo Location: ASB Youngsfield.

REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Basic Numeracy. Language skills. Basic interpersonal relationship. Organising skills and basic literacy skills. Must have a valid vehicle licence.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver posts, packages, files and articles as well as the submissions to and from pre –identified addresses. Deliver and collect files and documents within Units or Divisions. Distribute and collect files and documents with the Unit and Division. Distribute and collect documents/articles within the Unit. Assist from time to time with the execution of filing functions attached to the registry office. Keep a register of all documents, files and letters delivered or received. Assist with functions in the registry environment.

ENQUIRIES APPLICATIONS : Captain S.R. Fry Tel No: (021) 787 1700
: Department of Defence, SA Army Signal Formation, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790 or email to Lizelle.Fry@dod.mil.za

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

POST 41/28 : **MESSENGER REF NO: ARMYHQ/01/41/25/19**

SALARY CENTRE : R138 486 – R163 131 per annum (Level 02)
: SA Army Signal Formation: Dequar Road Signal Unit. Geo Location: Army College – Thaba Tshwane.

<u>REQUIREMENTS</u>	:	Minimum of ABET qualification. No experience. Special requirements (Skills needed): Basic Numeracy. Language skills. Basic interpersonal relationship. Organising skills and basic literacy skills. Must have a valid vehicle licence.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Fetch and deliver posts, packages, files and articles as well as the submissions to and from pre –identified addresses. Deliver and collect files and documents within Units and Division. Distribute and collect files and documents with the Unit and Division. Distribute and collect documents or articles within the Unit. Assist from time to time with the execution of filing functions attached to the registry office. Keep a register of all documents files, letters, delivered and received. Assist with functions in the registry environment.
<u>ENQUIRIES APPLICATIONS</u>	:	W01 N.C. Josephs Tel No: (012) 355 1992
<u>NOTE</u>	:	Department of Defence, Dequar Road Signal Unit, Private Bag X172, Pretoria, 0001 or hand deliver at Dequar Road, Army HQ, Library Building, 0001 or email to: SeipeiShadung@dod.mil.za
<u>NOTE</u>	:	It is the Department’s intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/29</u>	:	<u>CLEANER REF NO: JSBWON/01/41/25/20</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>DUTIES</u>	:	JSB Wonderboom. Geo Location: Wonderboom
<u>ENQUIRIES APPLICATIONS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Ability to operate cleaning machines. Ability to work in team and individual. Ability to perform routine tasks.
<u>NOTE</u>	:	The successful candidate will be expected to perform the following duties: Ensure that offices/kitchen/bathrooms/conference rooms are clean, neat and presentable. Keep registers of cleaning material that is distributed. Responsible for the safekeeping of cleaning material that is distributed. Ensure general hygiene, floor cleaning, washing, scrubbing floors, windows, walls, carpets and removing of garbage from dustbin on a daily basis. Dusting of equipment in offices as tasked. Polishing of all furniture in offices as tasked. Effective use of cleaning equipment to assist in performing mentioned duties/tasks. Report any defects in the workplace to immediate supervisor. Apply OHS measures where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj N.C Vuma Tel No: (012) 529 0440
<u>NOTE</u>	:	Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 1700.or hand deliver at Military Base Wonderboom, Lindvelt Road, Doornpoort, 1700 or email to: Theresa.VanDyk@dod.mil.za
<u>NOTE</u>	:	It is the Department’s intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/30</u>	:	<u>CLEANER REF NO: 9SAIBN/01/41/25/21 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>DUTIES</u>	:	9 SAI Bn, Cape Town
<u>ENQUIRIES APPLICATIONS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities.

		Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<u>ENQUIRIES</u>	:	Capt P.S. Bam Tel No: (021) 787 6155
<u>APPLICATIONS</u>	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or emailed to Chaney.Bailey@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/31</u>	:	<u>CLEANER REF NO: JSBGAR/01/41/25/22 (X5 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of cleaning machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<u>APPLICATIONS</u>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Netshutungulu@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/32</u>	:	<u>CLEANER REF NO: SAFMN/01/41/25/23 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	School of Armour, Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good organising, planning and coordination skills. Must be able to work alone. Good Communication skills (written and verbal).
<u>DUTIES</u>	:	Perform effective routine cleaning in and around the building, offices and other allocated areas by utilising the available resources. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc. are clean after usage and securely stored.
<u>ENQUIRIES</u>	:	WO2 S. du Preez Tel No: (051) 402-1739
<u>APPLICATIONS</u>	:	Department of Defence, School of Armour, Private Bag X40004, Tempe, 9318 or email to schoolofarmour.sa@gmail.com
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/33</u>	:	<u>CLEANER REF NO: 1SATR/01/41/25/24</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	1 SA Tank Regt
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good organising, planning and coordination skills. Must be able to work alone. Good Communication skills (written and verbal).
<u>DUTIES</u>	:	Perform effective routine cleaning in and around the building, offices and other allocated areas by utilising the available resources. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc. are clean after usage and securely stored.

- ENQUIRIES** : Sgt Senoko Tel No: (051) 402-1629
- APPLICATIONS** : Department of Defence, 1 SA Tank Regt, Private Bag X04, Brandhof or email to 1satankregiment@gmail.com
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/34** : **CLEANER REF NO: ASBMP/01/41/25/25 (X3 POSTS)**
- SALARY** : R138 486 – R163 131 per annum (Level 02)
- CENTRE** : Army Support Base (ASB) Mpumalanga.
- REQUIREMENTS** : Minimum qualification ABET. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (Include sweeping of floors, scrubbing and polishing all landings and alleyways, polishing of furniture, vacuuming of carpets, washing down of walls / tiles and window sills, window cleaning, cleaning of vehicles and sweeping of sidewalks. Vacuum of facilities, clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, and regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report and defects in the work place to immediate supervisor. Provide a domestic and hygiene cleaning service. Observing OHASA regulations.
- ENQUIRIES** : Maj S.M Mbuyane Tel No: (013) 756 2284 or Ms M.Scheepers Tel No: (013) 756 2186
- APPLICATIONS** : Department of Defence, Army Support Base Mpumalanga, Private Bag X11277, Nelspruit, 1200 or hand deliver at Department of Defence Army Support Base Mpumalanga. Citrus Crescent No 6 Nelspruit, 1200 or email to Julia.Matsepa@dod.mil.za
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/35** : **CLEANER REF NO: 7SAIBN/01/41/25/26 (X2 POSTS)**
- SALARY** : R138 486 – R163 131 per annum (Level 02)
- CENTRE** : 7 SAI Bn, Phalaborwa
- REQUIREMENTS** : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
- ENQUIRIES** : Capt Machaba Tel No: (015) 780 4066
- APPLICATIONS** : Department of Defence, SA Army, 7 SAI Bn, Private Bag X01015, Phalaborwa, 1390 or may be hand delivered to Hendrick van Eck Road 7 SAI Bn Military Base or email to imsc.7sai@dod.mil.za

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

POST 41/36 : **CLEANER REF NO: 10SAIBN/01/41/25/27 (X5 POSTS)**

SALARY : R138 486 – R163 131 per annum (Level 02)
CENTRE : 10 SAI Bn, Mahikeng
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the workplace to immediate supervisor.

ENQUIRIES : Lt Ratema Tel No: (018) 389 6515
APPLICATIONS : Department of Defence, SA Army, 10 SAI Bn Private Bag X2014, Mahikeng, 2745 or may be hand delivered to Ramatlabama Road, 10 SAI Bn Military Base Mahikeng or email to 10saibnstaffing@dod.mil.za

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

POST 41/37 : **GROUNDSMAN REF NO: ADAFMN/01/41/25/28 (X2 POSTS)**

SALARY : R138 486 – R163 131 per annum (Level 02)
CENTRE : Army Air Defence Artillery Formation Headquarters (ADA FMN HQ)
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirement (Skills needed): Knowledge of the gardening service would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety requirements. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Gardening skills. Ability to work in team. Ability to prioritise and organise work.

DUTIES : Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Checking serviceability of equipment and machinery and report defects.

ENQUIRIES : Warrant Officer A. Macdonald Tel No: (012) 355 2427
APPLICATIONS : Department of Defence SA Army Air Defence Artillery Formation, Private Bag X123, Pretoria, 0001 or Hand deliver at SA Army Air Defence Artillery Formation, Corner Patriot and Karelboom Street, Sebokeng complex Block H 1, Pretoria 0001 or email to Beauty.msiza@dod.mil.za

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

<u>POST 41/38</u>	:	<u>GROUNDSMAN REF NO: JSBWB/01/41/25/29</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	JSB Wonderboom: Geo Location: Wonderboom
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic numeracy and literacy skills. Basic knowledge of health and safety. Knowledge of gardening and maintenance equipment. Ability to operate cleaning machines. Ability to work in team and/or individual. Ability to perform routine tasks. Ability to priorities and organize work.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Cultivate garden areas. Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners hand tools etc. checking serviceability of equipment and machinery and report defects. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Load and unload various articles and equipment needed on the grounds. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuge. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<u>APPLICATIONS</u>	:	Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 1700 or hand deliver at Military Base Wonderboom, Lindvelt Road, Doornpoort, 1700 or email to: Theresa.VanDyk@dod.mil.za
<u>ENQUIRIES</u>	:	Maj N.C Vuma Tel No: (012) 529 0440
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/39</u>	:	<u>GROUNDSMAN REF NO: JSBGAR/01/41/25/30 (X5 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuge. Maintain neatness of unit areas.
<u>APPLICATIONS</u>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Netshutungulu@dod.mil.za
<u>ENQUIRIES</u>	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/40</u>	:	<u>GROUNDSMAN REF NO: 7SAIBN/01/41/25/31 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	7 SAI Bn, Phalaborwa

<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<u>DUTIES</u>	:	Cultivate garden areas. Maintain general appearance of shooting range and immediate surroundings. Assist with maintenance on shooting related equipment and facilities. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Capt Machaba Tel No: (015) 780 4066
	:	Department of Defence, SA Army, 7 SAI Bn, Private Bag X01015, Phalaborwa, 1390 or may be hand delivered to Hendrick van Eck Road 7 SAI Bn Military Base or email to imsc.7sai@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/41</u>	:	<u>GROUNDSMAN REF NO: 9SAIBN/01/41/25/32 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	9 SAI Bn, Cape Town
	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<u>DUTIES</u>	:	Cultivate garden areas. Maintain general appearance of shooting range and immediate surroundings. Assist with maintenance on shooting related equipment and facilities. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Capt P.S. Bam Tel No: (021) 787 6155
	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or email to Chaney.Bailey@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 41/42</u>	:	<u>GROUNDSMAN REF NO: AAFMNHQ/01/41/25/33 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	SA Army Armour Formation Headquarters, Pretoria
	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): No experience required.
<u>DUTIES</u>	:	Cultivation / Cultivate garden areas, Prepare soil for the planting of plants. Maintain the flower and other beds by fertilizing, irrigating, weeding and pruning. Pruning, Weed Control, Removing of refuse. Maintenance of all

gardens. Maintenance of grounds alongside the roads. Area preparations for functions. Cutting of grass, Mow lawns and cut the edges Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from terrain. Load refuge on the truck for transportation to refuge dumps. Maintain neatness of the unit.

ENQUIRIES : Ms S.B. Bambo Tel No: (012) 355-2891
APPLICATIONS : Department of Defence, SA Army Armour Formation, Private Bag X172, Pretoria, 0001 or email to armourhq@gmail.com
NOTE : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

POST 41/43 : **GROUNDSMAN REF NO: ASBKY/01/41/25/34**

SALARY : R138 486 – R163 131 per annum (Level 02)
CENTRE : Army Support Base Kimberley.
REQUIREMENTS : Minimum qualification ABET. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES : Maj I.W. Februarie Tel No: (053) 830 3011 or WO1 M.E Mogorosi Tel No: (053) 830 3010

APPLICATIONS : Department of Defence, South African Army Support Base Kimberly, Private Bag X5056, Diskobolos Kimberly, Northern Cape, 8325 or email to Mimy.Matimbe@dod.mil.za

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

POST 41/44 : **GROUNDSMAN REF NO: ASBEC/01/41/25/35 (X2 POSTS)**

SALARY : R138 486 – R163 131 per annum (Level 02)
CENTRE : Army Support Base Eastern Cape
REQUIREMENTS : Minimum qualification ABET. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES : WO Z.C Mdokwe Tel No: (041) 505 1237 or Ms S. Van der watt Tel No: (041) 505 1248

APPLICATIONS : Department of Defence, South African Army Support Base Eastern Cape, PO Box, 13419, Humewood, Port Elizabeth, Eastern Cape, 6013 or Army Support Base EC, Willow Drive, Forest Hill, Port Elizabeth or email to Erika.VanTonder@dod.mil.za

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

- POST 41/45** : **GROUNDSMAN REF NO: ASBMP/01/41/25/36 (X3 POSTS)**
- SALARY** : R138 486 – R163 131 per annum (Level 02)
CENTRE : Army Support Base (ASB) Mpumalanga
REQUIREMENTS : Minimum qualification ABET. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- ENQUIRIES** : Maj S.M Mbuyane Tel No: (013) 756 2284 or Ms M.Scheepers Tel No: (013) 756 2186
- APPLICATIONS** : Department of Defence, Army Support Base Mpumalanga, Private Bag X11277, Nelspruit, 1200 or may be hand delivered to Department of Defence Army Support Base Mpumalanga. Citrus Crescent No 6 Nelspruit, 1200 or email to Julia.Matsepa@dod.mil.za
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/46** : **FOOD SERVICE AID REF NO: 1SSBN/01/41/25/37**
- SALARY** : R138 486 – R163 131 per annum (Level 02)
CENTRE : 1 Special Service Bn, Bloemfontein
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Be able to communicate in English and able to work after hours when unit is hosting certain function and or formal dinners after hours.
- DUTIES** : Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
- ENQUIRIES** : WO2 W.A. Gerber Tel No: (051) 402 1406
APPLICATIONS : Department of Defence, 1 Special Service Battalion, Private Bag X4005, Tempe, 9318 or email to 1ssb076@gmail.com
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/47** : **FOOD SERVICE AID REF NO: JSBGAR/01/41/25/38 (X5 POSTS)**
- SALARY** : R138 486 – R163 131 per annum (Level 02)
CENTRE : Joint Support Base (JSB) Garrison, Thaba Tshwane
REQUIREMENTS : A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation. Knowledge of basic food preparation equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in shifts. Good interpersonal relation, endurance, good integrity, punctuality.
- DUTIES** : Prepare meals. Prepare snacks. Make salads. Prepare drinks for each meal. Make garnish for meals and snacks. Assist with the dishing up of food per meal. Assist with the receiving of rations. Assist with food preparations and other related responsibilities during field exercises. Remove kitchen waste. Pack supplies received in the food storage areas. Keep the kitchen, dining hall and

- food storage areas clean and tidy. Apply hygiene as well as safety measures in work environment.
- ENQUIRIES** : Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
- APPLICATIONS** : Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Netshutungulu@dod.mil.za
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- POST 41/48** : **FOOD SERVICE AID REF NO: 10SAIBN/01/41/25/39 (X4 POSTS)**
- SALARY** : R138 486 – R163 131 per annum (Level 02)
- CENTRE** : 10 SAI Bn, Mahikeng
- REQUIREMENTS** : A minimum of ABET qualification. No experience. Special requirements (Skill needed): Be able to communicate in English and able to work after hours when unit is hosting certain function.
- DUTIES** : Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
- ENQUIRIES** : Lt Ratema Tel No: (018) 389 6515
- APPLICATIONS** : Department of Defence, SA Army, 10 SAI Bn Private Bag X2014, Mahikeng, 2745 or may be hand delivered to Ramatlabama Road, 10 SAI Bn Military Base Mafikeng or email to 10saibnstaffing@dod.mil.za
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	21 November 2025 at 16:00 (walk-in) and 00:00 midnight (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 41/49</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/25/11/02HO</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all inclusive)
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public / Administration or Management / Labour Law / Operations Management / Human Resource management / Finance / Accounting / Social Science / Medical Science / Health Sciences / Engineering Science / Economics / Statistics. Five (5) years of experience at a senior management level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.
<u>DUTIES</u>	:	Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.
<u>ENQUIRIES</u>	:	Ms MM Matyila Tel No: (012) 309 4026
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ16@Labour.gov.za

OTHER POSTS

<u>POST 41/50</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR 4/25/11/01HO</u> (Re-advertisement)
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	A Qualification at NQF6 as recognized by the South African Qualifications Authority (SAQA) in Management Services/ Organization and Work Study/ Work Study/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology/ Human Resources Management. Valid driver's license. Five (5) years' experience of which two (2) at Assistant Director Level and three (3) years functional experience in Organizational development. Knowledge: Basic understanding of policies, Public Service Regulations, prescripts and legislation, Understanding of information analysis, Research processes and procedures, Organisational Behaviour/ Design Tools, Job profile design and Job evaluation, Basic knowledge of Public Financial Management Act. Skills: Change management, Organization design, Business process management, Problem solving and solution development, Project management, Facilitation and problem solving, Computer literacy, Communication and interpersonal, People management.
<u>DUTIES</u>	:	Manage organizational design processes and activities for improvement and maintenance of the organization structure within the Department. Manage the development and reviewal of Job Profiles. Manage the Job Evaluation processes. Manage and coordinate processes and interventions for Business Process Improvement. Manage and coordinate change management processes and culture surveys in the Department. Manage all resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr. S Nkhabelane Tel No: (012) 309 4611
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 41/51</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY REF NO: HR 4/4/1/98</u>
<u>SALARY</u>	:	Grade 1: R638 856 – R707 625 per annum, (OSD)

	:	Grade 2: R727 350 – 807 243 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Eastern Cape
	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Occupational Therapy, Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Four (4) years' functional experience in Rehabilitation post community service environment of which two (2) years' in supervisory level. Knowledge: Patient care, Rehab Therapy Management, Rehabilitation related Legislation & Regulatory Knowledge & Implementation , Medical Rehabilitation Policy Management, Public Service Act, DeL and Compensation Fund business strategies and goals, Directorate goals and performance requirements , Compensation Fund Value Chain and business processes, Public Service, DeL and Fund regulations, policies and procedures, Customer Service (Batho Pele Principles),Promotion of Equality and Prevention of Unfair Discrimination Act, PFMA and National Treasury Regulations ,Promotion of Access to Information Act , Constitution Act 108 of 1996 (amended), General knowledge of the Public Service Regulations , Skill Development Act , Regulations and Policies, Employment Equity Act, Labour Relations Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & Policy, Integrated National Disability Strategy (INDS) , COID Act, National Health Act, Occupational Health and Safety Act (OHS). Skills: Programme Management and Planning, Stakeholder Development and Management , Clinical Excellence and Advisory, Analyzing & Interpreting Information (Data Analytic), Clinical Vocational Rehabilitation, Coaching and Mentoring , Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Programme/Project Management , Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations ,Vision & Strategy.
<u>DUTIES</u>	:	Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. B Dunga Tel No: (043) 701 3000
	:	Acting Chief Director: Provincial Operations: Private Bag 9005, East London, 0001 or hand deliver at Department of Employment and Labour: No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za
<u>POST 41/52</u>	:	<u>CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/25/11/03HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Employment Relations/ Labour Relations/Labour Law/Bachelor of Law (LLB). Two (2) years functional Administrative experience in Employment Relations. Knowledge: Public Service Commission's rules for dealing with complaints and grievance, Public Service Co-ordinating Bargaining Council's Resolutions, Research/ analysing, Public Service Regulations, Grievance and Disciplinary policy, Human Resources Management Policies, Dispute resolution, CCMA Policies and Procedures. Skills: Problem solving, Negotiating, Presenting, Good Communication skills (oral and written), Research, Analytical, Computer literacy, Interpretation of legislation/ policies.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the Department. Draft charges and finalize all misconduct cases in the Department. Represent the Department in conciliation disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Makuya Tel No: (012) 309 4130
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@Labour.gov.za
<u>POST 41/53</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS (X53 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum

CENTRE

: Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/5/01 (X2 Posts)
Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/5/02 (X1 Post)
Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/ 5/03 (X1 Post)
Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/5/04 (X1 Post)
Labour Centre: Cradock Ref No: HR4/4/5/06 (X1 Post)
Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/5/07 (X1 Post)
Labour Centre: eMaxesibeni Ref No: HR4/4/5/08 (X1 Post)
Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/5/09 (X1 Post)
Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/5/10 (X1 Post)
Labour Centre: Fort Beaufort Ref No: HR4/4/5/11 (X2 Posts)
Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/5/12 (X1 Post)
Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR4/4/5/13 (X1 Post)
Labour Centre: Graaff-Reinet Ref No: HR4/4/5/14 (X2 Posts)
Labour Centre: Graaff-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/5/15 (X1 Post)
Labour Centre: Graaff-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/5/16 (X1 Post)
Labour Centre: Kariega Ref No: HR4/4/17/ (X1 Post)
Labour Centre: Kariega but stationed at Kareedouw Satellite Office Ref No: HR4/4/5/18 (X1 Post)
Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR4/4/5/19 (X1 Post)
Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office –Ref: HR4/4/20 (X2 Posts)
Labour Centre: Komani Ref No: HR4/4/5/21 (X2 Posts)
Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR4/4/5/22 (X1 Post)
Labour Centre: Komani but stationed at Cofimvaba Satellite Office Ref No: HR4/4/5/23 (X1 Post)
Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR4/4/5/24 (X1 Post)
Labour Centre: Komani but stationed at Whittlesea Satellite Office Ref No: HR4/4/5/25 (X1 Post)
Labour Centre: Lusikisiki Ref No: HR4/4/5/26 (X2 Posts)
Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR4/4/5/27 (X1 Post)
Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR4/4/5/28 (X1 Post)
Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR4/4/5/29 (X1 Post)
Labour Centre: Makhanda Ref No: HR4/4/5/30 (X1 Post)
Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR4/4/5/31 (X1 Post)
Labour Centre: Maletswai Ref No: HR4/4/5/32 (X1 Post)
Labour Centre: Maletswai but stationed at Barkly East Satellite Office Ref No: HR4/4/5/33 (X1 Post)
Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office Ref No: HR4/4/5/34 (X1 Post)
Labour Centre: Mdantsane Ref No: HR4/4/5/35 (X1 Post)
Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR4/4/5/36 (X1 Post)
Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR4/4/5/37 (X1 Post)
Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR4/4/5/38 (X1 Post)
Labour Centre: Nqanqarhu Ref No: HR4/4/5/39 (X2 Posts)
Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR4/4/5/40 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/5/41 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/5/42 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/5/43 (X1 Post)

Labour Centre: Qonce Ref No: HR/4/4/5/44 (X2 Posts)

Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/5/45 (X1 Post)

Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/5/46 (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Operations Management/ Public Management or Administration/Business Administration or Management / Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. A valid driver's license. Two (2) years functional experience in Client Service environment/ Claims Processing environment in operations or Insurance Environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written) Computer Literacy, Problem Solving, Planning and Organizing.

DUTIES

: Provide Unemployment Insurance Services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES

: Ms N Getyeza Tel No: (047) 491 0656
Ms L Nongena Tel No: (039) 254 7201
Mr T Mgudane Tel No: (046) 645 7700
Ms N Mkonto Tel No: (048) 881 3010
Mr S Mshumpela Tel No: (049) 892 2142
Mr. M Njamela Tel No: (043) 702 7500
Ms. W Koba Tel No: (041) 260 0606
Mr. L Mduduma Tel No: 761 3151
Ms. S Zaula Tel No: (047) 501 5600
Mr. S Thambo Tel No: (045) 807 5477
Ms. N Ntlokwana Tel No: (046) 622 2104
Ms. N Mtwa Tel No: (039) 253 1996
Ms. N Mvanyashe Tel No: (045) 932 1077
Mr. R Mbali Tel No: (051) 633 2633
Mr. Mbande Tel No: (043) 718 8380

APPLICATIONS

: Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni 4735. Email: Jobs-ECMTA@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 4720. Email: Jobs-ECFOB@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 38, Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: Jobs-ECCRD@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 342, Graaff-Reinet, 6280, Hand deliver at 63 Church Street Graaff-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za
Deputy Director: Labour Centre Operations IG Building Ensuc House NR Hill and Church Streets East London 5201. Email: Jobs –ECELN@labour.gov.za
Deputy Director: Labour Centre Operations, 15A Chase Street Kariega, 6230. Email: Jobs- ECUHG@labour.gov.za
Deputy Director: Labour Centre Operations Mzaule Street NU1 Mdantsane 5219. Email: Jobs –ECMDS@labour.gov.za
Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Umthatha. Email Jobs–ECUTT@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: Jobs-ECQTN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations, Private Bag X1002, Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: Jobs-ECLSS@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-ECMCR@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai 9750. Email: Jobs-ECALN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

- POST 41/54** : **SENIOR STATE ACCOUNTANT REF NO: HR4/4/1/06**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
: Provincial Office, East London
: A three year (3) tertiary qualification in finance/accounting and Valid driver's licence. Two (2) years functional experience in financial management services. Knowledge Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures, Conflict Skills: Planning and Organizing, Computer literacy, Communication Problem Solving, Supervisory, Accounting, Presentation, Analysis.
- DUTIES** : Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net) Verify information to ensure proper financial documents management, Monitor budget processes for the Province, Proper control of Petty cash, Clear suspense accounts and unallocated accounts before month closure, Manage the resources of the section.
- ENQUIRIES APPLICATIONS** : Mr.MM Nohesi Tel No: (043) 701 3029
: Acting Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, East London
- POST 41/55** : **CLIENT SERVICE OFFICER REF NO: HR4/4/4/10/19 (X10 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
: Labour Centre: Randburg
: Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
- DUTIES** : Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
- ENQUIRIES** : Mr PP Godongwana at 082 883 7553
: Mr N Pillay at 071 471 0542
: Mr T Nengwekhulu at 060 968 6158
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. Email: Jobs-UIF-GP1@labour.gov.za
- NOTE** : Applicants to this post, please note that you will receive an auto-reply with a link and/or QR code which can be clicked or scanned respectively for you to update crucial information. <https://forms.office.com/r/pWzNyLKavs>

<u>POST 41/56</u>	:	<u>INSPECTOR REF NO: HR4/4/1/03 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum Komani Labour Centre Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr U Tambo Tel No: (045) 807 5400 Acting Deputy Director: Labour Centre Operations, P.O. Box 323, Komani, 5320, Hand deliver at 10 Robinson Road, Komani, 5320. Email: Jobs-ecqtn@labour.gov.za
<u>POST 41/57</u>	:	<u>ADMIN CLERK: LEGAL SERVICES: COMPENSATION FUND REF NO: HR4/4/1/100 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Provincial Office: East London Grade 12/ Matriculation Senior Certificate. No experience required. Knowledge: Regulatory Knowledge, Law and Legislation. Data capturing. Collecting statistics. Compensation Fund business processes, procedure, policies. Customer Service (Batho Pele Principles). Technical Knowledge. Public Finance Management Act (PFMA). Promotion Access to Administrative Justice Act. Promotion of Access to Information Act. Labour Law. Road Accident Fund Act. The Constitution of RSA. COIDA Act. Skills: Computer Literacy. Interpersonal Relations. Communication (written & verbal)
<u>DUTIES</u>	:	Liaise with provinces and Labour Centres for the provision of required information and data. Manage correspondence and documentation. Render effective administrative support services.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. B Dunga Tel No: (043) 701 3000 Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand delivery to Department of Employment and Labour: No. 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
<u>POST 41/58</u>	:	<u>ADMINISTRATION CLERK: PES REF NO: HR4/4/1/101</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Labour Centre: Butterworth Grade12/Matriculation Senior Certificate. No experience required. Knowledge: Relevant ILO Conventions, Human Resource Management Batho Pele. Skills: Planning and organizing, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
<u>DUTIES</u>	:	Liaise with stakeholder relations for acquisition placement opportunities. Avail information for coordination of International Cross-Border Labour Migration function. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NA Getyeza Tel No: (047) 4910657 Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth,4960 or hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-ECBTW@labour.gov.za
<u>POST 41/59</u>	:	<u>ADMINISTRATIVE CLERK: MSS REF NO: HR4/4/9/50</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Labour Centre: Kariega

<u>REQUIREMENTS</u>	:	Matric/Grade 12/Senior Certificate. No functional experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Analytical, Problem solving.
<u>DUTIES</u>	:	To render Supply Chain Management function in a Labour Centre. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
<u>ENQUIRIES</u>	:	Ms WX Koba Tel No: (041) 260 0608
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: PO Box 562, Kariega, 5200, Hand deliver at 15 Chase Street, Kariega 6230. Email: Jobs-ECUHG@labour.gov.za
<u>POST 41/60</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: GAP-PRET-26365014-20251028-1</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Matric/Grade 12/ Senior Certificate. No experience required. Knowledge: Departmental Procedures and Policies, Supply Chain Procedures, Administrative procedure relating to an office. Records Management Act. Skills: Planning and organizing, Communication, Computer Literacy, Interpersonal relations.
<u>DUTIES</u>	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<u>ENQUIRIES</u>	:	Ms. B Huna Tel No: (012) 309 4407/8
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Online ESSA link: https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html
<u>POST 41/61</u>	:	<u>MESSENGER REF NO: HR4/4/1/102</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	eMaxesibeni Labour Centre
<u>REQUIREMENTS</u>	:	Grade 10. A valid driver's license. Experience Zero. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post. Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time management, Conflict management, Planning and organizing.
<u>DUTIES</u>	:	Provide messenger services within the Labour Centre (Daily). Handle administration of log sheets, fuel cards and fuel vouchers of subsidized vehicles.
<u>ENQUIRIES</u>	:	Ms L Nongena Tel No: (039) 254 7201
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X530 eMaxesibeni, 4735, Hand deliver at No 52 Church Street eMaxesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za

**GRADUATE INTERNSHIP PROGRAMME FOR 2025 TO 2027
(24 MONTHS)**

The Department of Employment and Labour would like to invite qualifying graduates to apply to participate in an internship programme in the 2025 to 2027 financial year. Applicants must be unemployed graduates, should not have participated in an internship programme previously and must be a South African citizen. The Department of Employment and Labour is an equal opportunity employer. Equity Considerations: Priority will be given to applicants from previously disadvantaged background, in line with the Department's Employment Equity Plan, those living with disability will be considered. Qualifying South African Youth and People living with disability will be given advantage.

<u>APPLICATIONS</u>	:	Applications must be submitted through the link: [LINKSHIELD PROTECTED] sayouth.mobi/Home/Index/EN Search for Project 20K
<u>CLOSING DATE</u>	:	21 November 2025 at 16:00 (walk-in) and 00:00 midnight (online)
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.Labour.gov.za . Received applications using the incorrect application for employment (old Z83) will not be considered.

The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Applicants wishing to apply for an internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The Department reserves the right not to make an appointment. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

- POST 41/62** : **INTERN: OCCUPATIONAL HEALTH AND SAFETY (OHS) (X3, 385 POSTS)**
- STIPEND** : R7 860.50 per month
 Provincial Office: East London (Eastern Cape) Ref No: OHS/P20K/EC (X681 Posts)
 Provincial Office: Bloemfontein (Free State) Ref No: OHS/P20K/FS (X153 Posts)
 Provincial Office: Braamfontein (Gauteng) Ref No: OHS/P20K/GP (X398 Posts)
 Provincial Office: Durban (KZN) Ref No: OHS/P20K/KZN (X963 Posts)
 Provincial Office: Polokwane (Limpopo) Ref No: OHS/P20K/LP (X108 Posts)
 Provincial Office: Witbank (Mpumalanga) Ref No: OHS/P20K/MP (X254 Posts)
 Provincial Office: Kimberly (Northern Cape) Ref No: OHS/P20KNC (X102 Posts)
 Provincial Office: Mmabatho (North West) Ref No: OHS/P20K/NW (X214 Posts)
 Provincial Office: Western Cape Ref No: OHS/P20K/WC (X526 Posts)
- REQUIREMENTS** : Three (3) years tertiary Qualification- National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL7) in Environmental Health, Environment Science Mechanical Engineering, Mechatronics Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction related Engineering, Occupational Health/Hygiene/Analytical Chemistry, Explosives Management, Explosives Engineering, Mining/Industrial Engineering.
- DUTIES** : To assist in conducting inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Provide administrative support to the inspectors. Assist in investigation of incidents and complaints reported pertaining to the OHS Act. Give support to the inspector during enforcement. Assist in compiling and consolidating reports emanating from such inspections.
- ENQUIRIES** : SA Youth Contact Centre at 0800 727272
- POST 41/63** : **INTERN: BASIC CONDITIONS OF EMPLOYMENT (BCEA) (X3197 POSTS)**
- STIPEND CENTRE** : R7 860.50 per month
 Provincial Office: East London (Eastern Cape) Ref No: BCEA/P20K/EC (X724 Posts)
 Provincial Office: Bloemfontein (Free State) Ref No: BCEA/P20K/FS (X303 Posts)
 Provincial Office: Braamfontein (Gauteng) Ref No: BCEA/P20K/GP (X618 Posts)
 Provincial Office: Durban (KZN) Ref No: BCEA/P20K/KZN (X545 Posts)

		Provincial Office: Polokwane (Limpopo) Ref No: BCEA/P20K/LP (X58 Posts)
		Provincial Office: Witbank (Mpumalanga) Ref No: BCEA/P20K/MP (X232 Posts)
		Provincial Office: Kimberly (Northern Cape) Ref No: BCEA/P20K/NC (X168 Posts)
		Provincial Office: Mmabatho (North West) Ref No: BCEA/P20K/NW (X129 Posts)
		Provincial Office: Western Cape Ref No: BCEA/P20K/WC (X420 Posts)
<u>REQUIREMENTS</u>	:	Three (3) year Tertiary Qualification-National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL7) in Labour Relations/ B Com Law/ LLB/Labour law/Commercial Law.
<u>DUTIES</u>	:	Assist in monitoring compliance by conducting inspections to determine the level of compliance with BCEA, SD and NMWA. Assist in investigations on reported complaints pertaining to contravention of BCEA, Sectoral Determinations and NMWA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/64</u>	:	<u>INTERN: EMPLOYMENT EQUITY(EEA) (X260 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Provincial Office: East London (Eastern Cape) Ref No: EEA/P20K/EC (X29 Posts)
		Provincial Office: Bloemfontein (Free State) Ref No: EEA/P20K/FS (X34 Posts)
		Provincial Office: Braamfontein (Gauteng) Ref No: EEA/P20K/GP (X57 Posts)
		Provincial Office: Durban (KZN) Ref No: EEA/P20K/KZN (X2 Posts)
		Provincial Office: Witbank (Mpumalanga) Ref No: EEA/P20K/MP (X24 Posts)
		Provincial Office: Kimberly (Northern Cape) Ref No: EEA/P20K/NC (X5 Posts)
		Provincial Office: Mmabatho (North West) Ref No: EEA/P20K/NW (X5 Posts)
		Provincial Office: Western Cape Ref No: EEA/P20K/WC (X104 Posts)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification- National Diploma (NQFL6) /Undergraduate Bachelor Degree (NQFL7) BCom Law/ LLB/Labour Law/Commercial Law.
<u>DUTIES</u>	:	Assist in monitoring compliance through assisting in the conducting of inspections to determine the level of compliance with Employment Equity Act and regulations. Assist with executing investigations on reported complaints pertaining to contravention of EEA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/65</u>	:	<u>INTERN: EMPLOYER AUDIT SERVICE (EAS) (X1, 076 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Provincial Office: East London (Eastern Cape) Ref No: EAS/P20K/EC (X69 Posts)
		Provincial Office: Bloemfontein (Free State) Ref No: EAS/P20K/FS (X162 Posts)
		Provincial Office: Braamfontein (Gauteng) Ref No: EAS/P20K/GP (X99 Posts)
		Provincial Office: Durban (KZN) Ref No: EAS/P20K/KZN (X12 Posts)
		Provincial Office: Witbank (Mpumalanga) Ref No: EAS/P20K/MP (X40 Posts)
		Provincial Office: Kimberly (Northern Cape) Ref No: EAS/P20K/NC (X68 Posts)
		Provincial Office: Mmabatho (North West) Ref No: EAS/P20K/NW (X193 Posts)
		Provincial Office: Western Cape Ref No: EAS/P20K/WC (X433 Posts)
<u>REQUIREMENTS</u>	:	Three (3) year Tertiary Qualification-National Diploma (NQFL6)/Undergraduate Bachelor Degree (NQFL7) in BCom Law/ LLB/Labour Law/ BCom Accounting/ Internal Audit/ Auditing/Financial Accounting/ Cost and Management Accounting/ Financial Information System/ BCompt. Accounting/ Financial Management.
<u>DUTIES</u>	:	Assist to monitor compliance by assisting the conducting of inspections to determine the level of compliance with UIA, COIDA and UICA. Assist with execution of investigations on reported complaints pertaining to contravention of UIA, COIDA and UICA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272

POST 41/66 : **INTERN: OFFICE OF THE COO (PME) REF NO: HR4/25/CDPE/1HO (X4 POSTS)**
Branch: CD PME

SALARY : R7 860.50 per month
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma /B-Degree/Public Administration and Management/ Project Management/ Statistics.

DUTIES : Provide technical advice and monitor the alignment of Provinces Strategic Plans. Planning, monitoring and evaluation. Governance structures. Manage the compilation of performance information reports. Manage the implementation of service delivery improvement strategies.

ENQUIRIES : SA Youth Contact Centre at 0800 727272

POST 41/67 : **INTERN: OFFICE OF THE COO (OPERATIONS) REF NO: HR4/25/OPS/2HO (X4 POSTS)**
Branch: Operations

SALARY : R7 860.50 per month
CENTRE : Head Office, Pretoria
REQUIREMENTS : B-Degree/B-Tech Operations Management/Business/ Public Administration and Management.

DUTIES : Governance of SDIP, Batho Pele, Service Standards. Analysis of complaints management system.

ENQUIRIES : SA Youth Contact Centre at 0800 727272

POST 41/68 : **INTERN: OFFICE OF THE INSPECTOR-GENERAL REF NO: HR4/25/IES/3HO (X5 POSTS)**
Branch: IES

STIPEND : R7 680.50 per month
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma (NQF6)/B Degree (NQF7) in Public Finance and Administration/ Business Administration/Business Management/Local Governance and Management/Financial Management/ /Administrative Management.

DUTIES : Assist with project coordination in the Office of the Inspector-General. Provide help with administrative tasks, and contribute to secretariat services for various committees. Support budget planning for the branch and procurement of goods and services.

ENQUIRIES : SA Youth Contact Centre at 0800 727272

POST 41/69 : **INTERN: OFFICE OF THE DDG: CORPORATE SERVICES REF NO: HR4/25/ODDG/4HO (X2 POSTS)**
Branch: DDG: CS

STIPEND : R7 860.50 per month
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma NQF6/ Bachelor Degree (NQF7) in Public Administration/ Business Administration/Office Management and Technology/ Management Assistant/Business Management.

DUTIES : Assist in rendering administration support services to the Office of the DDG. Assist with controlling the movement of documents and files in the Office of the DDG. Assist in providing Supply Chain Management support in the Office of the DDG. Assist with budget planning for the Office of the DDG.

ENQUIRIES : SA Youth Contact Centre at 0800 727272

POST 41/70 : **INTERN: EMPLOYEE RELATIONS (X26 POSTS)**

STIPEND : R7 860.50 per month
CENTRE : Branch: ER, Head Office, Pretoria Ref No: HR/25/ER1/HO (X4 Posts)
Provincial Office: Gauteng Ref No: HR/25/P20K/ER/GP (X4 Posts)
Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/ER/KZN (X4 Posts)
Provincial Office: Eastern Cape Ref No: HR/25/P20K/ER/EC (X4 Posts)
Provincial Office: Western Cape Ref No: HR/25/P20K/ER/WC (X4 Posts)
Provincial Office: Limpopo Ref No: HR/25/P20K/ER/LP (X2 Posts)
Provincial Office: Mpumalanga Ref No: HR/25/P20K/ER/MP (X2 Posts)

		Provincial Office: North-West Ref No: HR/25/P20K/ER/NW (X2 Posts)
		Provincial Office: Free State Ref No: HR/25/P20K/ER/FS (X2 Posts)
		Provincial Office: Northern Cape Ref No: HR/25/P20K/ER/NC (X2 Posts)
<u>REQUIREMENTS</u>	:	LLB/ National Diploma (NQF6)/ Degree (NQF7) in Labour Relations/ Labour Law.
<u>DUTIES</u>	:	Assist with opening misconduct and grievance files. Compile monthly and quarterly stats. Assist in sourcing case laws. Analyse cases for merits of success. Admin duties.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/71</u>	:	<u>INTERN: TRAINING AND PERFORMANCE MANAGEMENT (X26 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.55 per month
	:	Branch: MAS, Head Office, Pretoria Ref No: HR/25/P20K/TPM/HO (X4 Posts)
	:	Provincial Office: Gauteng Ref No: HR/25/P20K/TPM/GP (X4 Posts)
	:	Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/TPM/KZN (X4 Posts)
	:	Provincial Office: Eastern Cape Ref No: HR/25/P20K/TPM/EC (X4 Posts)
	:	Provincial Office: Western Cape Ref No: HR/25/P20K/TPM/WC (X4 Posts)
	:	Provincial Office: Limpopo Ref No: HR/25/P20K/TPM/LP (X2 Posts)
	:	Provincial Office: Mpumalanga Ref No: HR/25/P20K/TPM/MP (X2 Posts)
	:	Provincial Office: North-West Ref No: HR/25/P20K/TPM/NW (X2 Posts)
	:	Provincial Office: Free State Ref No: HR/25/P20K/TPM/FS (X2 Posts)
	:	Provincial Office: Northern Cape Ref No: HR/25/P20K/TPM/NC (X2 Posts)
<u>REQUIREMENTS</u>	:	National Diploma (NQF6)/Degree (NQF7) Human Resource Management/ Human Resource Development/ Management of Training/Public Management.
<u>DUTIES</u>	:	Facilitate performance agreements assessments. Capture and verify performance agreements on PERSAL. Provide secretariat and logistical support for PMDS Committee meetings. Provide procurement support to the unit. Provide administration support. Assist in the coordination of training programmes. Assist in the compilation of WSP, QMR and ATR. Assist in administration of bursaries. Compile a training database.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/72</u>	:	<u>INTERN: HUMAN RESOURCE OPERATIONS (X90 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Branch: HRO, Head Office, Pretoria Ref No: HR/25/P20K/HRO/HO (X10 Posts)
	:	Provincial Office: Gauteng Ref No: HR/25/P20K/HRO/GP (X10 Posts)
	:	Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/HRO/KZN (X10 Posts)
	:	Provincial Office: Eastern Cape Ref No: HR/25/P20K/HRO /EC (X10 Posts)
	:	Provincial Office: Western Cape Ref No: HR/25/P20K/HRO/WC (X10 Posts)
	:	Provincial Office: Limpopo Ref No: HR/25/P20K/HRO/LP (X8 Posts)
	:	Provincial Office: Mpumalanga Ref No: HR/25/P20K/HRO/MP (X8 Posts)
	:	Provincial Office: North-West Ref No: HR/25/P20K/HRO/NW (X8 Posts)
	:	Provincial Office: Free State Ref No: HR/25/P20K/HRO/FS (X8 Posts)
	:	Provincial Office: Northern Cape Ref No: HR/25/P20K/HRO/NC (X8 Posts)
<u>REQUIREMENTS</u>	:	National Diploma (NQF6 / Degree (NQF7) Human Resource Management.
<u>DUTIES</u>	:	Provide support for all HRM functions in Recruitment & Selection and Service Benefits.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/73</u>	:	<u>INTERN: ORGANIZATIONAL DEVELOPMENT REF NO: HR/25/P20K/OD/HO (X4 POSTS)</u>
	:	Branch: MAS
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6)/ Bachelor Degree (NQF 7) in Management Services/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology/Human Resource Management/Work Study.
<u>DUTIES</u>	:	Assist in organisational designed processes. Assist in activities for improvement of the organisational structure. Assist in development and review of Job Profiles, job evaluation processes, business process improvement and change management processes.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272

POST 41/74 : **INTERN: EMPLOYEE HEALTH AND WELLNESS PROGRAMME (X26 POSTS)**

STIPEND : R7 860.50 per month
CENTRE : Branch: EHWP, Head Office, Pretoria Ref No: HR/25/P20K/EHWP/HO (X4 Posts)

Provincial Office: Gauteng Ref No: HR/25/P20K/EHWP (X4 Posts)
Provincial Office: KwaZulu-Natal Ref No: HR/25/P20K/EHWP (X4 Posts)
Provincial Office: Eastern Cape Ref No: HR/25/P20K/EHWP /EC (X4 Posts)
Provincial Office: Western Cape Ref No: HR/25/P20K/EHWP/WC (X4 Posts)
Provincial Office: Limpopo Ref No: HR/25/P20K/EHWP/LP (X2 Posts)
Provincial Office: Mpumalanga Ref No: HR/25/P20K/EHWP/MP (X2 Posts)
Provincial Office: North-West Ref No: HR/25/P20K/EHWP/NW (X2 Posts)
Provincial Office: Free State Ref No: HR/25/P20K/EHWP/FS (X2 Posts)
Provincial Office: Northern Cape Ref No: HR/25/P20K/EHWP/NC (X2 Posts)

REQUIREMENTS : Bachelor Degree (NQF7)/ National Diploma (NQF6) Social Work, Psychology, Occupational health and safety.

DUTIES : Assist with implementation of employee health and wellness programmes and services in the department.

ENQUIRIES : SA Youth Contact Centre: 0800 727272

POST 41/75 : **INTERN: GENDER, DISABILITY AND YOUTH (X26 POSTS)**

STIPEND : R7 860.50 per month
CENTRE : Branch: GDY, Head Office, Pretoria- HR/25/P20K/GDY/HO (X4 Posts)
Provincial Office: Gauteng- Ref No: HR/25/P20K/GDY /GP (X4 Posts)
Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/GDY/KZN (X4 Posts)
Provincial Office: Eastern Cape Ref No: HR/25/P20K/GDY/EC (X4 Posts)
Provincial Office: Western Cape Ref No: HR/25/P20K/GDY/WC (X4 Posts)
Provincial Office: Limpopo Ref No: HR/25/P20K/GDY/LP (X2 Posts)
Provincial Office: Mpumalanga Ref No: HR/25/P20K/GDY/MP (X2 Posts)
Provincial Office: North-West Ref No: HR/25/P20K/GDY/NW (X2 Posts)
Provincial Office: Free State Ref No: HR/25/P20K/GDY/FS (X2 Posts)
Provincial Office: Northern Cape Ref No: HR/25/P20K/GDY/NC (X2 Posts)

REQUIREMENTS : Bachelor Degree (NQF7)/ National Diploma (NQF6) Social Work, Psychology, Social Science, Gender Studies, Youth Studies.

DUTIES : Assist in coordination and implementation of disability mainstreaming, assist in coordinating performing various activities, events, programmes and focusing on GDY.

ENQUIRIES : SA Youth Contact Centre at 0800 727272

POST 41/76 : **INTERN: POLICY RESEARCH AND MONITORING REF NO: HR/25/P20K/PRM/HO (X4 POSTS)**

Branch: PRM

STIPEND : R7 860.50 per month
CENTRE : Head Office, Pretoria

REQUIREMENTS : National Diploma (NQF6) / Degree (NQF7) Human Resource Management.

DUTIES : Assist in the development and implementation of Employment Equity, HR planning & Policies. Assist in HR data analytics.

ENQUIRIES : SA Youth Contact Centre at 0800 727272

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 24 November 2025, 16:00
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of 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 Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment 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 successful 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; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the salary for the post of Legal Administration Officer (MR2): Corporate Legal Support & Litigation (Cape Town) with Ref No: RCSM09/2025 advertised in the Public Service Vacancy Circular 38 dated 17 October 2025 with the closing date of 10 November 2025 is amended. The salary for the post is R292 596 per annum, (OSD). Applications can be emailed to RCSM09-2025@dffe.gov.za The closing date is extended to 24 November 2025.

MANAGEMENT ECHELON

<u>POST 41/77</u>	:	<u>DIRECTOR: LITIGATION REF NO: RCSM11/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a middle/senior managerial level in the relevant field. Successful completion of the Public Service Senior Management Leadership Programme. Extensive drafting and negotiation experience, with an ability to provide innovative legal solutions in a highly litigious sector. Experienced litigation attorney or advocate with knowledge of the relevant environmental legislation or related experience. Advanced knowledge of South African High Court and Magistrate Court Rules, and experience in appearing in courts representing clients. Knowledge of litigation legal administration, demonstrable experience in dispute resolution mechanisms, policy development, project management, risk management, audit and legislation procedures. Knowledge: Strategic coordination/ planning, Business planning, Report/professional writing, Policy development, Business process management, Organisation performance management, Risk management, Audit procedures, Research methodologies and presentation, Project management, Groupwise, Policies, legislation and procedures, Legal Administration, Public Service and Departmental procedures and prescripts, Planning and performance management legislation, DFFE legislation and other supporting legislation, Skills & Competencies, Advanced skills in policy formulation, Advanced negotiation skills, Ability to work individually and in a team, Good interpersonal relations, Ability to work with difficult persons and to resolve conflict, Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self-supervision, Highly developed sense of honesty, Protect the confidentiality of documents, Adequate skills in computer use, Advanced skills in financial, Advanced skills in respect of formal presentation and public speaking; negotiation skills, management and project management, Good interpersonal relations and diplomatic skills Relationship Management, Stakeholder engagement, Public Relations, Research, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, issues affecting the environment and general environmental law is required.
<u>DUTIES</u>	:	Manage and provide strategic leadership to the Directorate. Manage civil litigation by and against the department; ensure adequate information and complete briefs for counsel; prepare submissions to Minister; give instructions to State Attorneys; provide support during trials and coordinate and ensure that affidavits are correct and complete. Alert the Minister and DG of judgments, implications and risks. Consult with stakeholders to obtain instruction to forward to the State Attorney or to provide oral legal advice, where applicable. Determine liability in respect of damages and losses. Recover debts and losses on behalf of the department. Provide legal education and awareness.
<u>ENQUIRIES</u>	:	Ms M Mmola Tel No: (012) 399 9339
<u>APPLICATIONS</u>	:	RCSM11-2025@dffe.gov.za

OTHER POST

<u>POST 41/78</u>	:	<u>ASSISTANT DIRECTOR: EP NON-INFRASTRUCTURE PROGRAMMES REF NO: EP29/2025</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Springbok
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Environmental Science / Environmental Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years in a Project Management role. Knowledge of Environmental related legislation. Natural resource management. Invasive alien species management. South African National Standards. Administrative procedures. Financial management. Project management. Personnel management. Programme-based natural resource operational planning. Public Finance Management Act and Treasury Regulations. Human resource and

Statistical analysis Extensive management and technical training in order to understand operational functioning of the programme. Public Service and departmental procedures and prescripts. Socio-economic development. The incumbent should have the following skills: Leadership and Management. Strategic thinking and planning. Analytical and Systems thinking. Conceptual thinking, Problem solving, Computer literacy, Communication skills, technical writing skills, Report/professional writing, Mentorship skills, Organising skills, Facilitation skills, Planning skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports.

DUTIES

: Coordinate the implementation of EP Non-infrastructure projects and invasive alien plant clearing activities within the province. Ensure compliance with EP Non-Infrastructure projects operational standard, procedures and legal requirements for all projects implemented within the province. Facilitate the development and review of project operational plans for EP Non-infrastructure within the province. Facilitate stakeholder engagement to support EP Non-Infrastructure projects operations within the province.

ENQUIRIES

: Ms J Aysen, email address: LAysen@dffe.gov.za

APPLICATIONS

: EP29-2025@dffe.gov.za

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- APPLICATIONS** : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>
- CLOSING DATE** : 21 November 2025 at 12 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

MANAGEMENT ECHELON

- POST 41/79** : **DIRECTOR: STRATEGIC PARTNERSHIP AND CAPACITY BUILDING REF NO: G16/2025**
Term: Permanent
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive). PSR 44 will apply to candidates appointed in the Salary Level
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree qualification (NQF Level 7) in Public Administration, Communications, Knowledge Management, Development Studies or a related field. Minimum of 10 years relevant experience, of which at least 5 years must be at middle/senior management level, preferably in the public sector. Proven leadership in strategic stakeholder engagement, knowledge production, and institutional learning. Competencies Required: Strategic Orientation: Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of social, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Policy Development and Management: Knowledge of relevant legislation, the legislative process and public affairs as it pertains to GTAC. Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and

DUTIES

provide oversight of policies and regulations. Financial management: Knowledge, skills, and judgment required to plan, direct, monitor, and control financial resources to achieve strategic objectives effectively and responsibly. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

: To lead and manage integrated functions that advance GTAC's strategic partnerships, knowledge management, capacity building, and communications agenda. The role ensures that GTAC effectively collaborates with stakeholders, produces high-quality knowledge products, and strengthens institutional capabilities to support government priorities. Strategic Planning, Performance Monitoring and Compliance: Lead the development, implementation and monitoring of annual strategic, performance and operational planning. Manage budgeting, performance indicators, and resource planning in alignment with GTAC's strategic objectives. Oversee preparation of strategic, operational, and audit reports required by management and oversight bodies. Ensure compliance with applicable legislative frameworks including PFMA, Treasury Regulations, and government communication and knowledge management standards. Implement systems for quality assurance and continuous improvement across all functions. Stakeholder and Strategic Partnership Management: Develop and manage partnerships with local and international institutions, academia, research bodies, and government stakeholders. Facilitate collaboration agreements, joint initiatives, and knowledge-sharing networks. Represent GTAC in strategic forums, intergovernmental committees and external partnerships. Knowledge Management, Research and Capacity Building: Manage the implementation and continuous improvement of GTAC's knowledge management strategy, systems, and processes. Coordinate GTAC's research agenda in collaboration with programme units, ensuring alignment with public finance, infrastructure, and development priorities. Lead the curation, development and dissemination of knowledge products, publications and case studies. Design and deliver learning and development programmes including seminars, workshops, brown bags, and conferences. Support the establishment and sustainability of internal and external communities of practice. Communication and Publication Management: Oversee strategic internal and external communications aligned with GTAC's branding and government protocols. Manage the production of newsletters, brochures, reports, web content, and communication campaigns. Ensure accessibility and visibility of GTAC's work through digital and print platforms. Governance and Institutional Coordination: Provide oversight and coordination support to relevant internal governance structures such as EXCO, MANCO, and project steering committees. Ensure that knowledge and insights generated across programmes inform GTAC governance, planning, and reporting processes. Coordinate the flow of strategic information between GTAC and National Treasury. Support institutional alignment with GTAC's mandate and strategic direction.

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072 /kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 24 November 2025
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 41/80** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND POLICY**
REF NO: NDOH 84/2025
Sub-Directorate: Human Resources Planning and Policy
- SALARY** : R468 459 per annum, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate and National Diploma (NQF 6) in Human Resource Management. At least three (3) years' experience at supervisory level (salary level 8) in the recruitment and selection environment or human resource management field. Proven experience in recruitment, selection and appointment practices as well as proven experience in policy development or review and approval process. In-depth knowledge and demonstrated understanding of all relevant human resource management legislation, directives, resolutions, policies, practices and procedures. Knowledge and demonstrated understanding of the legislative framework governing information management within human resources functions i.e. recruitment, selection, appointment and planning. Knowledge and demonstrated understanding of working with Human Resources Management Information

System data. Knowledge of Human Resources Planning Principles and Guidelines. Broad knowledge of Public Finance Management Act, Treasury regulation and Supply Chain Management legislative framework. Good communication (verbal and written), leadership, analytical, numeracy, problem solving, conflict management, interpersonal, presentation, change management, research, planning, organizing and computer skills (MS Office package). A valid driver's license.

DUTIES : To fast track the filling of vacancies through overseeing the recruitment (advertising) processes. Check and quality assure relevant documentation required to advertise vacancies. Ensure quality assurance and approval of the post advertisement by all relevant stakeholders before submission to DPSA and/or publishing agencies. Render advisory and HR secretariat services to line management during shortlisting processes. Oversee pre-screening of all applications received for all posts. Ensure communication with line management regarding shortlisting. Render advisory and HR secretariat service to line management during interview processes. Oversee the co-ordination of interview sessions with all relevant stakeholders. Ensure all post interview processes i.e. PSCs are conducted. Maintain and update recruitment and selection database, indicative of the status of funded and approved vacancies. Provide advice on vacancy status and statistics. Assist in the development, review and monitoring of the HR Plan, policies and guidelines as well as the communication thereof. Assist in the development of the HR Plan and HR Implementation report. Identify policies to be developed/amended or aligned with environmental development. Supervision of employees. Check and quality assure work done by employees and ensure compliance with the legislative framework.

ENQUIRIES : Ms T Moepi Tel No: (012) 395 8614

POST 41/81 : **HUMAN RESOURCE PRACTITIONER REF NO: NDOH 85/2025**
Sub-Directorate: Human Resources Planning and Policy

SALARY CENTRE REQUIREMENTS : R325 101 per annum, (plus competitive benefits)
: Pretoria

: A Grade 12 certificate and National Diploma (NQF 6) in Human Resource Management. At least two (2) years experience in human resource management field. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of legislative framework governing the public service. Knowledge of PERSAL. Good communication (verbal and written), interpersonal, problem solving, numeracy, literacy, analytical, client oriented, presentation, planning, organizing and computer skills (MS Office package). A valid driver's license.

DUTIES : To fast track the filling of vacancies through overseeing the administration and implementation of the recruitment and selection process and being pro-active during the process. Fast track the checking and amending of draft adverts. Shortlisting of posts and ensuring that candidates meet requirement and comply with fair labour practice. Arrange interview date. Accurately and timeously draft submission. Provide advice and maintain and update vacancy data and statistics. Maintain and update statistics and information for the status of all posts allocated. Assist in the development, review and monitoring the HR Plan, policies, guidelines as well as conduct information session/presentation. Compile well drafted presentation and present information session. Management of risk. Complete control form for every posts when submitting the submission file to the appointment section at HRA to process it further. Prepare interview packages for all panel members consisting of the interview programme, copy of the advert, score sheet, confirmation of attendance form, comprehensive application documents of the candidates.

ENQUIRIES : Ms T Moepi Tel No: (012) 395 8614

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 21 November 2025
NOTE : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

OTHER POSTS

POST 41/82 : **SPECIALIST CYBER SECURITY ENGINEER REF NO: HRMC 48/25/1 (X2 POSTS)**
 Directorate: Information System Security
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY : R896 436 - R1 055 958 per annum (Level 11), an all-inclusive salary package
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Information Technology, Computer Science, Computer Engineering at NQF level 6 as recognized by SAQA. 5 Years' experience in an IS Security environment. Extensive experience in Cyber Security or Security Systems engineering. Knowledge and experience in the application of GITO requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1988. Knowledge of Infrastructure Monitoring, Orchestration and SIEM tools. Knowledge of IT Security industry certifications, such as Certified Information Systems Security Professionals (CISSP), Certified Ethical Hacker (CEH). Extensive knowledge of networks, including all related components and communication protocols. Knowledge of the e-Government Policy Framework consultation paper developed by GITO. Knowledge and understanding of PAIA and POPIA, MISS the information Security Framework (ISO17799), National Strategic Intelligence Act and Draft Electronic Transactions Bill. Understanding of defence in depth strategies and how security devices are deployed. Knowledge of server hardening on multiple platforms. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Web services security. Threat hunting. Ability to translate Technology into English. Engineering and Technology. Program and project management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Directorate in efficiently and effectively managing the required work. Support

digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and resolution skills. Knowledge and Information management. Decision-making and initiating action. Planning, organising and time management. Expenditure management. Computer literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Analyse and identify threats and vulnerabilities for infrastructure, systems, processes and procedures. Coordinate and implement Cyber-Security monitoring, analysis and incident response. Lead the development, communication and implementation of a security applications strategy and framework. Establish and maintain technical and non-technical security controls in line with relevant (IS) security requirements. Co-ordinate and enforce system development processes and provide security engineering and consulting services across the Department. Implement information security as a fundamental element of technology architecture. Develop and implement security solutions for DHA's data and systems. Research, design and advocate new technologies, architecture and security products. Ensure the integration of all security solutions within and across each domain. Develop a security product strategy and roadmap. Develop, implement and maintain Information System Security Service-Catalogue, Policies, Procedures and Standards. Implement Security protocols and measures to respond to security incidents. Develop and manage cyber treat monitoring, SIEM solutions, and incident detection systems. Implement security best practices across on premise, cloud (AWS/Azure), hybrid environment. Ensure successful business transformation. Foster effective partnerships with all stakeholders. Implement governance processes, frameworks, policies, procedures, and manage risks.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms T Rakgoale Tel No: (012) 406 2808
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

POST 41/83

: **SPECIALIST: NETWORK CONTROLLER REF NO: HRMC 48/25/2 (X2 POSTS)**
 Branch: Information Services
 Chief Directorate: IS Infrastructure Management
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), an all-inclusive salary package
 : Headquarters: Head Office, Tshwane
 : An undergraduate qualification in Information Technology, Computer Science, Information Systems or Computer Engineering at an NQF level 6 as recognised by SAQA. 3 Years' experience at an Assistant Director or an equivalent level in the Information Technology environment. Experience in designing and implementing network subnets and VLAN's, Access lists, Secure Virtual Private Networks and network security. Knowledge of Network administration. In-depth technical knowledge of network switching and routing. Knowledge of the Public Service Regulatory Framework. Knowledge of the State Information Technology Agency Act 88 of 1998. Understanding of the Departmental Legislation and Prescripts. Knowledge of National Strategic Intelligence Act and the Draft Electronic Transaction Bill. Required skills and competencies: Management and Leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and implement network strategies and plans. Implement and manage LAN and WAN (VPN) environment including telephony (VOIP) for the entire Department. Connect systems and servers related to

district networks for the availability of services to authorized users e.g. email systems, accounts, print queues, IP assignments, computer etc. Coordinate and implement data network activities, computer operations and configuration for purpose of providing technical advice. Coordinate and implement the design of computer networks, physical and logical network infrastructures and service for system operations (e.g. internet, intranet, webmail, FTP service, etc). Provide expertise on Mobile connectivity for the mobile workforce (e.g. VSAT, 3G, Wi-Fi, LAN, WiMax). Coordinate, implement and install computer equipment, network (client and server) software and hardware on a variety of platforms. Ensure the connection of service on a website and related hardware and supporting software such as throughput, switches, patch panels and racks. Address network security threats in service level timelines. Ensure that all network incidents and problems are reported, investigated and resolved. Participate in the preparation of bid specifications for required purchases (e.g. computers router, software (email, firewall, backup)). Provide strategic advice and guidance on Network matters. Facilitate stakeholder engagement and collaboration with key account stakeholders, and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (digital transformation, solutions, product / process improvements and data management and analysis), in order to enhance service delivery. Contribute to delivery of the Information Services business / operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms R Masemola Tel No: (012) 406 4156
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

POST 41/84

: **DEPUTY DIRECTOR: SECURITY SYSTEMS REF NO: HRMC 48/25/3**
 Branch: Counter Corruption and Security Services
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), an all-inclusive salary package
 : Head Office: Tshwane
 : An undergraduate qualification in Electronic and or Computer Electronics at NQF level 6 as recognized by SAQA. 3 Years' Middle Management experience in an electronic security systems environment is required. Knowledge and understanding of applying GITO requirements and Frameworks. Knowledge of the e-Governance Policy Framework consultation paper developed by GITO. Knowledge of the State Information Technology Agency Act, 88 of 1998 and Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS). Knowledge of Public Finance Management Act. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of electronic system security deployment and maintenance (e.g hubs and monitors). A valid drivers' license. Willingness to travel and work extended hours. Management competencies: Strategic capability and leadership. People Management and empowerment. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Excellent written and verbal communication skills. Sound decision-making, and change management skills. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability. Required skills and competencies: Problem solving and analysis. Report writing and presentation skills. Negotiation skills. Information Infrastructure Architecture. Data management systems. Data streamlining and management. Data systems evaluation. Data design and analysis.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Identify most suitable security system technology in support of the security objectives. Ensure that servers and IT related equipment and hardware as tools of trade within the Department, are properly protected. Ensure the introduction of Environmental Monitoring Systems (EMS) in all DHA

server rooms. Effective management and maintenance of security technology and systems. Provide advice and guidance on security technology and systems. Ensure that part of the risk analysis in DHA, facilities include the server room areas. Ensure biometric access in all DHA server rooms, cash offices, control rooms (where applicable) and high-risk areas such as face value storerooms. Repair, prepare program and maintain security systems in the Department, e.g. CCTV. Assemble electronic and security equipment devices which may include access control and Close Circuit Television (CCTV) for effective monitoring of threats and intrusions. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES
APPLICATIONS

- : Head Office: Mr R Mohlaka Tel No: (012) 406 4246
- : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or ccssrecruitment@dha.gov.za

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 24 November 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

- POST 41/85** : **CLUSTER MANAGER: COURT INTERPRETING REF NO: 37/25/NC/UPT**
- SALARY** : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Magistrate Office: Upington (Upington Cluster)
- REQUIREMENTS** : NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; 6 years' experience as a Court Interpreter of which 3 years should be at a supervisory level; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time management; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure and Art of interpreting.
- DUTIES** : Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
- ENQUIRIES** : Mr. Matjelo Mokgola Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the

- New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
- POST 41/86** : **PRINCIPAL COURT INTERPRETER REF NO: 42/25/NC/KIM**
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Kimberley
- REQUIREMENTS** : NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency English; Proficiency in two (2) or more indigenous languages; Five (5) years of practical experience as a Court Interpreter with minimum two (2) years supervisory experience; A valid driver's licence. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Provide effective people management; Procure Foreign Language Interpreters and Casual Interpreters.
- ENQUIRIES** : Mr M. Mokgola Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
- POST 41/87** : **MAINTENANCE OFFICER (MR 1 – MR 5) (X2 POSTS)**
- SALARY** : R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Douglas (will serve Groblershoop and Kenhardt) Ref No: 34/25/NC/UPT (X1 Post)
Magistrate Office: Upington (will serve Hopetown, Griekwastad and Prieska) Ref No: 35/25/NC/DOU (X1 Post)
- REQUIREMENTS** : An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance; Proficiency in at least two official languages; A valid driver's license and willing to travel extensively. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Numeracy skills; Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Perform the powers; Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders; Compile statistics.
- ENQUIRIES** : Mr R. Motlekar Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
- POST 41/88** : **DEBT COLLECTION CLERK REF NO: 38/25/NC/SA-KIM**
- SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Kimberley
	:	Grade 12 or equivalent; Seven (7) - twelve (12) months appropriate work experience. Skills and Competencies: Computer Literacy (MS Office); Good communication (verbal and written); Customer relations; Accuracy and attention to detail; Problem analysis; Planning and organizational skills; Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render debt collection processes for the office; Draft routine correspondence and reports; Draft and type pleadings such as summons, warrant of execution and judgment notice of sale, Section 65 notice; Draft affidavits; Provide clerical administration of debt collection; Administer an effective filing system; Render financial accounting transactions; Calculate payments and interest towards settlement of debts; Consult with clients and debtors to negotiate payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K. Fritz Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/89</u>	:	<u>COURT INTERPRETER REF NO: 36/25/NC/GAL</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Galeshewe
	:	NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Three months Practical experience and driver's license will be an added advantage. Preferences will be given to languages used in the area; Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N. Leshage Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/90</u>	:	<u>ADMINISTRATION CLERK-CRT (X7 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office Carnavon Ref No: 29/25/NC/CAR (X1 Post) Magistrate Office: Kuruman Ref No: 30/25/NC/KUR (X1 Post) Magistrate Office Colesburg Ref No: 31/25/NC/COL (X1 Post) Magistrate Office: Hopetown Ref No: 32/25/NC/HPT (X1 Post) Magistrate Office: Galeshewe Ref No: 33/25/NC/GAL (X2 Posts) Magistrate Office: Sutherland Ref No: 41/25/NC/SUT (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Ability to work under pressure and to solve problems; Customer service; Document management; Planning and organizations skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents.
<u>ENQUIRIES</u>	:	Mr. Y Ajimudin Tel No: (053) 802 1300

APPLICATIONS

: Quoting the relevant reference number, direct your application to: Postal address: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. OR <https://forms.office.com/r/X2XaVPasWu>

NOTE

: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P15@dlrrd.gov.za
- CLOSING DATE** : 21 November 2025 at 16:00
- NOTE** : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Did not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be 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. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right no to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POST

- POST 41/91** : **ASSISTANT DIRECTOR: LEASE MANAGEMENT REF NO: 3/1/1/2025/15**
Directorate: Financial Accounting
- SALARY** : R468 459 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Degree in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting /

Accounting Sciences / Auditing / Commerce. Minimum of 3 years' supervisory experience in an accounting environment with specific experience in debtors and leases debtors' management. Job related knowledge: Knowledge of Public Financial Management Act, Treasury Regulations, Policies, Procedures and Prescripts, Financial systems including Basic Accounting System (BAS) and Comprehensive Program for Accounting Control (ACCPAC), Budgets and budgetary procedures, Debtors, lease and revenue management. Job related skills: Supervisory, Communication (written and verbal), Planning and organisation, Interpersonal relations, Computer literacy. A valid driver's licence. Teamwork. Confidentiality, fairness, respect and honesty.

DUTIES

: Management of lease debtors. Review of reconciled lease register between Lease Management and Provincial Office's property management records. Supervise daily tasks in lease management section. Advise provinces on collection of outstanding lease receivables. Ensure that all revenue is collected, and that sufficient proof can be provided. Reconcile Land Administration Web (Law) Register with Operating Lease Revenue. Review of inputs for Operating Lease Revenue. Ensure that State Land and Lease System (SLLS) reports is reconciled, and all new cases are captured on the system. Monitor the monthly distribution of lease debtor's statements to Provincial Office's. Control and monitor submissions in respect of the write-off of outstanding debt and report monthly on all writes-offs. Draft and review of policies and Standard Operating Procedures (SOPs) for lease debts. Manage the recovery of departmental debtors. Manage the instructions / invoices / credit notes received from other Directorate in the Department regarding departmental debt. Manage, control and evaluate the database of debtors who owe the department. Trace debtors who are in debt to the department for outstanding debt. Put the debtor "in mora" for 30 days. Verify and check documents, letters and submission informing debtors of their outstanding departmental debt. Negotiate payment terms and methods with the debtors. Setup payment plan and negotiate with the debtors. Make recommendations and decisions in respect of re-payments of outstanding debt. Monitor, verify and check all submissions pertaining to the referral of outstanding debtors accounts to the State Attorney for recovery. Control and monitor the follow up with the State Attorneys on a monthly basis. Monitor the monthly payment of accounts. Maintaining accurate, up-to-date debtor's account information by analysing reports and improving work procedures and frameworks. Control and monitor submissions in respect of the write-off of outstanding debt and report monthly on all write-offs. Draft and review of policies and SOPs for departmental debts. Manage month-end and year-end processes. Effective month / year end closure on BAS and ACCPAC. Ensure that all transactions and documentation is reviewed for all transactions to be processed. Monitoring and correction of suspense (ledger) accounts and expenditure allocations. Verify the reconstruction of debtors' accounts. Reconcile rent land and unallocated receipts account done monthly for inclusion in compliance certificate. Reconcile the systems with the bank accounts. Clear all unallocated revenue to be or report provided where not cleared. Provided documentation for revenue that could not be allocated. File and receive all relevant proof of payments. Analyses and investigate problems experience on the Debtor System and report the faults to the System Controller and the contractors of the debtor system. Analysis on a monthly basis all financial reports on the different financial system to improve the control and procedures and management of the reports. Present all departmental and lease debtors' records for internal and external audit. Compile monthly compliance and in year monitoring (IYM) reports for departmental and lease debts. Compile inputs to the monthly operational report. Provide inputs for annual / interim financial statements operating lease revenue, accrued departmental revenue and impairment. Reconcile lease revenue receivable register as working paper to receivables note. Obtain information for working paper to be from ACCPAC and BAS. Manage the resources of Division (Physical, Human and Financial). Monitor and ensure proper utilisation of equipment and reporting thereof. Ensure that all staff sign performance agreements. Review, evaluate and monitor performance and appraisal of employees. Develop and implement personal development plans. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES
NOTE

: Ms SH Sambo Tel No: (012) 312 8861
: EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 24 November 2025
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the npa is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.
- ERRATUM:** Deputy Director of Public Prosecutions - SCCU: Port Elizabeth with Ref No: Recruit 2025/496 advertised in Public Service Vacancy Circular

37 dated 10 October 2025; Chief Financial Investigator – AFU: Head Office with Ref No: Recruit 2024/276 advertised in Public Service Vacancy Circular 39 dated 24 October 2024; Administrative Clerk: Supervisor – AFU: Head Office with Ref No: Recruit 2025/180 advertised in Public Service Vacancy Circular 15 of 09 May 2025; Deputy Director of Public Prosecutions (RH) – AFU: Polokwane with Ref No: Recruit 2025/390 and State Advocate – AFU: Head Office with Ref No: Recruit 2025/479 (1 post) advertised in Public Service Vacancy Circular 34 dated 19 September 2025 are hereby withdrawn.

MANAGEMENT ECHELON

- POST 41/92** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: RECRUIT 2025/518**
National Prosecuting Authority
(This is a re-advertisement, applicants who previously applied should re-apply)

- SALARY CENTRE REQUIREMENTS** : R1 813 182 per annum (Level 15), (Total cost package)
: Head Office: Pretoria
: A qualification at NQF level 8 as recognised by the SAQA in Management/Public Management/Business Management/Human Resource or related fields. Minimum 8 years' experience on a senior management level in a Corporate Services environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. A Pre-entry certificate (Nyukela Certificate) for entry into the SMS obtained from the National School of Government (NSG). Knowledge and understanding of the Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Experience and in-depth understanding of relevant government policies, prescripts, and procedures. Experience in a legal environment will be an advantage. Must be a South African citizen and able to obtain a Top-Secret Security clearance. Valid driver's licence. Skills, Competencies and Attributes: Strategic capabilities. Ability to successfully mobilise financial resources. Ability to drive the organisation to a performance-based culture. Proven mature leadership and management capabilities. Tactful diplomat and excellent negotiator. Demonstrated ability to function effectively in a team.

- DUTIES** : Provide strategic direction to advance the achievement of the NPA's mission, strategic objectives, and targets. Deploy financial and all other resources to ensure allocation according to the strategic direction and objectives of the NPA. Review activity reports and financials to determine progress and status towards attainment of objectives and to revise where required. Direct and guide towards the Planning, Development, and implementation of strategies for service delivery improvements. Oversee operations to ensure efficiency, quality, service, and cost-effective management of resources. Ensure effective and efficient governance and policy framework for the NPA. Evaluate performance of various units and management structures for compliance with established policies and objectives of the NPA. Represent the NPA at parliamentary committees, meetings, and at any other forum as mandated by the NDPP and the Director General. Represent the NPA at the DoJCD ExCo and ManCo meetings. Build a culture and a team driven by performance.

- ENQUIRIES APPLICATIONS NOTE** : Shirley Magano Tel No: (012) 845 6087
: e mail: Recruit2025518@npa.gov.za
: The post is created under the Public Service Act, 1994 as amended. The National Prosecuting Authority (NPA) of South Africa was established in terms of Section 179 of the Constitution of the Republic of South Africa, to institute and conduct criminal proceedings on behalf of the State and carry out any necessary functions incidental to instituting and conducting such criminal proceedings. The NPA seeks to appoint an experienced and dynamic individual with high levels of integrity, professionalism, accountability and credibility to support the Deputy National Director of Public Prosecution: Strategy, Operations and Compliance (SOC) as the delegated accounting officer. SOC leads the administration and support services for the NPA and is the strategic business partner to the prosecution services. The NPA has embarked on an ambitious five year strategy to rebuild the organisation to ensure that it is equipped to address the growing challenges of crime. SOC is responsible for the implementation of the NPA's strategy and the DDG: Corporate Services will be required to provide strategic guidance, corporate management and delegated accounting officer functions for the NPA in line with its approved

structure, and relevant delegations from the Director General (DG) of the Department of Justice and Constitutional Development.

- POST 41/93** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Specialised Commercial Crime Unit
- SALARY CENTRE** : R1 563 183 per annum (Level 14), (Total cost package)
: Mpumalanga Ref No: Recruit 2025/519
: Kimberley Ref No: Recruit 2025/520
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
- DUTIES** : To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To ensure that the regional offices meet targets, continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.
- ENQUIRIES** : Mpumalanga Sello Dibakoane Tel No: (013) 045 0622
: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
- APPLICATIONS** : Mpumalanga e mail: Recruit2025519@npa.gov.za
: Kimberley e mail: Recruit2025520@npa.gov.za
- POST 41/94** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/521**
Investigating Directorate Against Corruption
- SALARY CENTRE** : R1 563 183 per annum (Level 14), (Total cost package)
: Pretoria: Head Office
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Knowledge of Labour Relations Act. Access to information Act, Legal Administration, Knowledge of NPA and NPS policies and procedures relevant to the job functions. Ability to apply technical /professional knowledge and skills. PRECCA, POCA, CPA51/177, Interpretation Act 33/1957. Performance Management. Superior Court Act 10/2013 and all rules of courts specifically in the superior court including the Constitution Court. Knowledge and experience in money laundering and complex corruption cases. Knowledge of State Capture recommendations and offences related threats. Preferred knowledge of FATF. People and Programme Management and Empowerment, Strategic Capability and Leadership. Project Management. Financial Management and

DUTIES

head investigations Good interpersonal, analytical, presentation and communication skills.

: Manage the portfolio assigned by the Director: Investigating Directorate Against Corruption. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the High Court, the Highest Court of Appeal and the Constitutional Court. Oversee resources and align them to strategic objectives. Decide representations. Decide whether investigations should be authorized or declined in accordance with chapter 5 of NPA Act 32 of 1998. Lead the investigations and manage the operational, investigative, and prosecution team. Draft and manage the summons process. Lead enquiries in respect of summonsed persons. Make application for centralization. Make application for the addition of racketeering charges. Make applications for extradition, draft all necessary process, and engage with foreign authorities. Make applications for mutual legal assistance, draft all necessary process, and engage with foreign authorities. Liaise with the Asset Forfeiture Unit (AFU) to effect AFU process in relevant cases including international asset recovery. Liaise with the Witness Protection Unit (WPU) where necessary. Engage with internal and external stakeholders. Study, manage, and check voluminous and complex criminal cases and decide whether the matter is ready for the institution of prosecution. Draft and check charge sheets and indictments. Draft and manage: the prosecution strategy plan, witness plan, exhibits plan, and docket security plan. Conduct prosecutions in regional or high court from enrolment to finalization including bail, motion applications, pre-trial conferences, conducting of the trial, lodging of state appeals, responding to appeals by the accused, and arguing constitutional court matters where necessary. Appear and argue in motion court, the Supreme Court of Appeal, and Constitutional Court as necessary. Participate on stakeholder forums, case management forums, and any other forums on instruction by the Investigating Director. Formulate opinions on novel questions of law, and other legal matters. Prepare applications or reply to motions and argue in motion court. Respond to parliamentary queries when requested. Formulate and/ comment on prosecution policies and/ or directives. Manage and supervise staff including mentoring, coaching, the provision of legal guidance, performance management, individual skills assessment, skills transfer, ensure that a high standard of professional work is being carried out, improvement of service delivery, ensure adherence to professional code of conduct and ethical standards, and the achievement of the units strategic objectives. Adherence to the highest ethical standards and professional conduct in keeping with the LPC, NPA values, and the International Standards of Prosecution and prosecutors.

**ENQUIRIES
APPLICATIONS**

: Maureen Dibetle Tel No: (012) 845 7727
: e mail: Recruit2025521@npa.gov.za

POST 41/95

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Asset Forfeiture Unit

**SALARY
CENTRE**

: R1 563 183 per annum (Level 14), (Total cost package)
: Pretoria: Head Office Ref No: Recruit 2025/522
Polokwane (Thohoyandou) Ref No: Recruit 2025/523
Nelspruit Ref No: 2025/524
Mmabatho Ref No: Recruit 2025/525
Port Elizabeth Ref No: Recruit 2025/526
East London Ref No: Recruit 2025/527
Durban Ref No: Recruit 2025/528
Cape Town Ref No: Recruit 2025/529
Bloemfontein Ref No: Recruit 2025/530

REQUIREMENTS

: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours. Valid driver's licence.

DUTIES : Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the national office.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : Pretoria e mail: Recruit2025522@npa.gov.za
Polokwane (Thohoyandou) e mail: Recruit2025523@npa.gov.za
Nelspruit e mail: Recruit2025524@npa.gov.za
Mmabatho e mail: Recruit2025525@npa.gov.za
Port Elizabeth e mail: Recruit2025526@npa.gov.za
East London e mail: Recruit2025527@npa.gov.za
Durban e mail: Recruit2025528@npa.gov.za
Cape Town e mail: Recruit2025529@npa.gov.za
Bloemfontein e mail: Recruit2025530@npa.gov.za

POST 41/96 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/531**
National Prosecutions Services

SALARY : R1 563 183 per annum (Level 14), (Total cost package)
CENTRE : DPP: Mthatha
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's license.

DUTIES : Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Nobekizela Madikizela Tel No: (047) 501 2684
APPLICATIONS : e mail: Recruit2025531@npa.gov.za

POST 41/97 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/532**
National Prosecutions Services (Specialized Prosecutions)

SALARY : R1 563 183 per annum (Level 14), (Total cost package)
CENTRE : DPP: Mthatha
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations

Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.

DUTIES : Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Clear knowledge and understanding environmental crimes (land invasion, protection of species in the sea etc). ability to train environmental specialist and guide investigations in the field. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Nobekezela Madikizela Tel No: (047) 501 2684
APPLICATIONS : e mail: Recruit2025532@npa.gov.za

POST 41/98 : **CHIEF PROSECUTOR REF NO: RECRUIT 2025/533**
 National Prosecutions Service

SALARY : R1 563 183 per annum (Level 14), (Total cost package)
CENTRE : CPP: Mthatha
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.

DUTIES : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

ENQUIRIES : Nobekezela Madikizela Tel No: (047) 501 2684
APPLICATIONS : e mail: Recruit2025533@npa.gov.za

POST 41/99 : **CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/534**
Asset Forfeiture Unit
(Re-advert)

SALARY : R1 266 714 per annum (Level 13), (Total cost package)
CENTRE : Head Office

REQUIREMENTS : An appropriate B -degree or Advanced Diploma (NQF level 7) qualification in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. At least eight years' experience in financial investigation with three years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration. Computer skills, such as MS WORD, MS EXCEL, MS Outlook, MS PowerPoint, etc. Understand profit and loss calculations. Information Management. Writing Skills. Task/Time management skills. Strategic thinking. Conflict Management. Interpersonal relations. Communication. Planning. Analytics. Specialist/ Professional. Research Skills. Problem solving.

DUTIES : Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638

APPLICATIONS : e mail: Recruit2025534@npa.gov.za

NOTE : This is an NPA Act position.

OTHER POSTS

POST 41/100 : **SENIOR STATE ADVOCATE**
Specialised Commercial Crime Unit

SALARY : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)

CENTRE : Mpumalanga Ref No: Recruit 2025/535 (X2 Posts)

Mthatha Ref No: Recruit 2025/536

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Admission as advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of PFMA, MFMA and money laundering matters. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Valid driver's licence.

DUTIES : Conduct prosecution on behalf of the State on Serious, complex and organised crime cases, corruption and money laundering matters. Advise the police on the investigation of serious, complex organised crime cases and cyber related matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance assessment, mentor and guide work of Junior Advocates. Offers skills transfer to lower court prosecutors and investigating officers. Perform ad hoc duties incidental to middle management services regionally.

ENQUIRIES : Mpumalanga Tebogo Mashile Tel No: (013) 045 0686

Mthatha Ziyanda Mtwazi Tel No: (047) 501 2632

APPLICATIONS : Mpumalanga e mail Recruit2025535@npa.gov.za

- POST 41/101** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/537**
National Prosecutions Service
- SALARY** : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
CENTRE : DPP: Kimberley
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
- ENQUIRIES** : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail: Recruit2025537@npa.gov.za
- POST 41/102** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/538 (X2 POSTS)**
Specialised Commercial Crime Unit
- SALARY** : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
CENTRE : Kimberley
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills. Valid drivers' licence.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters.
- ENQUIRIES** : Nicholas Mogongwa Tel No: (043) 807 4539
APPLICATIONS : e mail: Recruit2025538@npa.gov.za

POST 41/103 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/539**
Asset Forfeiture Unit
(Re-advert)

SALARY CENTRE REQUIREMENTS : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
: Nelspruit
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research.

DUTIES : Civil litigation on behalf of the State regarding all aspects of the freezing of property and obtaining final forfeiture/ confiscation orders. Liaise with Prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and Investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: (012) 845 6638
: e mail: Recruit2025539@npa.gov.za

POST 41/104 : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package)
: CPP: Odi (Moretele) Ref No: Recruit 2025/540
: CPP: Klerksdorp Ref No: Recruit 2025/541
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES APPLICATIONS : Flora Kalagosi Tel No: (018) 381 9041
: CPP: Odi (Moretele) e mail: Recruit2025540@npa.gov.za
: CPP: Klerksdorp e mail: Recruit2025541@npa.gov.za

POST 41/105 : **STATE ADVOCATE (ATTORNEY)**
Asset Forfeiture Unit

SALARY CENTRE : R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
: Polokwane Ref No: Recruit 2025/542
: Port Elizabeth Ref No: Recruit 2025/543
: Mmabatho Ref No: Recruit 2025/544
: Pretoria Ref No: Recruit 2025/545 (Re-advert)

<u>REQUIREMENTS</u>	Mthatha Ref No: Recruit 2025/546 : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted as an Attorney in terms of the Attorney Act 53 of 1979. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint). Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance. Ability to conduct legal research. Valid driver's license.
<u>DUTIES</u>	: Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.
<u>ENQUIRIES APPLICATIONS</u>	: Lindie Swanepoel Tel No: (012) 845 6638 : Polokwane e-mail: Recruit2025542@npa.gov.za : Port Elizabeth e-mail: Recruit2025543@npa.gov.za : Mmabatho e-mail: Recruit2025544@npa.gov.za : Pretoria e-mail: Recruit2025545@npa.gov.za : Mthatha e-mail: Recruit2025546@npa.gov.za
<u>POST 41/106</u>	: <u>STATE ADVOCATE REF NO: RECRUIT 2025/547 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	: R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package) : Mpumalanga : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<u>DUTIES</u>	: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Identify and refer matters to AFU. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	: Tebogo Mashile Tel No: (013) 045 0686 : e mail: Recruit2025547@npa.gov.za
<u>POST 41/107</u>	: <u>STATE ADVOCATE REF NO: RECRUIT 2025/548 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	: R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package) : Kimberley : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA

Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Persons in private practice must provide a certificate of good standing with the LPC. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail: Recruit2025548@npa.gov.za

POST 41/108 : **STATE ADVOCATE**
National Prosecutions Service

SALARY : R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : DDPP: Bhisho Ref No: Recruit 2025/549 (X2 Posts)
DPP: Cape Town Ref No: Recruit 2025/550

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DDPP: Bhisho Talita Raga Tel No: (040) 608 6800
DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : DDPP: Bhisho e mail: Recruit2025549@npa.gov.za
DPP: Cape Town e mail: Recruit2025550@npa.gov.za

POST 41/109 : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/551**
Asset Forfeiture Unit

SALARY : R896 436 per annum (MMS Level 11), (Total cost package)
CENTRE : Nelspruit

<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF 7) or Three (3) year Diploma (NQF 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Minimum Five (5) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025551@npa.gov.za
<u>POST 41/110</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2025/552 CPP: Mmabatho (Molopo) Ref No: Recruit 2025/553 CPP: Wynberg (Worcester) Ref No: Recruit 2025/554 CPP: Wynberg Ref No: Recruit 2025/555 CPP: Witbank (Delmas) Ref No: Recruit 2025/556 CPP: George (Mossel bay) Ref No: Recruit 2025/557
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Klerksdorp (Potchefstroom) & CPP: Mmabatho (Molopo) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Wynberg (Worcester); CPP: Wynberg & CPP: George (Mossel bay) Thuso Damane Tel No: (021) 487 7129 CPP: Witbank (Delmas) Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	CPP: Klerksdorp (Potchefstroom) e-mail: Recruit2025552@npa.gov.za CPP: Mmabatho (Molopo) e-mail: Recruit2025553@npa.gov.za CPP: Wynberg (Worcester) e-mail: Recruit2025554@npa.gov.za CPP: Wynberg e-mail: Recruit2025555@npa.gov.za CPP: Witbank (Delmas) e-mail: Recruit2025556@npa.gov.za CPP: George (Mossel bay) e-mail: Recruit2025557@npa.gov.za

<u>POST 41/111</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Bellville (Blue downs) (Sexual Offences) Ref No: Recruit 2025/558 (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES APPLICATIONS</u>	:	Sonwabiso Mkwakwi Tel No: (021) 487 7234 e-mail: Recruit2025558@npa.gov.za
<u>POST 41/112</u>	:	<u>ICT ADMINISTRATOR REF NO: RECRUIT 2025/559</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office Suite specifically: Ms Word, Excel, PowerPoint, Ms Project and Computer programming skills. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Knowledge of legislation and regulations pertaining to public service administration, specifically: Good Governance and Batho Pele Principles, The Public Service Act and Regulations, Public Finance Management Act and Electronic Communication and Transaction Act.
<u>DUTIES</u>	:	Manage and monitor network connectivity and servers. Manage network security and performance. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Knowledge of legislation and regulations pertaining to public service administration, specifically. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<u>ENQUIRIES APPLICATIONS</u>	:	Matodzi Makhari Tel No: (012) 845 6012 e mail: Recruit2025559@npa.gov.za

POST 41/113 : **FINANCIAL INVESTIGATOR**
Asset Forfeiture Unit

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Nelspruit Ref No: Recruit 2025/560
Bloemfontein Ref No: Recruit 2025/561
Mthatha Ref No: Recruit 2025/562

REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Three (3) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear, and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Valid driver's licence.

DUTIES : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : Nelspruit e mail: Recruit2025560@npa.gov.za
Bloemfontein e mail: Recruit2025561@npa.gov.za
Mthatha e mail: Recruit2025562@npa.gov.za

POST 41/114 : **FINANCIAL ANALYST REF NO: RECRUIT 2025/563**
Asset Forfeiture Unit

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Kimberley

REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

DUTIES : Capture and convert data into usable information. Conduct analysis of information gathered.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail: Recruit2025563@npa.gov.za

<u>POST 41/115</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2025/564</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Administration or equivalent. Minimum of at least Three (3) year relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and skills Development Act. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientation. Knowledge of PERSAL. Strong organisation and management skills. Knowledge of post specific skills such as Finance administration, HR management, Information management and Interpersonal relations. Reliable, organized and able to work in a team. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint.
<u>DUTIES</u>	:	Ensure that finance and supply chain services are administered. Manage performance management. Ensure that human resource management services are administered. Provide general administration services. Supervise staff.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025564@npa.gov.za
<u>POST 41/116</u>	:	<u>COMMUNICATIONS OFFICER REF NO: RECRUIT 2025/565</u> Strategy, Operations and Compliance: Chief Directorate: Communications
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Investigating Directorate Against Corruption (IDAC): Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the field of Communications/Public Relations/ Journalism/ Media Studies or equivalent. Minimum two (2) years' experience in a communications environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic Computer skills: MS Office Suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Editing, project management, policy analysis and development, supervisory skills, decision making skills, analysis and problem-solving skills, interpersonal relations, communication (oral and written) skills. Excellent report writing skills. Drivers Licence.
<u>DUTIES</u>	:	Provide media support to the Regional Communication Manager. Assist with media queries in the region. Event management and public education and awareness. Provide communication support to regional business units and corporate managers. Make meaningful inputs to newsletters and other publications by contributing articles on a regular and sustained basis. Publish organisational performance information on all internal communication platforms to keep employees updated. Providing support to internal stakeholders such as the Strategy Management Office, EWP, IMU, HR, leadership, and both internal and external local events and campaigns.
<u>ENQUIRIES</u>	:	Isaac Dhludhlu Tel No: (012) 845 6711
<u>APPLICATIONS</u>	:	e mail: Recruit2025565@npa.gov.za
<u>POST 41/117</u>	:	<u>STATE ACCOUNTANT REF NO: RECRUIT 2025/566</u> Strategy, Operations and Compliance Directorate: Financial Management Sub Directorate Management Accounting
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management/ Accounting/Auditing or other relevant qualification. Minimum two (2) years relevant experience. Demonstrable competency in acting 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 prioritising skills. Problem solving and decision making.
<u>DUTIES</u>	:	Prepare monthly expenditure reports, analysing expenditure reports to detect any misallocations. Capture entities on BAS system. Prepare and capture journals on the BAS system. Prepare and Capture budget inputs on BAS system. Assist the Assistant Director with the overall management of the budget and expenditure. Clearing suspense accounts. Maintain a proper filing system as well as develop and maintain a record tracking system. Serve as a budget coach to all business units.
<u>ENQUIRIES APPLICATIONS</u>	:	Kedibone Sithole Tel No: (012) 845 6082 e mail: Recruit2025566@npa.gov.za
<u>POST 41/118</u>	:	<u>COURT PREPARATION OFFICER</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (excluding benefits) CPP: Bellville Ref No: Recruit 2025/567 CPP: Mitchells Plain (Bredasdorp) Ref No: Recruit 2025/568
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES APPLICATIONS</u>	:	CPP: Bellville & CPP: Mitchells Plain (Bredasdorp), Sonwabiso Mkwakwi Tel No: (021) 487 7234 CPP: Bellville e mail: Recruit2025567@npa.gov.za CPP: Mitchells Plain (Bredasdorp) e mail: Recruit2025568@npa.gov.za
<u>POST 41/119</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/569</u> Strategy, Operations and Compliance: Financial Management: Supply Chain Management - Logistics (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits) Head Office: Pretoria An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management, Public Administration or equivalent. Experience of working on LOGIS. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act. Written and Verbal communication skills, Planning, organising skills and analytical skills. Computer literacy and knowledge of programs in Microsoft Office (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Administer orders on LOGIS for leases, contracts and once off payments. Capture requests on LOGIS Mainframe. Approve Procurement Advices on LOGIS Mainframe. Authorise petty cash vouchers and orders on LOGIS Mainframe. Sending orders to service providers. Liaising with internal clients on the status of their requisitions. Keeping and updating of requisition and order register. Compile requisition report on monthly basis.
<u>ENQUIRIES APPLICATIONS</u>	:	John Solomon Tel No: (012) 845 6770 e mail: Recruit2025569@npa.gov.za

<u>POST 41/120</u>	:	<u>PERSONAL ASSISTANT</u> Asset Forfeiture Unit
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (excluding benefits) Pretoria: Head Office Ref No: Recruit 2025/570 Mthatha Ref No: Recruit 2025/571 Polokwane Ref No: Recruit 2025/572
<u>REQUIREMENTS</u>	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation, and professionalism. Knowledge of the relevant legislations, policies, prescripts, and procedures applicable in the public sector.
<u>DUTIES</u>	:	Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Regional Head and other staff within the unit. Provide high level secretarial, administration support and perform a personal assistant service to the Regional Head. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user-friendly filing system. Prepare travel documentation and coordinate bookings for international travel for all AFU staff. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationary, refreshments for the Manager and office.
<u>ENQUIRIES</u>	:	Pretoria: Head Office, Joyce Marogoa Tel No: (012) 845 6700 Mthatha & Polokwane, Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	Pretoria: Head Office e mail: Recruit2025570@npa.gov.za Mthatha e mail: Recruit2025571@npa.gov.za Polokwane e mail: Recruit2025572@npa.gov.za
<u>POST 41/121</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/573</u> Asset Forfeiture Unit
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, Report writing good verbal and written communication skills. General computer literacy in MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Document administration and task time management skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to the staff in human resources, finance, procurement and logistical services.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025573@npa.gov.za
<u>POST 41/122</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/574</u> National Prosecutions Service (Re-advert)
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) DPP: Nelspruit
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy

skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES

: Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw reports from ECR for submission to Supervisors and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.

ENQUIRIES

: Tebogo Mashile Tel No: (013) 045 0686

APPLICATIONS

: e mail: Recruit2025574@npa.gov.za

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory training programmes.



- APPLICATIONS** : Applications can be submitted in the following ways: (1) using a link, should you submit your application and CVs to the incorrect link will be regarded as lost and will not be considered.
- FOR ATTENTION** : Kindly contact Mr. Thabo Ngwenya Tel No: (012) 441 6108 or Mr. Mpho Mugodo Tel No: (012) 441-6017
- CLOSING DATE** : 21 November 2025 @ 16h00
- NOTE** : Suitably qualify, dynamic, passionate and experienced persons are invited to apply for the vacant permanent positions. Applications are requested to visit the NSG website at ww.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

OTHER POSTS

- POST 41/123** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: NSG: 21/2025**
- SALARY** : R397 116 per annum (Level 08), plus competitive benefits cost to company
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised (NQF 6) in Human Resources Management, Human Resources Development, Industrial Psychology, Public Management, Public Administration or relevant field. Minimum of three (3) years' relevant experience in Human Resource Management field, including supervisory exposure to PERSAL transaction authorisations. Certificate on PERSAL Administration. The job holder will be subjected to a security vetting process, the clearance level of which will be determined at a later stage. Knowledge: Knowledge of the Public Service Act & Regulations, and relevant MPSA Directives and Determinations (understand, interpret and apply). Knowledge of the legislative frameworks in the public service. Knowledge of the PERSAL system and registration of system control change (SCC). Microsoft Office suite Protocol, etiquette and diplomacy Batho Pele Principles. Code of Conduct. Skills Strong oral and written communication skills Ability to interpret relevant directives Strong interpersonal skills. Strong planning and organizing skills. Good writing skills. Problem solving and analysis. Client orientation and customer focus. Analytical skills and creative thinking. Capabilities Planning and organizing Basic programme and project management Problem solving and analysis Client orientation and customer focus Basic analytics Basic

<u>DUTIES</u>	:	research Basic financial management. Numeracy. Personal attributes: Professionalism. High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy and Honest. Maintain very high levels of confidentiality. Willing to work long hours and outside working hours. Support the drafting, review and implementation of HRM policies and SOPs. Facilitate policy communication sessions with employees and Organized Labour. Maintain a compliance matrix linking NSG policies to relevant legislative frameworks. Implement HRM policies and compile compliance reports. Conduct benchmarking and research to inform HRM policy updates. Develop and maintain an annual recruitment schedule aligned with HR plans. Draft job adverts, manage applications, and provide administrative support to panels. Coordinate verification processes including references, vetting, and qualifications. Compile appointment submissions and communicate outcomes to stakeholders. Maintain recruitment data and prepare regular reports for internal stakeholders. Process HR transactions on PERSAL relating to leave, termination, housing, allowances, Long Service and medical benefits. Respond to employee queries regarding conditions of service and benefits. Process exception reports and ensure data accuracy across transactions. Apply collective agreements and relevant DPSA determinations in daily transactions. Provide support in the resolution of benefit-related queries and escalations. Ensure HR establishment data is accurately captured and updated on PERSAL. Compile and submit periodic HR reports including the HR Plan, HR Oversight Report, and ad hoc statistics. Maintain records on vacancies, overtime, and leave trends. Conduct routine data verification and quality assurance. Maintain a compliant HR registry aligned to records management legislation. Ensure all personnel documentation is securely stored and easily retrievable. Support file digitization efforts as part of broader HR modernization. Provide HR audit documentation requests within specified timeframes. Assist with tracking unit performance indicators and operational reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Thabo Ngwenya Tel No: (012) 441 6108
	:	Apply online via this link: application for employment snr hr practitioner no: nsg 21/2025 – fill out form
<u>POST 41/124</u>	:	<u>GRAPHIC DESIGNER REF NO: NSG 22/2025</u> Twelve months fixed term contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08)
	:	Pretoria
	:	A recognised qualification (NQF level 6) in Graphic Design, Visual Communication or related field. Minimum of three (3) years relevant experience in graphic design or visual communication environment. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Proficiency in Adobe CC (Illustrator, InDesign, Photoshop); basic animation/motion tools advantageous. Strong visual and typographic literacy, colour theory, layout and design fundamentals. Excellent stakeholder management, communication, and project coordination. Understanding of print production processes and web or digital formats. Skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Capabilities Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Research and Analytics. Basic financial management. Numeracy. Personal attributes: Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office, may be required. Travel and work with extended hours, including away from the office, may be required.
<u>DUTIES</u>	:	Interpret briefs and develop visual concepts that meet target, tone, and branding requirements. Design and finalise layouts for brochures, reports, presentations, infographics, and social media assets. Prepare ready-to-use files (print and web-optimised), ensuring correct formats, dimensions and

colour profiles. Maintain and evolve NSG brand identity across all materials, ensuring compliance with corporate and government style guides. Adapt designs for multiple platforms (email, web, social, print), ensuring consistency and integrity. Create digital assets for e-learning, web graphics and social media campaigns. Assist with basic motion graphics or animated banners for digital platforms. Contribute to development of audiovisual content in partnership with multimedia specialists. Optimise images and media for fast loading and responsive display across devices. Liaise with IT or web providers to integrate designs into NSG's digital channels seamlessly. Oversee multiple design projects simultaneously, from concept to completion, ensuring that they are delivered on time, within budget, and to the client's satisfaction. Interpret design briefs from NSG units and clarify requirements with stakeholders. Work closely with communication officers, subject matter experts and external suppliers (photographers, printers, web developers). Present design concepts and facilitate stakeholder feedback sessions. Manage design projects to ensure delivery on time and within budget. Assist with procurement and quality assurance of print and production services. Team Leadership: Lead and mentor a team of intern graphic designers providing guidance, skills transfer, feedback, and support to help them produce high-quality work. Source and take photographs for usage for internal newsletters and external publications. Providing guidance on existing trends/technology around graphic design tools and software. Apply quality control to all outputs to ensure correctness in layout, typography, image resolution and spelling. Ensure compliance with NSG brand guidelines, GCIS corporate identity and government accessibility standards. Maintain a library of templates, images and assets to ensure design consistency. Proofread designs before release and coordinate final approval workflows. Archive all artwork and maintain version control documentation. Design branded materials for internal and external events including banners, signage, and presentation slides. Collaborate with event coordinators to ensure timely delivery of design components. Develop campaign specific visual identities for initiatives and themed programmes. Provide on site design or layout adjustments where required during events. Produce wrap up (visuals, photography services, assistance with streaming, videography and video editing) and post event highlights for reporting and publication. Identify marketing opportunities to raise awareness around NSG programmes. Liaise with line function and band officials regarding distribution of NSG material during events.

- ENQUIRIES** : Nthabiseng Fuma Tel No: (012) 441 6011
- APPLICATIONS** : Apply online via this link: [application for employment graphic designer no: nsq 22/2025](#) – fill out form
- POST 41/125** : **DIGITAL CONTENT CREATOR REF NO: NSG 23/2025**
Twelve months fixed term contract
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF level 6) in Graphic Design, Multimedia, Visual Communication, or equivalent qualification. Minimum of two (2) years relevant experience in digital content creation, photography or video editing in communications, marketing or education environment. Knowledge: Basic knowledge of public sector legislation, relevant policies and applicable legislative frameworks. Basic knowledge of video editing software, social media tools and content management systems. Basic knowledge of corporate communication and marketing practices, including government communication protocols and corporate identity. Basic knowledge of instructional design, digital learning platforms, mobile learning and blended learning environments. Working knowledge of digital content creation, multi-media production tools and software. Working knowledge of accessibility standards, copyright and digital content licensing. Skills: Digital content creation. Audio-visual recording and editing. Proficiency in Adobe Creative Suite (e.g. Photoshop, Illustrator, InDesign, Premiere Pro) or equivalent software. Understanding and good usage of Artificial intelligence tools. Interpersonal and communication skills. Time management and task prioritisation skills. Computer literacy in Microsoft Office Suite and digital content platforms. Capabilities: Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Basic financial management. Numeracy. Personal attributes:

Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from the office, may be required.

DUTIES

: Capture and edit video and photographic content for internal and external communication use. Produce basic promotional videos and multimedia material for NSG programmes and events. Apply NSG brand and Corporate Identity standards when producing digital content. Maintain a structured digital media library, ensuring secure storage and access. Operate and maintain basic video, photography, lighting, and audio equipment. Update content across NSG digital platforms, including the website and social media accounts. Prepare and schedule posts to support campaigns, events, and public engagements. Monitor basic user engagement and generate weekly/monthly reports for communication leads. Assist with uploading videos, graphics, and newsletters across platforms. Flag content issues and suggest user-friendly content formatting for improved visibility. Design digital posters, banners, infographics, and templates for use in campaigns. Adapt existing design files for web-optimised or mobile formats. Support layout adjustments of reports and presentations using approved templates. Ensure content accuracy, correct formatting, and CI compliance in design outputs. Assist with preparation of visuals for digital learning content when required. Provide content production support for marketing campaigns and departmental events. Assist with photography, video recording and digital archiving during events. Liaise with communication staff for materials needed for stakeholder engagements. Coordinate logistical aspects of digital content production (e.g. venue setup, equipment). Assist with preparation and distribution of post-event digital highlights and visual reports. Maintain a digital content tracker and task list for scheduled assignments. Organise files, asset databases and version-controlled folders for active campaigns. Support communication team with general administrative tasks, briefs and record keeping. Keep up to date with content creation tools, trends, and technologies. Adhere to internal quality and workflow protocols, including sign-off and approval processes.

**ENQUIRIES
APPLICATIONS**

: Nthabiseng Fuma Tel No: (012) 441 6011
 : Apply online via this link: [application for employment digital content creator no: nsq 23/2025](#) – fill out form

POST 41/126

: **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: NSG 24/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), plus competitive benefits cost to company.
 : Pretoria
 : Appropriate (NQF 6) in Human Resources Management, Human Resource Development, Industrial Psychology, Public Management, Public Administration or a related field. Minimum of two (2) years relevant experience in Human Resource Development field. Demonstrated experience in using PERSAL. Knowledge: Knowledge of the Public Service Act & Regulations, and relevant MPSA Directives and Determinations (understand, interpret and apply). Knowledge of the relevant HR legislation (e.g., Skills Development Act, Labour Relations Act, Employment Equity Act). Knowledge of the PERSAL system and registration of system control change (SCC). Knowledge of the legislative frameworks in the public service. Microsoft Office suite. Protocol, etiquette and diplomacy. Batho Pele Principles. Code of Conduct. Competencies/skills. Strong oral and written communication skills. Ability to interpret relevant directives. Strong interpersonal skills. Strong planning and organizing skills. Good writing skills. Problem solving and analysis. Client orientation and customer focus. Analytical skills and creative thinking. Capabilities: Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Basic financial management. Numeracy. Personal Attributes: Professionalism. High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy

		and Honest. Maintain very high levels of confidentiality. Willing to work long hours and outside working hours.
<u>DUTIES</u>	:	Assist in the review and implementation of HRD-related policies, SOPs, and guidelines. Conduct benchmarking on HRD practices to support continuous policy improvement. Coordinate awareness sessions and training on new or revised HRD policies. Monitor compliance with HRD policies and report non-adherence. Maintain an updated HRD policy and procedure repository. Coordinate submission and tracking of performance agreements and assessments. Provide guidance on the application of PMDS tools and policies to staff and supervisors. Maintain accurate PMDS records for reporting, audit, and moderation purposes. Support facilitation of moderation and appeals processes. Assist in the implementation of performance improvement interventions. Assist in identifying training needs through skills audits and performance reviews. Coordinate internal and external training interventions aligned to WSP priorities. Administer SETA-aligned programmes, learnerships, and bursary tracking. Monitor and report on the implementation and impact of skills programmes. Ensure compliance with relevant skills development legislation and reporting requirements. Organise induction and onboarding sessions for new employees. Maintain records of all orientation and development initiatives. Facilitate implementation of mentorship and coaching programmes. Collect feedback and assess the effectiveness of training and onboarding activities. Provide logistical and administrative support for talent development initiatives. Maintain an accurate HRD registry, including training records and personnel files. Ensure safe storage and retrieval of HRD documentation in line with POPIA and NSG records policy. Prepare reports for internal use, SETAs, and other regulatory stakeholders. Assist in preparing documentation and responding to HRD-related audits. Provide general administrative support to the Assistant Director: HRD and the broader unit. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.
<u>ENQUIRIES</u>	:	Nthabiseng Fuma Tel No: (012) 441 6011
<u>APPLICATIONS</u>	:	Apply online via this link: application for employment practitioner hrd no: nsg 24/2025 – fill out form
<u>POST 41/127</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING: DEBTORS REF NO: NSG 25/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), commencing at plus competitive benefits cost to company.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A tertiary qualification at NQF level 6 Financial Accounting or Management Accounting in the field of Commerce, Business and Management Studies. 1 to 2 years' relevant experience. Knowledge: Working knowledge and good understanding of financial legislation, regulations and guidelines (including PFMA, Treasury Regulations, National Treasury Circulars and Practice Notes, Government Accounting Standards, Standard Chart of Accounts, Guidelines for Preparing Financial Statements). Working knowledge and good understanding of Public Service Act, Public Service Regulation. Knowledge of financial systems (BAS, PERSAL, LOGIS). Basic knowledge of financial and administrative procedures of donor funding allocations. Good knowledge of policies governing expenditure. Practical knowledge of MS Office suite. Capabilities/skills. Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Financial management. Intermediate numeracy skills. Intermediate financial accounting skills. Basic literacy skills. Good verbal and written skills. Good interpersonal skills. Good analytical skills. Intermediate computer literacy. Client orientation and customer focus skills Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented;

DUTIES

creative and innovative; ability to work under pressure. Work extended hours, and the probability of travel.

: Provide support in financial information analysis using various tools, forecasting models and cost estimates database for financial planning and decision making. Provide support in analysing the NSG profitability through analysis techniques. Support in the management of the financial performance of the organisation by using standard costing, budgetary control, accounting ratios, cash and funds flow statements, cost reduction programmes and evaluating the capital expenditure. Support in budget planning, development, allocation and control in accordance with the Public Finance Management Act (PFMA), including MTEF, ENE and AENE. Collect and verify information collected from budget holders and verify the comparison of expenditure against budget. Identify variances, balance and rectify variance report. Capture the budget allocations and accruals correctly and accurately on the financial systems (BAS, Vulindlela.) Assist in identifying potential cost saving opportunities and limit fruitless and wasteful expenditure. Manage weekly bank and cash requisition of funds. Review and reconcile items recorded on the general and subsidiary ledger. Record Bank statements and bank balances on the system (BAS, PASTEL, TMS) and update relevant spreadsheets. Provide support in the preparation of the Appropriation Statement for the NSG. Support the implementation of processes to prevent unauthorised expenditure and overspending of the voted funds. Develop and prepare monthly, quarterly and annual expenditure reports. Compile monthly debt account reconciliations and management reports, including management of debt cases. Implement and monitor compliance to management accounting policies (e.g. debtor and revenue management) and standard operating procedures. Participate in workshops with relevant internal and external stakeholders on management accounting policies, procedures and processes. Review accurate capturing of debt take-on (invoicing) and write-off, including following-up on long outstanding debts. Compile monthly debtors' statements, age analysis, and reconciliations. Liaise with internal and external stakeholders regarding the debt collection of old and prepaid debt. Distribute invoices and credit notes to the NSG clients via email and courier. Investigate unknown/un-applied bank balances on the Trade Account. Update and maintain a debtor's invoice and payment register on Excel. Generate In Year Monitoring reports (IYM) and Early Warning System (EWS) reports. Assist in the compilation and distribution of monthly expenditure reports for the business units, as well as other financial/ budgetary reports and statistics. Provide administrative support to the Budget Control Committee (BCC) meetings. Maintain and update filing systems and statutory registers. Prepare the Compliance Certificate Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES
APPLICATIONS**

: Nthabiseng Fuma Tel No: (012) 441 6011
: Apply online via this link: [application for employment state accountant: debtors no: nsg 25/2025](#) (2) – fill out form

NATIONAL TREASURY

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



- CLOSING DATE** : 24 November 2025 at 12:00 pm (Midday)
- NOTE** : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA.
- ERRATUM:** Kindly note that post Assistant Director: Information Security and Compliance with Ref No: S072/2025 was advertised in Public Service Vacancy Circular 39 dated 24 October 2025, with the closing date of 10 November 2025, the correct purpose is: To plan, implement, monitor, and enforce compliance in line with the Minimum Information Security Standards for employees within the National Treasury. The closing date has been extended to 17 November 2025 at 12:00 pm (Midday).

MANAGEMENT ECHELON

<u>POST 41/128</u>	:	<u>DIRECTOR: CORPORATE GOVERNANCE REF NO: S094/2025</u> Division: Asset and Liability Management (ALM) Purpose: To promote and monitor corporate governance in schedule 2 and 3B State Owned Companies /public entities in compliance with the Public Finance Management Act (PFMA) for entities reporting to the Minister of Finance.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive) Pretoria A Grade 12 is required coupled with a minimum bachelor's degree (equivalent to NQF level 7) in law or an equivalent (LLB). A minimum of 5 years' experience at a middle or senior managerial level obtained in a corporate governance, financial institution/ public entities. Knowledge of government's broad policy framework, e.g. PFMA, King Codes. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Implement Public Finance Management Act (PFMA) in SOEs: Monitor submission of shareholders compacts, corporate plans, and other information in compliance with PFMA and King Codes on corporate governance in the public sector. Monitor compliance with enabling legislation, PFMA, Companies Act and applicable governance prescripts. Review and process applications in terms of the PFMA. Governance reviews of corporate plans, shareholder compacts and annual financial statements for schedule 2 and 3B entities reporting to the Minister of Finance. Promote Corporate Governance in SOEs: Provide advice on remuneration of executive and non-executive directors. Review legislative and governance instruments such as the enabling legislation, remuneration policies, memorandum of incorporation, etc. Provide inputs on the tabling of corporate plans and annual reports. Coordinate the appointment of members of boards and executive management in line with the entities enabling legislation or memorandum of incorporations. Coordinate the annual general meetings and provide advice on matters to be transacted at the annual general meetings. Provide institutional support for Board evaluations. Provide secretariat services to the Fiscal Liability Committee. Provide governance services to all other schedule 2 and 3Bs entities. Dividends from Public Entities: Maintain and update database on dividends declared and received by the government from the public entities 's projected dividends for the MTEF period. Coordination of Contingent Liability: Provide secretariat services to the Fiscal Liability Committee.
<u>ENQUIRIES APPLICATIONS</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 41/129</u>	:	<u>DIRECTOR: SAVINGS AND RETIREMENT FUNDS REF NO: S099/2025</u> Division: Tax and Financial Sector Policy (TFSP) Purpose: To monitor and analyse developments in household and retirement savings, and provide policy advice on the regulation, supervision, and reform of the retirement fund industry across both the private and public sectors.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive) Pretoria A Grade 12 is required coupled with a minimum qualification (equivalent to NQF level 7) in Economics or Law or Finance or Investment Management. A certificate in retirement funds law will be an added advantage. A minimum of 5 years' experience at a middle or senior managerial level obtained in the retirement fund industry. Knowledge and experience of the retirement fund legislation and regulatory framework, i.e. Pension Funds Act, Regulations, Conduct Standards. Demonstrate an awareness of retirement fund investments and governance requirements. Knowledge and exposure to different retirement fund structures. Knowledge of retirement fund role-players. Ability to compile reports, research papers and present findings to various stakeholders. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.

DUTIES : Development of Savings and Retirement Fund Policy Framework: Research and recommend policy changes to reform the retirement fund industry and improve household savings. Enhance the availability and use of savings products, especially for low-income consumers. Support consumer awareness on the culture and importance of saving. Retirement Fund Regulation and Legislation: Participate in the formulation of legislative and regulatory interventions. Monitor the implementation of legislation and regulation of the retirement fund industry and their policy impact. Participate in the enactment of necessary law/s through Parliament. Retirement Fund Governance: Monitor the governance of retirement funds and formulate relevant policy changes. Retirement Fund Investments: Monitor retirement fund investment issues and their policy impact and provide policy proposals where gaps are identified with Stakeholder Engagement: Engage with the Financial Sector Conduct Authority and the Office of the Pension Funds Adjudicator on policy, regulatory and legislative gaps to be addressed. Advise stakeholders on issues regarding the government's retirement fund policy framework. Represent the National Treasury in external and governmental forums on savings and retirement reform-related issues.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

OTHER POSTS

POST 41/130 : **DEPUTY DIRECTOR: DEBT ISSUANCE AND MANAGEMENT REF NO: S083/2025**
 Division: Asset and Liability Management (ALM)
 Purpose: To finance the government's borrowing requirements through the issuance of government securities in the domestic and international capital markets; and to manage the government's existing stock of debt to broaden the total investor base.

SALARY : R1 059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Economics or Finance or Statistics or Investment Management or Mathematical Sciences with exposure to money, banking and capital markets. A minimum of 4 years' experience of which 2 years should be on an Assistant Director or equivalent level obtained in financial markets, with fixed income trading or research experience an added advantage. Knowledge and experience in quantitative research methodologies. Knowledge and experience in market analysis related to information for utilisation in the broader business. Knowledge and experience in dealing with various foreign interest rate markets and currencies. Experience in qualitative and quantitative analysis of domestic and foreign capital markets.

DUTIES : Stakeholder Engagement: Finance borrowing requirement in domestic and international capital markets: Provide accurate inputs required to formulate funding strategy, budget review and medium-term budget. Undertake quantitative and qualitative analysis on debt management issues and advise/inform the issuances of government securities in the domestic and international capital markets. Provide support during the weekly bond auctions, follow up, report on problems arising from the auctions, and provide inputs into the compilation of auction reports. Keep up to date with the funding requirements and liaise with relevant stakeholders. Perform analysis of Treasury bills, bond auctions, and secondary market performance, and provide recommendations to optimises issuance strategy. Perform market, quantitative and yield curve analysis for bond auction announcements and recommend bonds to be issued. Oversee issuance planning and recommend strategies for enhancing liquidity across the yield curve, including Treasury bills and floating-rate instruments. Lead the structuring and execution of complex debt instruments including ESG bonds, Sukuk (Ijara, Wakala, hybrid), infrastructure bonds, and other innovative products, Direct analysis and recommendations on derivative instruments such as cross-currency swaps, interest rate swaps, and repo facilities to optimises the sovereign's debt profile and cash management. Stakeholder engagement: Develop and implement tools that will maintain and broaden the investor base. Act as lead liaison with key market participants including primary dealers, institutional investors, MDBs, rating

agencies, IMF, World Bank, and SARB. Present and defend complex funding and market development strategies to internal governance committees, Cabinet, and external stakeholders with technical rigor. Develop and implement investor websites to improve stakeholder engagement. Engage domestic and foreign investor stakeholders, through roadshows and other mediums. Build strong networks with local and global DCM players to anticipate shifts in investor appetite, regulatory frameworks, and funding opportunities. Disclose listing requirements in domestic and offshore bond issuance: Initiate the annual filing process of the 18K form with foreign stakeholders like the U.S. Security Exchange Commission and Japan. Adhere to disclosure and listing requirements associated with domestic and offshore bond issuance. Engage stakeholders on general information in the sourcing and exchange of processing. Verify information for correctness and ensure their accuracy. Management of domestic and foreign currency debt: Monitor the debt portfolio and implement strategies to reduce the re-financing risk and cost, Initiate frequent market and portfolio analysis of qualitative and quantitative domestic and foreign currency debt information. Monitor domestic and international economic events and their impact on the South African economy and the debt portfolio. Analyse and advise on prudent debt management policies and recommend corrective debt strategies for implementation. Perform research on markets volatility and conduct general market research: Initiate research on capital markets pertaining to market volatility in the prudent management of debt. Lead applied research on advanced capital market structures, ESG integration, and global best practices in sovereign funding, Produce high-quality, policy-relevant papers and technical reports to support decision-making at senior government level. Perform research on local and international markets to stay abreast of developments which may have an impact on debt management issues. Analyse and provide inputs to briefing notes and speeches. Market Development & Ecosystem Building: Lead initiatives to develop and operationalise the Bond CCP, ETP, and other market infrastructure, ensuring alignment with international best practice. Drive strategies to deepen domestic and foreign investor participation, including retail savings initiatives and engagement with pension funds, banks, and asset managers. Provide strategic inputs into South Africa's role in regional and continental debt market development initiatives.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 41/131 : **SENIOR ECONOMIST: ENVIRONMENTAL AND FUEL TAXES REF NO: S057/2025**
 Division: Tax and Financial Sector Policy (TFSP)
 (This is a re-advertisement, applicants who previously applied are encouraged to re-apply).
 Purpose: To conduct economic research and policy analysis on the design and implementation of carbon pricing policies, transport taxes and incentives to promote decarbonisation of the transport sector.

SALARY : R1 059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum bachelor's degree at (equivalent to NQF level 7) in Environment, Energy or Transport Economics and Environmental Science or Environmental Management. An Honours degree would be advantageous. A minimum of 4 years' experience of which 2 years should be at an Economist level or equivalent in economic research and policy analysis. Knowledge and experience in quantitative techniques and tools, excel and other statistical packages and econometric modelling. Knowledge and experience in climate, transport and energy policy development. Knowledge and experience in public policy processes and stakeholder engagement.

DUTIES : Market Based Fiscal instruments to Support Climate Change Mitigation and Adaptation in the transport sector: Conduct economic research, policy analysis and reviews on price-based instruments including carbon taxes, incentives, charges and subsidies to support the decarbonisation of the transport sector. Conduct economic research, policy analysis and reviews on quantity-based environmental fiscal instruments to support Climate Change adaptation and mitigation including carbon market mechanisms under Article 6 of the Paris Agreement, and carbon budgets and sector emission targets, Consult with the Departments of Forestry, Fisheries and the Environment, Transport, Mineral

and Petroleum Resources, Electricity and Energy and the South African Revenue Service on climate and transport related policy proposals. Liaise with legal drafters to ensure that climate and transport related tax proposals and amendments are incorporated into law as intended. Carbon and transport related excise Taxes: Conduct economic research, policy analysis and stakeholder consultation, on existing transport-related excise taxes, including Fuel taxes, Diesel fuel tax refund, Vehicle taxes. Compile and maintain fuel price and fuel levy databases, reviews, and reports on transport fuel taxes including: Annual fuel levy adjustments, Fuel sales, volumes, and prices, Petrol, diesel, and liquefied petroleum gas differentials, Diesel fuel tax refund, Clean fuels initiatives, Biofuels initiatives, Road accident fund levy, Interact with the Departments of Forestry, Fisheries and the Environment, Transport, Mineral and Petroleum Resources, Electricity and Energy and the South African Revenue Service. Liaise with legal drafters to ensure that carbon and fuel tax policy proposals and amendments are incorporated into law as intended. General environment issues: Formulate tax policy advice, provide comments on Cabinet memorandums, government policy strategies; and analysis of macro-economic impacts of climate, environment, energy and transport policy.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 41/132 : **DEPUTY DIRECTOR: IT AUDIT REF NO: S073/2025**
 Division: Office OF The Director-General (ODG)
 Purpose: To manage the IT audit plan for NT, ASB, IRBA and GTAC in accordance with the planned IT audit methodology.

SALARY : R896 436 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor of Technology or degree (equivalent to NQF level 7) in Information Systems or Computer Science or Internal Auditing or Certified Information Systems Auditor (CISA). A certification as a Certified Information Security Manager (CISM) or Risk and Information Systems Control (CRISC) or Information System Security Practitioner (CISSP) will be an added advantage. A minimum of 4 years of which 2 years should be at an Assistant Director level or equivalent obtained in IT Auditing. Knowledge and experience of Strategic IT Governance, IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements. Knowledge of Information Security and IT Policies, Procedures, Software Licensing, Project Management, Audit Standards, Business Continuity and Disaster Recovery. Experience in Application Control Reviews, Business Process Mapping and Analysis and Data Analytics. Knowledge of General Control Reviews, Networking, Firewalls, Routers, Web Applications, External and Internal Threat and Vulnerability Assessments, Virtual Private Network, Wireless, Encryption, Operating Systems, Databases, Physical Security and Information Security.

DUTIES : Strategic leadership and stakeholder management: Contribute to raising awareness of the Internal Audit division with specific emphasis on IT Audit through stakeholder engagement. Execute plans and guidelines to ensure completion of strategic and operational activities. Liaise, co-coordinate, establish and maintain good relations with stakeholders on audit-related matters. Contribute towards initiatives or recommendations by the Audit Committee. Audit Process - Risk assessment, audit plan, assurance and consulting services: Manage all IT audits and perform quality assurance. Contribute to the review of the annual risk assessment. Contribute to the development and alignment of the 3-year rolling audit plan and detailed annual IT audit plan based on the strategic and operational IT risks. Provide advice and guidance on IT Audits to be conducted and propose solutions for challenging technical related problems. Ensure completion of all IT audits as well as the findings register. Initial quality assurance of all IT audit reports before submission to the Senior Manager IT Audit. Providing feedback and clarification to the client relating to IT audit reports, control and technology related matters. Resource management: Manage and develop IT Audit resources to ensure effective and efficient delivery and overall achievement of IT Audit objectives. Develop the training plan for IT Audit. Perform resource allocation and prioritisation across IT audit projects. Process improvements and research: Keep abreast of global trends, new developments in the IT audit.

		Identify areas for improvement to ensure a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services Management reporting: Manage the IT audit reporting processes, Assist with the development of the audit committee packs. Present IT Audit reports to clients. Provide feedback on the progress against the approved IT audit plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 41/133</u>	:	<u>ASSISTANT DIRECTOR: DATABASE DEVELOPMENT AND MANAGEMENT REF NO: S095/2025</u>
		Division: Budget Office (BO)
		Purpose: To assist in the provision of reliable financial data related to the provincial sphere of government for the analysis of policy formulation and reporting in compliance with regulatory requirements.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum, (Excl. benefits)
	:	Pretoria
	:	A minimum National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Computer Science or Accounting or Economics or Business Economics or Management. A minimum of 3 years' experience obtained in database development, data warehousing and data integration. Knowledge and experience in report development. Knowledge and experience in utilisation of MS Office suite of products, with particular emphasis on Microsoft Excel.
<u>DUTIES</u>	:	Data Storage: Assist in the development of a formal database housing revenue and expenditure data covering all aspects of the budget cycle. Assist with the reviewing of the data model to enhance data management and improve efficiency of data extraction and reporting. Data Gathering: Provide technical support in developing reporting systems, templates and tools, to provide accurate and reliable data for internal and external usage. Enhance processes and procedures regarding automation and data extraction from financial systems for reporting purposes. Data Integrity: Apply classification standards, circulars and practise notes consistently and correctly. Maintain data between National Treasury and other institutions. Assist with the application of changes to the Economic Reporting Format and the Standard Chart of Accounts to history data to guarantee the consistent application of data. Data analysis: Provide technical support to internal and external clients regarding data analysis tools and techniques. Provide data for Treasury publications and internal and external documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 41/134</u>	:	<u>ASSISTANT DIRECTOR: IT AUDIT REF NO: S097/2025</u>
		Division: Office of The Director-General (ODG)
		Purpose: To provide innovative, business processes and internal control review pertaining to good corporate governance in National Treasury and its entities.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (Excl. benefits)
	:	Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or bachelor's degree (equivalent to NQF level 7) in Internal Auditing or Information Systems; A Certified Information Systems Auditor (CISA) will be an added advantage. A minimum of 3 years' experience obtained in an Internal Auditing environment. Knowledge of Information Security and IT Policies, Procedures, Software Licensing, Project Management, Audit Standards, Business Continuity and Disaster Recovery. Knowledge of Strategic IT Governance, IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements. Experience in Application Control Reviews, Business Process Mapping and Analysis and Data Analytics. Knowledge of General Control Reviews, Networking, Firewalls, Routers, Web Applications, External and Internal Threat and Vulnerability Assessments, Virtual Private Network, Wireless, Encryption, Operating Systems, Databases, Physical Security and Information Security.
<u>DUTIES</u>	:	Assist with Project Planning: Maintain personal time records and manage allocations and time budget. Assist with the preparation of analytical reviewing of financial data. Collate the relevant data. Document Information and Transaction Flow: Implement and management information flows in respect of

financial, policies and procedures in compliance with relevant statutes. Identify auditable processes within the National Treasury. Analyse information process flows from beginning to end as recorded within the management accounts. Keep record of information on flow chart or system description. Identify Systems Risk and Controls and Perform Audit testing: Analyse risk and critical control points in a system within an applicable process. Quantify consequences of a break-down in a control and conduct a preliminary evaluation of the controls. Perform compliance tests (tests of the operation controls) and adopt appropriate statistical sample as designed for utilisation of audit software in data extraction methods. Prepare a risk register and perform audit test per programme. Document test results on working papers for record purposes. Evaluate Results and Develop Control Mechanisms: Evaluate working papers in accordance with auditing standards and methodology. Prepare recommendations for the improvement of procedures and controls. Extrapolate (if need be) impact of error on sampled population and prepare report based on identified recommendations. Engage internal stakeholders and assist in the follow-up of outstanding audits.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 41/135 : **ASSISTANT DIRECTOR: BUSINESS PROCESSES REF NO: S098/2025**
 Division: Office of The Director-General (ODG)
 Purpose: To develop, review, evaluate, maintain and align business processes and related policies and procedures to harvest knowledge assets, retain institutional memory, and promote learning, innovation, organisational business improvement, training, and knowledge sharing.

SALARY : R468 459 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or bachelors' degree (equivalent to NQF level 7) in Business Administration or Business Analysis. A certification in business process re-engineering will be an added advantage. A minimum of 3 years' experience obtained in a business process mapping and business analysis environment. Knowledge and experience in modelling applications, e.g. Case Wise, scenario testing techniques. Process mapping software e.g. Visio, Visual Paradigm, Casewise, Aris, etc.

DUTIES : Business Processes: Develop and maintain existing business processes and procedures based on process studies, best practices and analysis of information verified with relevant stakeholders. Review policies and changes in the operational environment and suggest enhancements. Align the "how-to" guides with current environments and maintain the e-learning sites. Identify and harvest knowledge assets within Business Units and ensure alignment of knowledge management processes. Support organisational improvement initiatives through process optimisation and innovation. Integrate M&E insights into business process reviews to ensure continuous improvement and responsiveness to evaluation findings. Administration and Awareness: Assist with maintenance of process mapping and procedural related work. Compile progress reports and action logs for execution. Assist with projects that involve business process mapping work. Conduct interactive engagements with stakeholders to align business processes and procedures, and the implemented thereof. Prepare presentation and conduct workshops and awareness sessions. Stakeholder Engagement: Conduct research into best practices that are applicable to stakeholder requirements. Gather information during workshops and advise during feedback sessions on gaps and the remedial ways for implementation. Facilitate training and knowledge sharing sessions to embed process understanding and institutional memory.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **Free State/Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, Cape Town
- Gauteng: Johannesburg High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- Mpumalanga/Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- KwaZulu-Natal: Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000

CLOSING DATE

- : 21 November 2025

NOTE

- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo

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

ERRATUM: kindly note that the correct email address for the advertised internship programme on circular 40 with reference no: 2025/297/OCJ should be emailed to 2025/297/OCJ@judicairy.org.za and for reference no 2025/298/OCJ Should be emailed to 2025/298/OCJ@judiciary.org.za

OTHER POSTS

<u>POST 41/136</u>	:	<u>IT COORDINATOR REF NO: 2025/305/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance
<u>CENTRE</u>	:	Free State Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 and a National Diploma in Computer Engineering/ Information Technology or equivalent qualification at (NQF level 6) with 360 credits as recognized by SAQA. A minimum of three years' experience in general IT desktop support. ITIL Foundation Certificate will be added advantage, A driver's license will serve as an advantage. Skills and Competencies: Project and Systems Management: Knowledge as a Network Administrator, Help Desk or First Line Support, Knowledge of government prescripts, regulations, and laws, Knowledge of development of users training manuals, guidelines and procedures and drafting of a budget, Knowledge and experience in evaluation of End-User training, Knowledge of Public Sector IT environment, LAN,WAN Project and Change Management, Experience in IT Asset Management, Effective communications skills (written and verbal), Problem Solving and analytical skills, Coaching skills, Good interpersonal relations skills, Training and presentation skills, Planning and organization skills, Decision making skills, Technical skills, Computer skills, Project management skills, Customer Service orientated, Time management skills, Ability to multi-task is essential, Ability to work under pressure, Flexible, Confidence, Ability to meet deadlines, Accountable, Attention to detail and Assertiveness. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Optimise Business Applications and transversal systems in the Province, ensure availability of systems to all officials who are entitled to use them, Ensure the installation of the correct packages on computers for the smooth running of systems i.e. antivirus, and any related updates, Create and update spreadsheets for all users of the system and monitor access provided to these systems, Manage additional and removal of profiles on system servers, Maintain the IT assets at the provincial level, oversee the lifecycle of hardware and ensure compliance to the Asset Management Policy. Conduct ICT infrastructure operations assessment within the and compile reports accordingly, Identify areas within the court/service centres that need ICT upgrades and identify the most suitable viable solutions to enhance service delivery, Assist Judges and Managers with virtual hearings and meetings (Teams & Zoom) and provide audible recordings, Provide scrapping certificates for all out of warranty equipment where required, Participate on the provincial disposal committee for disposal of IT goods, Respond to all IT support requests, enquiries and calls logged with the OCJ and DOJ&CD helpdesk and escalate when necessary, Monitor and assist with calls that are logged to the service desk and check if they are attended to as per the SLA, Configure workstation to access LAN and Wide Area Network (WAN) resources (internet, intranet, VPN, Business Applications), Monitor and report on all the work done by external service provider in respect to IT, Track and manage all LAN faults escalated to SITA or Head office until they are resolved (faulty switches and network points), Communicate the status of all escalated LAN faults to the

affected user community and the provincial head. Manage IT contracted service providers at the provincial level: Manage all third parties providing network services and ensure that SLA is met, Escalate all calls that are not resolved correctly to the ICT Service Management, Liaise with stakeholders to discuss ICT issues and contracted services within OCJ, Manage and facilitate rollout of all new systems and IT infrastructure in the Court / Service Centres, Monitor and facilitate adherence to applicable SLAs by all service providers, Facilitate repair of all faulty IT equipment (printers, desktops, laptops) still under warranty and also of those out of warranty only if economical to do so. Provide provincial reports and adhoc reports with regards to the ICT projects and System Utilisation: Provide monthly ICT report to the DCO on completed and forth coming projects within OCJ, Schedule monthly meetings with service provider assigned to the province for project updates and infrastructure reporting, Provide IT Assets Inventory Report (printers, laptops, desktops) and Provide report on warranty status of IT equipment (printers, laptops, desktops).
ENQUIRIES : HR Enquiries Technical enquiries: Ms N. de la Rey Tel No: (051) 492 4523
APPLICATIONS : Applications can be via email to: 2025/305/OCJ@judiciary.org.za
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 41/137 : **LAW RESEACHER REF NO: 2025/306/OCJ**

SALARY : R468 459 - R551 823per annum (Level 09). The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng Division of The High Court: Johannesburg
REQUIREMENTS : Grade 12 Certificate and a Degree in LLB at NQF level 8. A minimum of two (2) years' in the relevant field and a valid Driver's license. Superior court or litigation experience will be an added advantage. A minimum of 3 years' legal research experience will serve as an added advantage. Skills and Knowledge: Basic Conditions of Employment Act and related labour laws & Departmental policies, Knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles. Communication skills (verbal and written), Problem solving and decision-making skills, Excellent research and analytical skills, Report writing and editing skills, Problem solving skills, Financial management skills, Strategic skills, Analytical skills, Presentation skills, Planning and organizing skills, • Computer literacy, (Word, PowerPoint & Excel,). Applied Strategic Thinking, Budgeting and Financial Management, Communication and Information Management, Customer Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organizing, Problem Solving and Decision Making, Project Management and Team Leadership. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, Analyse and apply complex legal principles and provide summaries to the judges, Provide research support to judges in the preparation of hearings and trials, Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, Provide analysis through studying all the relevant material, Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, Correct mistakes (typos) with the help of track

changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.

ENQUIRIES : Technical Related Enquiries: Ms Dlomo Tel No: (010) 494 8341
 HR Related Enquiries; Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email at 2025/306/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the departmental employment equity goals.

POST 41/138 : **SENIOR COURT INTERPRETER REF NO: 2025/307/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Mbombela
REQUIREMENTS : Grade 12 and a National Diploma in Legal Interpreting/ or equivalent qualification at (NQF level 6) and A minimum of one (1) year practical experience in Court Interpreting. A valid driver's license. Proficiency languages :SiSwati, Xitsonga, Sepedi, Isizulu, English, Afrikaans will serve as an added advantage. Knowledge and Skills: Knowledge of relevant acts and regulations, Knowledge of culture, Knowledge of subject area. Know how to translate and be able to keep to time frame, Computer literacy (MS Office), Effective communication skills (written and verbal), Time management, Good interpersonal relations skills, listening skills, Customer service skills, Problem solving skills, Planning and organising skills, Decision-making skills, Analytical thinking, Excellent English language skills, Problem Solving, Flexible, Motivational, Able to work under pressure, Meticulous, Self-driven and People-centric. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters, interpret in small claims courts, Interpret in disciplinary hearing, Interpret in Conciliation and Arbitration, Interpret in confession, Interpret in pre-trial proceedings and consultations, Liaise with the Supervisor for foreign language interpreters, Interpret from source to target language during Court proceedings, pre-trial, consultation, quasi, judicial, Interpret non-verbal gestures, dramatization and confessions, Engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in court. Render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, Convey the correct language in accordance with language usage of the speaker, Control the speaker and ensure that the citations are interpreted correctly, Interpret non-verbal gestures dramatization and confessions. Translate legal documents and exhibits: Study and analyse the source document, Conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, Check, edit and revise the translated document, Translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and develop database, Populate the terms and respective meaning in the glossary register, Gather all trial documents, Attend to mechanical recordings and Compare notes of the Presiding Officer, State and Defence.

ENQUIRIES : Technical enquiries: Ms E Smith Tel No: (013) 758 0000
 HR enquiries: Mr SJ Zwane/Mr MV Maeko Tel No: (013) 758 0000
APPLICATIONS : Applications can be sent via email at 2025/307/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals

<u>POST 41/139</u>	:	<u>USHER MESSENGER REF NO: 2025/308/OCJ</u>
<u>SALARY</u>	:	R163 680 - R 192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Kwa Zulu Natal Local Division of The High Court: Durban ABET or (Equivalent qualification at NQF level 4), No experience required. A driver's License will be an added advantage. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Render administrative support functions to the Judges and the Court Room: Escort members of the bench to and from court and attends Judges' chambers with counsel, Facilitate order in court rooms before calling the Judges in, Organize the court crew and inform them of the starting times, in line with the daily court roll, Maintain silence and order in the court rooms when Judges enter or leave, Check the correctness of motion court rolls, generation of copies and dissemination according to the distribution list. Maintain Court Rooms' records: Check and arrange the criminal and civil files (to be taken to the court rooms), Report the missing files to the Judges, File/ archive the documents, registers, etc. Facilitate the smooth-running of the court rooms: Assist with the scheduling of court matters (motion opposed), Arrange the representation of cases, Negotiate the Court Rooms allocation with Judges in times of Court. Room shortages. Collect and distribute court files: Sort and check the court files, Keep the court files safe and Circulate Court rolls according to the distribution list.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms K Marias Tel No: (031) 492 5502 HR enquiries: Ms. SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/308/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 41/140</u>	:	<u>HANDYMAN REF NO: 2025/309/OCJ</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Free State Division of The High Court ABET or (Grade 10). Relevant experience required. Must be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical. Must be willing to do all other trades, be keen to learn and must be physically healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Skills and Competencies: Knowledge of the Occupational Health and Safety act. Knowledge on how to operate power tools. Knowledge of the MS Office package, with experience in Word Processing, Outlook, Power Point and Excel. Knowledge of office administration. Knowledge of building infrastructures layouts. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of Batho Pele Principles. Communication skills (verbal & written). Problem solving skills. Good public relations skills. Monitoring and analytical skills. Computer Literacy. Planning and organizing skills. Report writing skills. Typing skills. Self-management. Self-motivated. Creative thinking. Teamwork. Ambitious. Time bound, Assertive and flexible. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Provide handyman services at the court. Relocate office equipment as and when required. Coordinate removal of damaged office furniture for disposal and repair/replace broken furniture. Safety awareness with use of all

equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains. Fit and fix doors and locks. Ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed. Oversee the delivery of office equipment. Execute minor general building maintenance. Report breakages to the supervisor for repairs by the landlord. Repair damaged office equipment. Attend to minor repairs. Sign job cards for services rendered by service providers. Oversee building maintenance rendered by service providers. Attend to minor plumbing, electrical and carpentry work. Facilitate repairs to water leaks. Ensure that electrical systems are working safe. Conduct routine inspection of the building on a weekly, monthly and quarterly basis. Accompany landlord and contractors during repairs/maintenance. Record inspection done on infrastructure and keep all records of all maintenance done at the court.

- ENQUIRIES** : Technical Related Enquiries; Ms IM Seakge Tel No: (051) 492 4523
 HR Related Enquiries; Ms D Peters Tel No: (051) 492 4523
- APPLICATIONS** : Applications can be sent via email at 2025/309/OCJ@judiciary.org.za
- NOTE** : The Organization will give preference to candidates of youth in line with the departmental employment equity goals.
- POST 41/141** : **HANDYMAN REF NO: 2025/310/OCJ**
- SALARY** : R163 680 - R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : ABET or (Grade 10), or equivalent qualification. A valid driver's license. 3 Years experience in handy man or general worker, in areas including but not limited to plumbing, electrical, repair and maintenance work. A trade test certificate in plumbing, electrical, bricklaying, carpentry or mechanical will be an added advantage. Skills and Competencies: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Perform minor general building maintenance and repairs. Attend to minor plumbing, electrical, bricklaying, mechanical, carpentry and general handyman duties. Conduct routine inspections of the building on daily, weekly and monthly basis to identify faults. Breakages and general maintenance needs. Report unauthorised movement of equipment, attending to general work as required including driving Judges' vehicles for repairs, servicing, car washes drop off and pick ups from and to the airport and purchasing of goods for the office.
- ENQUIRIES** : Technical Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
 HR Related Enquiries; Mr RAF Wesso at (087) 106 1775
- APPLICATIONS** : Applications can be sent via email at 2025/310/OCJ@judiciary.org.za
- NOTE** : The Organization will give preference to candidates in line with the departmental employment equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



- CLOSING DATE** : 21 November 2025 at 16H00
- NOTE** : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

OTHER POSTS

POST 41/142 : **ADMIN OFFICER: IMMOVABLE ASSET REGISTER (GIS) REF NO: 2025/141 (X5 POSTS)**
(12 Months Contract)

SALARY : R325 101 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A Minimum of three-year tertiary qualification in Geographical Information Systems, Geo-Informatics, Geography, Related Science Field or Asset Management with relevant experience in GIS, Asset and Property Management. Experience in State Land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES : Geographical referencing of administrative geographical data: Analysis, geo-coding and spatial representation of land and buildings information. Maintain GIS databases and use GIS software to analyse the spatial and non-spatial information. Investigate, and spatially link the cadastral data to the IAR. Perform quality assurance on assets loaded in the Mobile Immovable Asset Register (MIAR) system to ensure accuracy and correctness of the immovable assets information. Convert various formats of data into GIS data format, such as text or spreadsheet files with latitude and longitude coordinates, aerial or satellite imagery and manual digitising of map images. Research and document GIS processes to assist in enhanced workflows. Assist the field workers with physical verification queries and challenges to support the physical verification process.

ENQUIRIES : Mr Siboniso Sokhela Tel No: (012) 406 1143/2043
APPLICATIONS : Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-70@dpw.gov.za

FOR ATTENTION : Ms NP Mudau.

POST 41/143 : **ADMINISTRATIVE SUPPORT: ASSET REGISTER MANAGEMENT REF NO: 2025/142**
(12 Months Contract)

SALARY : R228 321 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 12/equivalent qualification Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy.

DUTIES : Support the effective management of the workflow of the component. Support the administration of functions of the office. Liaise with relevant stakeholders regarding outstanding information and issues. Co-ordinate meetings and minutes. Manage due dates of correspondence. Manage visits and visitors. Prepare documentation for meetings. Presentations and reports. Administrate office correspondence. Documents and reports. Manage sorting and filing of documents. Co-ordinate office activities and organise meetings. Workshops and document records thereof. Draft and type correspondence and documents. Manage communication and flow of information in the office. Arrange travel and accommodation. Process forms and documents related to claims, payments and invoices relevant to the office. Check and verify budget breakdown captured on BAS. Capture requests on LOGIS. Confirm availability of funds. Trace and monitor payment of services provided to the unit. Effective co-ordination of office activities and nature of organised meetings and workshops.

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 1143
APPLICATIONS : Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-71@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 41/144 : **ADMIN CLERK: IMMOVABLE ASSET REGISTER (GIS) REF NO: 2025/143 (X7 POSTS)**
(12 Months Contract)

SALARY : R228 321 per annum
CENTRE : Head Office
REQUIREMENTS : Senior Certificate/Grade 12 or equivalent qualification. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven. (Relevant work experience in Geographic Information Systems (GIS), Immovable Asset Management and State Land Administration and Experience in mapping and verification of immovable assets (land and buildings), interpretation of CSG diagrams and Deeds information will be an added advantage).

DUTIES : General administrative responsibilities and functions to support the Assistant Director and Deputy Director with GIS activities related to the mapping and verification of Immovable Assets which may include: Extracting/digitising and loading of the state owned assets (land and buildings) in the Mobile Immovable Asset Register (MIAR) system; Assisting the field workers with physical verification queries and challenges to support the physical verification process; Assisting the Assistant Director and Deputy Director with monitoring tasks during implementation phase of various Immovable Asset Register projects; Monitor that all improvements within the state owned properties are appropriately identified and recorded in the IAR; Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.); Perform such other duties, appropriate to the role, as may be required by the Assistant Director and Deputy Director.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143
APPLICATIONS : Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to Recruitment25-72@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 21 November 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote presentively in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 41/145** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS BILATERAL AND MULTILATERAL AGREEMENTS REF NO: ASD IRBMA**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Support the implementation of the DSBD's International Relations Strategy and Policy Framework. Provide Bilateral and Multilateral Agreements support by providing technical support during the negotiation, drafting, and review of bilateral and multilateral agreements and Memoranda of Understanding (MoUs), identifying emerging trends and opportunities in regional, continental, and global platforms that benefit MSMEs and Cooperatives, develop and maintain monitoring tools to track progress, obligations, and outcomes of implemented agreements etc. Provide technical support in DSBD's bilateral and multilateral agreements negotiations aimed at supporting MSMEs and Co-operatives development, includes but not limited to: keeping abreast of current economic and geopolitical developments, conducting research on current developments that impact on bilateral relations and multilateral engagements aimed at supporting MSMEs and Co-operatives development, identifying economic trends and developments in multilateral organisations, participating in bilateral and multilateral agreements areas of collaboration negotiations etc.

Identify stakeholders in government, international organisations, development agencies and diplomatic institutions, coordinate and maintain strategic relationships with stakeholders to facilitate the implementation of agreements and maintain an updated database of bilateral and multilateral agreements and cooperation projects. Monitor and analyse international political, economic, and trade developments with implications for DSBD programmes. Provide advisory reports on risks, opportunities, and strategic positioning for MSMEs and Cooperatives in global markets. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to Recruitment4@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., REF NO: ASD IRBMA”

POST 41/146 : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS – MARKET OPPORTUNITIES REF NO: ASD IRMO**

SALARY : R468 459 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor’s Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related as recognised by SAQA. 3 years’ relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.

DUTIES : Assist with the implementation of the Department of Small Business Development’s international relations strategy and policy framework, inclusive of, by not limited to: supporting the implementation of the Department’s international relations and market access strategy and aligning programme activities with bilateral and multilateral trade agreements and policy frameworks. Coordinate Market Access Programmes by providing technical and logistical support for outward trade missions, export promotion activities, exhibitions, and B2B engagements, identifying appropriate international fairs, exhibitions and trade platforms informed by market intelligence and identifying and securing partnerships with export councils, development agencies, foreign missions, private sector and funding institutions for joint implementation of market access initiatives etc. Identify export development stakeholders, coordinate and maintain relationships with various stakeholders within the Value Chain & Market Support as it relates to market opportunities and respond to enquiries from international trade and investment partners, agencies, export bodies and business support institutions etc. Conduct research and analysis on socio-economic and geopolitical trends affecting international trade opportunities for MSMEs and Cooperatives, establish partnerships with reputable institutions (trade commissions, embassies, export councils, research bodies) to source up-to-date market intelligence and produce market intelligence reports, sector briefs, and advisory notes to inform departmental decision-making. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to Recruitment8@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., “REF NO: ASD IRMO”.

POST 41/147 : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS- INTERNATIONAL COOPERATION REF NO: ASD IRIC**

SALARY : R468 459 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages, Excel skills for business, including advanced formula techniques, data cleaning and preparation, and spreadsheet design and documentation. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.

DUTIES : Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework, inclusive of but no limited to supporting alignment of programmes and initiatives with South African government policies, plans, and priorities and conducting research and analysis of international policies, socio-economic trends, geopolitical developments, and legislation that may impact the Department's international cooperation strategies. Provide technical support towards the implementation of international cooperation partners (donor organisations) assistance by coordinating and facilitating the development of agreements, conducting research on current developments that impact international cooperation, facilitating reporting in line with Government and donor organisation requirements, conducting desktop research on current developments that may impact partnerships and international cooperation aimed at supporting MSMEs and Co-operatives development etc. Coordinate regular engagements with international partners to strengthen collaboration, develop and maintain a comprehensive database of stakeholders, programmes, and projects. Liaise and stay informed on developments within the Official Development Assistance (ODA) environment. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to Recruitment3@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., "REF NO: ASD IRIC"

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided.
- CLOSING DATE** : 21 November 2025, 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each advertised post must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

- POST 41/148** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DT26/2025**
- SALARY** : R896 436 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year NQF 7 qualification in Social Work/ Social Science or Psychology. Five years' working experience in an EHW environment in the public sector of which three years must be at supervisory level. Registration with a Professional Body. Ability to manage highly confidential information.

Relevant Employee Health and Wellness programme training. Knowledge of Employee Assistance Programmes. Knowledge of Public Finance Prescripts and policies. Experience in stakeholder engagement. Experience in planning and coordinating the implementation of EHW programmes. Ability to provide vision and setting direction for the unit and facilitating internally driven and externally suggested pro-active programmes. Planning and execution skills. Coordination and facilitation skills.

DUTIES

: The successful candidate will be responsible for developing and facilitating approval of the Wellness Operational Plan for the financial year; facilitating employees' access to Information Technology (IT) within the department to enable them to use the contracted service provider's e-Care Programme (electronic health and wellness assessment); coordinating awareness sessions, marketing and communication campaigns on the Employee Assistance Programme (EAP) services from the EAP service provider to encourage the optimum utilisation of EAP services; facilitating managerial consultancy and supervisory engagement on employees' matters; managing critical incidences of trauma to troubled employees and liaising with the contracted call centre for further referral; coordinating and monitoring the implementation of the Departmental Sports and Recreation Programme; conducting trend analysis on the implementation of the external EAP services and in-house EAP interventions to determine the effectiveness of the services; conducting exit interviews with leaving officials from the department and compiling a report; conducting project planning meeting, quality check of the submission and project plan on all EHW interventions and Health Calendar Event; developing and facilitating approval of the SHERQ Operational Plan for the financial year; facilitating the presentation of the annual implementation plan to the external service provider for the promotion of Occupational Diseases and Health Education Programmes; conduct trend analysis on the implementation of Injury-on-Duty and First Aid based on the OHS prescripts in the department and compile a report on the findings; coordinate and compile the report on the DPSA Systems Monitoring Tool (SMT) by liaising with relevant units within the department; facilitate appointments of OHS representatives to monitor health and safety in the department; coordinating SHERQ committee meetings; managing and facilitating the provision of employee wellness and implementation of Occupational Health and Safety (OHS) programmes; developing and facilitating approval of the Health and Productivity Management Operational Plan for the financial year; coordinating the implementation of the Healthy Lifestyle Programme to address diseases and psycho-somatic challenges in collaboration with the external EAP service provider; conducting planning meetings, quality checking submissions and project plan on Health and Productivity Management programme and Health Calendar to present the proposal to the approving authority; monitoring the implementation of the Occupational Health Education and Promotion in line with the Employee Needs Survey Report; analysing the trend of sick leave and ill health, including incapacity leave to detect the level of abuse of sick leave by staff members to determine if there are possible wellness interventions required; developing and facilitating approval of the HIV & AIDS, STIs and TB Operational Plan for the financial year; conducting trend analysis on the HIV and AIDS Testing and TB Mainstreaming Framework; assessing cases referred; developing treatment plan; providing services of the needs identified; rendering critical incidences of trauma to troubled employees.

ENQUIRIES

: Ms R Thobejane Tel No: (012) 444 6131

APPLICATIONS

: Recruitment26@tourism.gov.za

NOTE

: EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

POST 41/149

: **PARLIAMENTARY OFFICER REF NO: DT27/2025**

SALARY

: R896 436 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE

: Cape Town

REQUIREMENTS

: An appropriate three-year NQF 7 qualification in Political Science/ Public Administration or a relevant NQF 7 qualification. Five years' working experience in government and parliamentary work of which three years must be at managerial (Assistant Director) level. Knowledge of the PFMA, the

Constitution, Money Bills, Tourism Act and Regulations, Treasury Regulations and guidelines, the National Assembly, National Council of Provinces as well as Joint Seatings. Sound and in-depth knowledge of the political, parliamentary and cabinet processes in South Africa. Working knowledge of parliamentary rules and procedures (tabling questions, introduction of legislation etc). Political acumen. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Understanding of the communications environment. Working knowledge of the media. Sound and in-depth knowledge of relevant HR prescripts and application as well as understanding of the legislative framework governing the public service. Knowledge of MISS and applications of other security matters and regulations at Parliament. Ability to work under pressure. Good coordination and facilitation skills. Good communication skills. Good time management skills. Good Executive office management skills. Good computer skills. A valid driver's licence.

DUTIES

: The successful candidate will be responsible for rendering parliamentary services on behalf of the Department and SAT; monitor parliamentary programmes of the tourism Portfolio Committee and advise the department and its entity on legislative processes, and parliamentary rules, policies and procedures; monitoring parliamentary documents to keep the department and SAT informed on any action that has a bearing on its portfolio; ensuring that the department and SAT are briefed on decisions taken by relevant parliamentary structures; tabling all required reports timeously on behalf of the department and SAT according to the Rules of Parliament; monitoring the Acts that have an impact on the Department's output; monitor and inform the department and SAT on possible issues that might be raised by parliament/relevant committee; compiling reports on parliamentary matters for Management meetings; compiling a tracking system to monitor all parliamentary matters; communicating parliamentary programmes to the department and SAT; coordinate relevant documents and presentation required for parliamentary events/meetings; coordinating, manage and process all departmental, SAT and other stakeholders' submissions/briefing documents to Parliament; managing and processing of parliamentary documents in compliance with Parliament's guidelines and programmes; ensuring that responses and reports are quality assured to reflect correct information, advice on matters requiring further attention before tabling to Parliament; controlling the overall packing and dispatching of official documents for parliamentary sessions; coordinating oversight visits to the department's projects in provinces; identifying parliamentary questions with implications to the department and communicate the contents and deadlines to the department; liaising with the Parliamentary Questions Office regarding the questions referred to the Minister to ensure its relevance to the mandate of the department; managing and overseeing the approval of submissions by the DG on replies according to the Parliament's prescripts; ensuring replies are checked for factual correctness, proof read and submitted for ministerial approval; managing the process of uploading parliamentary questions on the website; maintaining good working relationships with key stakeholders and other parliamentary structures; fostering a co-operative relationship with relevant parliamentary structures; attending portfolio and Select Committees as well as other parliamentary structure meetings; ; manage the DG's parliamentary office; assets and staff allocated to the office; manage the use and maintenance of the official vehicle in the Cape Town office; serving as a Transport Control Officer for ODG in Cape Town; manage the performance and appraisal of staff the DG's office.

ENQUIRIES
APPLICATIONS
NOTE

: Mr T Makhubedu, Tel. (012) 444 6376
: Recruitment27@tourism.gov.za
: EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

POST 41/150

: **DEPUTY DIRECTOR: ACQUISITION AND ASSET MANAGEMENT REF NO: DT28/2025**
This is a readvertisement. Persons who previously applied must reapply.

SALARY

: R896 436 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE

: Pretoria

REQUIREMENTS : An appropriate three-year NQF 7 qualification in Commerce, Financial Management, Logistics Management or Supply Chain Management. Five years' working experience in Supply Chain Assets and Logistics Management of which three years must be at Assistant Director. Knowledge of Supply Chain Management prescripts. Knowledge of Treasury regulations. Knowledge of the Logis system. Knowledge of the BAS system. Knowledge of the PFMA. Financial management. Good leadership skills. Good presentation skills. Computer literacy (MS Office). Effective planning and organising skills. A valid driver's licence.

DUTIES : The successful candidate will be responsible for designing and developing asset management systems and policies; conducting physical asset management planning and verification; monitoring and reviewing the capturing of all assets in the asset register; monitoring and reviewing the allocation of assets to asset holders; overseeing and reviewing the monitoring of assets in accordance with relevant policies and procedures; identifying and facilitating procurement of replacement assets for redundant and obsolete assets; providing monthly asset reconciliation reports; conducting investigations on assets reconciliation variance, losses, damages and unverified assets; updating the fixed asset register and inventory lists; providing submissions on recommendations to departmental disposal committee's considerations; providing inputs on assets notes to the quarterly, interim annual financial statements; evaluating and recommending IT related procurement; facilitating the issuing of orders for goods and services (system and manual); facilitating payment of goods and services to service providers; facilitating delivery of store stock to internal clients; facilitating the availability of store stock in the warehouse; verifying and signing-off the year plan for the warehouse stocktaking; managing the conducting of stocktaking; ensuring the signing of stocktaking reports; ensuring the approval of balance adjustments; enforcing compliance with the terms and conditions of the contracts; authorising/certifying correctness of the accrual report; consolidating commitment and accrual report for the financial year end; managing commitment and accrual to the minimum level; managing the filing of procurement batches awaiting deliveries; providing inputs to financial statements in terms of inventory, accruals and commitments; undertaking all administrative functions required with regard to financial and HR administration; developing and managing the operational plan of the sub-directorate and reporting on progress as required; developing, implementing and maintaining processes to ensure proper control of work; compiling and submitting all required administrative reports; managing performance and development; quality control of work delivered by employees.

ENQUIRIES : Ms O Sekgweleo Tel No: (012) 444 6773

APPLICATIONS : Recruitment28@tourism.gov.za

NOTE : EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

POST 41/151 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: DT29/2025**

SALARY : R397 116 per annum, (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : An appropriate, recognised NQF 6 qualification in Supply Chain Management or related fields. A minimum of three years' working experience in the appropriate field. Insight of bids administration procedures and contract administration. Insight of procurement procedures. Knowledge of supply chain management policies and prescripts. Knowledge of the public service policies and legislations. Ability to operate a computer. Good analytical thinking and negotiation skills. Good verbal and communication skills. Sound organising and planning skills.

DUTIES : The successful candidate will be responsible for opening files, allocating bid numbers and closing dates for bids to be advertised; ensuring timeous advertisement of bids on the Departmental website and the National Treasury E-Tender Portal system; forwarding details of bid advertisements to line managers; publishing awarding of bids on the Departmental website and the National Treasury E-Tender Portal system; preparing bid documents for collection on day of advertisement; opening of the bidding box on closing date and time; opening and marking of all bids received; filing of bid proposals in the bulk filer; uploading documents on the EDMS; issuing bid files and proposals to AGSA for audit purposes; following up on evaluation of bids with line managers; liaising with Committee members regarding the signing of

documents; preparing documents and delivering documents to the meetings boardroom; liaising with members in time regarding any meeting changes; providing technical support to the Bid Evaluation committees when necessary; informing line managers on the outcome of bid meetings; preparing and issuing appointment letters; updating list of all Transversal Contracts; ensuring SLA's received are filed accordingly; effectively monitoring the expiry date of contracts; informing line managers three months prior to expiry of contracts; compiling monthly report of transversal contracts.

ENQUIRIES
APPLICATIONS
NOTE

- : Ms O Sekgweleo Tel No: (012) 444 6773
- : Recruitment29@tourism.gov.za
- : EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided, the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 24 November 2025
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 41/152** : **DEPUTY DIRECTOR: ECONOMIC INFRASTRUCTURE & LOGISTICS REF NO: SID&ETB-028**
Overview: To coordinate development of economic infrastructure and efficiency of logistics along various economic development corridors of industrial nodes, through planning and implementation of related policies and programmes.
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum (Level 12), all-inclusive remuneration package
: Sunnyside, Pretoria
: A qualification at NQF level 7, as recognised by SAQA in Economics/Development Planning Studies or related field. 3–5 years' relevant managerial experience in logistics infrastructure planning and implementation of industrial development projects in both private and public sector. Key Requirements: Demonstrated experience in logistics infrastructure planning, design, and implementation of industrial development projects. Knowledge of Spatial & Regional Industrial Development Frameworks, broader government economic policies, and intergovernmental relations. Strong project management, contract management, and stakeholder management skills. Ability to conduct research, compile reports, and provide evidence-based policy inputs. Competence in financial management, people management and empowerment, planning and organising, problem-solving, and analytical thinking. Excellent communication (written and verbal) and relationship management skills. Computer literacy (MS Office packages).
- DUTIES** : Economic Infrastructure & Logistics Project Management: Formulate concept notes and proposals for strategic hubs and economic corridors. Provide inputs into prioritised strategic infrastructure and logistics. Implement project plans

and maintain records of project activities. Programme Support: Support key national and regional programmes (e.g. NDP, Master Plans, Regional Industrial Development). Identify opportunities within SA's infrastructure development programmes. Promote participation of South African entities in domestic and regional infrastructure initiatives (e.g. North-South Corridor, PIDA). Stakeholder Management: Establish and manage relations with government, SOEs, industry and international partners. Collaborate with internal and external stakeholders to deliver infrastructure programmes. Advise customers on dtic interventions related to economic infrastructure and logistics. Policy Implementation: Provide advice on strategic interventions and industrial logistics development. Contribute to policy platforms and review relevant legislation (e.g. Infrastructure Bill). Monitoring and Evaluation: Report on project status and milestones, and recommend corrective actions. Measure impact of policy interventions and ensure alignment with sub-directorate outcomes. Sub-Directorate Management: Manage human and financial resources of the unit. Collate inputs into quarterly and annual reports and business plans. Monitor financial and operational risk reporting.

ENQUIRIES : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

POST 41/153 : **DEPUTY DIRECTOR: MARKET ACCESS REF NO: TRADE - 073**
 Overview: To develop, negotiate and implement programs, policies including international trade agreements to facilitate Market Access in trade in goods.

SALARY CENTRE REQUIREMENTS : R1 059 105 per annum (Level 12), all-inclusive remuneration package
 : Sunnyside, Pretoria
 : A qualification at NQF level 7, as recognised by SAQA in Trade, Business Law, International Political Economy, Economics, Sustainable Development, Business Development and Analytics or related field. 3–5 years' relevant managerial experience in an international trade environment. Key Requirements: Demonstrated experience in market access trade in goods negotiations; including WTO, SADC, AFCFTA, Tripartite, bilateral and plurilateral processes. Knowledge of tariffs, technical barriers to trade, non-tariff barriers, rules of origin, and international trade. Strong analytical, research and problem-solving skills with ability to produce sound policy advice in the area of technical barriers to trade, non-tariff barriers and rules of origin. Experience in project management, risk management, and monitoring/evaluation of programmes. Proven stakeholder management and negotiation skills with government, private sector, parastatals, labour, quality infrastructure institutions and international bodies. Excellent report writing, communication (written and verbal), and presentation skills. Computer literacy (MS Office packages).

DUTIES : Negotiations: Contribute to development and execution of trade in goods: market access negotiation programmes. Manage technical work, draft reports, and provide analysis, advice, and inputs on agreements and negotiations in particular on technical barriers to trade, not-tariff barriers and rules of origin. Research and Analysis: Conduct research and analysis to support policy-making and negotiations. Provide analytical inputs, risk assessments, and technical notes for senior management and stakeholders. Project Management: Support and manage project portfolio for market access negotiations mandate. Plan, monitor and evaluate projects, addressing risks and challenges. Stakeholder Management: Coordinate stakeholder consultations and build partnerships with local and international stakeholders. Maintain databases and improve awareness of market access issues. Sub-Directorate Management: Contribute to management of the sub-directorate, performance monitoring, risk management, and reporting.

ENQUIRIES : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela 012 394 1809

<u>POST 41/154</u>	:	<p><u>DEPUTY DIRECTOR: INTELLECTUAL PROPERTY LAW AND POLICY REF NO: CCRB – A011</u> (12-Months Contract) Overview: The successful candidate will lead and manage the development, review, and implementation of intellectual property (IP) policy, legislation, and regulations, and contribute to both domestic and international legal and policy processes concerning IP.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 059 105 per annum (Level 12), all-inclusive remuneration package Sunnyside, Pretoria</p>
<u>REQUIREMENTS</u>	:	<p>A qualification at NQF level 7, as recognised by SAQA in Law, Politics, Economics or related field. 3–5 years’ relevant managerial experience in a Law, Politics, or Economics environment. Key Requirements: Experience in developing policies and legislation in a regulatory environment. In-depth knowledge of intellectual property legislation and related regulatory frameworks. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government’s broader economic policies. Ability to manage research, conduct analysis and monitoring and evaluation of project. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).</p>
<u>DUTIES</u>	:	<p>Develop and Review Intellectual Property Legislation and Policies. Develop, implement, and provide legal inputs into intellectual property (IP) legislation, regulations, and policies. Facilitate public consultations on policy and legislative drafts. Coordinate the legislative drafting process, including Parliamentary submissions and presentations. Provide inputs into the strategic policy direction and conduct legal research on IP matters. Facilitate the Parliamentary process of introducing a bill in Parliament. Conduct Research and Draft Position Papers: Prepare and present research and position papers on domestic and international IP policy developments. Facilitate the development of terms of reference for consultants. Compile and consolidate departmental positions on related legislative proposals. Participate in international treaty negotiations and domestic engagements (e.g., WIPO, WTO, AfCFTA). Stakeholder Engagement and Public Awareness: Engage stakeholders on proposed IP legislation and policies. Draft briefing notes and conduct awareness workshops and public consultations. Respond to stakeholder inquiries and facilitate the processing of Merchandise Marks Act applications. Liaise with internal and external legal drafters and provide legislative support. Sub-directorate and Resource Management: Manage human, financial, and physical resources of the sub-directorate. Contribute to the development and execution of operational and strategic plans. Monitor the budget and ensure compliance with relevant legal frameworks. Support planning, monitoring, and reporting processes of the unit.</p>
<u>ENQUIRIES</u>	:	<p>Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809</p>

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 28 November 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 41/155** : **CHIEF DIRECTOR: BUDGETING AND COMPLIANCE REF NO: DOT/HRM/2025/21**
Branch: Office of The Financial Officer
Chief Directorate: Budgeting And Compliance
- SALARY** : R1 494 900 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Finance / Accounting with 5 years' experience in senior management level in finance. Knowledge and Skills: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulatory knowledge of all legislation and national policies, regulations, frameworks and guidelines applicable to Management Accounting (Planning and Budgeting. Framework. Communication; Financial Management; Strategic Capability & leadership; People Management & Empowerment; Project/Programme Management; Training.
- DUTIES** : Manage budget performance, manage the provisioning of financial performance, manage state of expenditure; Manage the provision of

management accounting services, manage the department budget, manage financial systems, conduct financial analysis and quality control; Manage internal control, compliance and monitor and manage conditional grants expenditure and compliance, monitor compliance with regards to transport related prescripts and internal governance process, support the system of internal control and manage losses, manage and report on conditional grants expenditure and compliance; Manage the resources of the Chief Directorate, provide guidance and adequate support for a development of the staff of the Chief Directorate, establish and maintain governance and administrative system's continuity within the work of the Chief Directorate, prepare and submit implementation plans, authorise expenditure, monitor quality control of work, ensure the compilation of the annual report, annual plan and strategic plan of the Chief Directorate, ensure accurate compilation of quarterly reports.

- ENQUIRIES** : Mr M Matlala Tel No: (012) 309 3000
- POST 41/156** : **DIRECTOR: FORENSIC INVESTIGATION REF NO: DOT/HRM/2025/22**
Branch: Office of The Director-General
- SALARY** : R1 266 714 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF 7 qualification as recognised by SAQA in Accounting /Auditing / Law / Risk Management with a minimum of 5 year's working experience at a middle/senior management level in forensic/fraud auditing environment. A certificate and membership of Association of Certified Fraud Examiner would be an added advantage Knowledge and skills: Compilation of management reports, PFMA and Treasury Regulations, Prevention and Combating of Corrupt Activities Act (PRACCA), Prevention of Organized Crimes Act, Criminal Procedure Act, Public Service Regulations, Protection of Access to Information Act (PAIA) Public Service Anti-Corruption strategy and Minimum Anti-Corruption Capacity Requirements (MACC) Communication; Financial Management; Strategic capability & leadership; people management and empowerment.
- DUTIES** : Manage all aspects of the departmental investigations and forensics; investigate the financial operations of the department, collect and analyses financial data, investigate cases of loss, fraud or employee theft and professional negligence, prepare information for use in criminal or civil court cases; Create and foster an anti-fraud and anti-corruption culture/environment, asset fraud in the department, promote Fraud Awareness, Education and Training, develop ethic policy. Manage the co-ordination and/or conducting of reactive investigations, report cases to SAPS as required by PRECCA in consultation with CFO and DG, recover Departmental losses occasioned by gross negligence, fraud and/or corruption in consultation with Legal Services and State Attorney, participate in quasi-judicial proceeding in consultation with Human Resources, Manage the resource of the Directorate, develop operational standards and ensure the attainability and sustainability, monitor and ensure effective and efficient co-ordination of activities, ensure proper utilization of the budget by monitoring and reporting expenditure, manage and implement service delivery by measuring performance, ensure individual performance is aligned to the strategic objectives of the unit, evaluate and monitor performance and appraisal of employee, compile monthly, quarterly and annual report. Plan, organize and control activities pertaining to the component, compile, maintain and monitor the sub-directorate's strategic, annual performance plan / operational plans. Manage the assets of the directorate. Ensure capacity development of staff. Provide guidance to staff. Manage the work quality and performance of staff. Provide input into the strategic and annual reports of the Directorate. Maintain good stakeholder relationship with all relevant stakeholders.
- ENQUIRIES** : Ms B Mnqwazi Tel No: (012) 309 3220

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>CLOSING DATE</u>	:	21 November 2025
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za/ Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets."

OTHER POST

<u>POST 41/157</u>	:	<u>DEPUTY DIRECTOR: RISK AND INTERNAL AUDIT: PONGOLA-UMZIMKULU CATCHMENT MANAGEMENT AGENCY REF NO: PUCMA 06</u> This is a re-advertisement, applicants who had previously applied, need to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package) Durban A minimum Degree/Higher/Advanced Diploma in Internal audit/Risk management/Accounting or equivalent (NQF Level 7) or equivalent qualification. Registration as a Certified Internal Auditor / Compliance Auditor / Performance Auditor / Forensic Investigations and Quality Assurance auditor / General Control Review and Applications Control/Chartered accountant would be added advantage. Five (5) years supervisory / management experience (ASD level) in internal audit / compliance audits / performance audits/ forensic investigations and quality assurance audits / general control review and applications control; or Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and Analysis. People and

DUTIES

Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

: Manage the following: Compliance Audits / Performance Audits/ Forensic Investigations and Quality Assurance Audits / General Control Review and Applications Control. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage. Manage strategic, operational and functional risk processes by designing and implementing an overall risk management process for the entity, which includes an analysis of the financial impact on the company when risks occur. Performing an Enterprise Risk Assessment by analysing current risks and identifying potential risks that are affecting the company. Assist in developing risk mitigation strategies for the organisation's critical risks and monitoring these risks. Conduct on-site inspections of properties and facilities to identify hazards and risk exposures. Prepare technical and comprehensive reports, plans and procedures for developing audit and risk management programs, reviews and inspections.

ENQUIRIES

: Mr Zakhele Buthelezi at (079) 694 6787

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118.
- CLOSING DATE** : 21 November 2025
- NOTE** : Applicants must complete the online Z83 and attach a comprehensive Curriculum Vitae (CV). All other documents are submitted by shortlisted candidates). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's Employment Equity Plan, People with disabilities are encouraged to apply.

OTHER POST

- POST 41/158** : **QUANTITY SURVEYOR PRODUCTION GRADE A-C REF NO: REFS/023916**
Directorate: Property Management Area one
- SALARY** : R761 157 - R1 144 008 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. Must be registered with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.
- DUTIES** : Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development.

Prepare and consolidate inputs for the facilitation of resource utilization. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.

ENQUIRIES

:

Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

Department of health is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department.

- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered or couriered applications may be submitted to Chibini Main Road, Human Resource Section, Ceza Hospital, before 16h00 on or before the closing date or email to sandile.mazibuko@kznhealth.gov.za
- FOR ATTENTION** : Mr E.S. Mazibuko: Human Resource Officer (Supervisor)
- CLOSING DATE** : 21 November 2025
- NOTE** : Applications should be submitted on prescribed Application for Employment form (Z83) obtainable from any Public Service Department or the website www.kznhealth.gov.za which must be originally signed and dated. The application must include only completed and signed new form Z83 obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity document, Senior Certificate and the highest required qualification as well as the driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc), validation of identity document, driver's license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Educational qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. Shortlisted candidates will not be compensated for Subsistence and Travelling claims (S&T).

OTHER POST

- POST 41/159** : **MEDICAL MANAGER REF NO: CTH 04/2025 (X1 POST)**
- SALARY** : R1 422 810 per annum, (inclusive package), Plus Rural Allowance (22%), Commuted Overtime.
- CENTRE** : Ceza-Thulasizwe District Hospital
- REQUIREMENTS** : Matric Certificate or Grade 12, MBCHB Degree, Current registration certificate with HPCSA as a Medical Practitioner, a minimum of 4 years' experience after registration with HPCSA as an independent Medical Practitioner. Only shortlisted candidates will submit proof of registration/foreign qualification/current and previous working experience. Knowledge, Skills, Training and Competencies Required: Knowledge of current health and public service legislation and policies, Broad clinical knowledge, competency and skills in general clinical domains such as medicine, paediatrics and child health, obstetrics and gynaecology and surgery, knowledge of strategic documents, e.g. Sustainable developmental goals, national developmental plan APP, DHER, etc, Knowledge and an experience in District Health System, knowledge of Health ethics, Knowledge of Health Information System, Decision making skills, Good communication, leadership, team building, motivation and computer skills, Good supervisory planning and organisation skills, Knowledge of Employee Performance Management Development System (EPMDS).
- DUTIES** : Manage the provision of safe, ethical and high quality medical and allied health care at Ceza-Thulasizwe Hospital associated with PHC facilities, Provide support and supervision to all Medical and Allied Health staff (including pharmacy, radiology, rehabilitation, social services, dental services dietetics and optometry), Actively participate in the institutional strategic and operational planning and monitoring and evaluation processes, Manage facilitate the formulation of Medical and Allied Health service policies and procedures and ensure that these are in line with the current statutory guidelines, regulations and code of ethics, Ensure the provision and development of protocols and

guidelines to Medical and Allied Health personnel by Strengthening clinical governance in the institution and ensuring cost effective and efficient use of resources including human and financial and monitoring and control of blood products and laboratory investigations. Plan, manage and control resources allocated to Medical and Allied Health, Manage the performance of Medical and Allied Health staff. Ensure regular skills audits and ensure staff development and training. Maintain discipline and deal with grievance and Labour related issues in Terms of laid down procedures in Medical and Allied Health sections. Assist with Information management analysis. Ensure accurate records are maintained for all health records in accordance with legal and statutory regulations for the continuity of care. Monitor and control overtime in medical and allied health sections. Ensure HR policies and regulations are implemented. Assist with pro-active recruitment of medical and allied health professionals. Conduct clinical records audits, mortality and morbidity and perinatal mortality reviews, Conduct service assessment and ensure that medical and allied health sections participate in quality improvement projects surveys to improve clinical quality and patient satisfaction, Assist with analysing Adverse Events, Ensure compliance with National Core Standards and Ideal Hospital and Clinical Realization Model, Provide leadership to clinical risks, Deal with medico-legal issues e.g. reports, clinical privileges and risk management, Full participation in management, financial and human resources committees of the institution, Develop Integrated Primary Health Care Service in Ceza Sub District, Be a member of management meetings e.g. Executive Management Committee (EXCO), Extended Management, Clinic and Hospital Cash flow meetings, Institutional Health Technology, Quality assurance, infection prevention and Control, Health and Safety and Disaster Management, etc.

ENQUIRIES

: Dr SNP Ntuli (Acting Chief Executive Officer) Tel No: (035) 832 5001

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH**

APPLICATIONS
CLOSING DATE
NOTE

: The applications should be submitted on the website: www.ldoh.gov.za
 : 21 November 2025
 : Applicants are hereby invited from suitable qualified candidates for 3-Year Contract Grant Funded posts. NB: Ensure that you read the conditions and requirements of the post before you apply. Failure to comply with the instructions below, will result in your application to be disqualified. By applying, it is understood that you agree to the conditions and requirements of the post. Applications should include a fully completed new Z83 form obtainable from any government institution or at www.dpsa.gov.za and must be accompanied by a comprehensive Curriculum Vitae [CV]. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State?" then it is acceptable for an applicant to indicate 'not applicable' or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV)" or "see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application for employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent reappointment under Part F must be answered. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body and copy of ID must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. Shortlisted candidates for the SMS post will be required to submit SMS pre-entry certificate obtainable from National School of Government [<https://thensg.gov.za/training-course/sms-pre-entryprogramme/>.] on the date of interview. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The Department of Health is an equal opportunity Employment Equity and Affirmative Action Employer. Females are encouraged to apply for posts at Senior Management in order to address the Employment Equity targets within the Department. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. Applicants responding to this circular should quote on the Z83 form, the circular number or post number as the reference number. Kindly note that no payment of any kind is required when applying for posts advertised in this circular. The Department reserves the right not to fill any advertised posts. The employment decision shall be informed by the

Employment Equity Plan of the Department. NB 1: Note: The circular of advertised vacant posts will be posted on the following websites: www.ldoh.gov.za, and www.dpsa.gov.za

OTHER POSTS

- POST 41/160** : **HEALTH INFORMATION OFFICER (X1 POST)**
3-Year Contract Grant Funded
- SALARY** : R325 101 per annum (Level 07)
CENTRE : Mokopane Malaria Office
REQUIREMENTS : Qualification and Competencies. An appropriate National Diploma in Information Science/ Information Management/ Data Analytics/ Biostatistics/ Epidemiology or similar qualification in Data Science. Proven track record in preparation, analysis and interpretation, utilization of data and management of information. Prepared to work under pressure to meet deadlines. Minimum of three (3) years' experience in Information Management or data analytics. Inherent requirements of the job: database system management e.g. MS Access; STATA etc. Inherent requirements of the job: Computer literacy including MS Outlook Word, Excel and PowerPoint; Virtual meeting platforms literacy A valid driver's license, except for people with disabilities. Knowledge and Skills. Knowledge of information management, data management. Manipulating and converting data into meaningful information. Monitoring & Evaluation knowledge and competency. Preparation and graphic presentation of information. Compilation of management report, technical and non-technical report writing. Well-developed communication skills. Knowledge of statistical tools. Knowledge of DHIS and inter phasing of sub-programme systems. Knowledge of general information and relevant policies.
- DUTIES** : Implement district management information system, policies, regulations, standard & norms, best practices & procedures. Maintain and improve data quality standards. Coordinate District Health Care Services Information reports and reporting. Co-ordinate the use of information in the district. Co-ordinate the implementation of the promotion of access of information. Develop and maintain district information databases. Assimilation and synthesis of health information from relevant health information management systems and databases. Maintain and co-ordinate updates to Provincial Office. Prepare monthly, quarterly annual reports and ad hoc reports upon request. Identify and co-ordinate training staff as identified.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms Netshimbupfe LD, Makhuthudise MR & Maluleke P Tel No: (015) 307 3736/7 during office hours.
- POST 41/161** : **TEAM LEADER (X13 POSTS)**
3-Year Contract Grant Funded
- SALARY** : R269 499 per annum (Level 06)
CENTRE : **Mopani District:**
Maphutha Malatji Hospital (X1 Post), Makhushane Clinic (X1 Post), Makhuva Clinic (X1 Post), Carlota Clinic (X1 Post), Dzumeri CHC (X1 Post) Thomo Clinic (X1 Post)
Vhembe District:
Tshiombo Clinic (X1 Post), Malamulele Clinic (X1 Post), Mutale CHC (X1 Post), Makuya Clinic (X1 Post), Mhingha CHC (X1 Post), Tiyani Clinic (X1 Post), Tshikuwi Clinic (X1 Post)
- REQUIREMENTS** : Qualifications and Competencies. Diploma / Bachelor's degree in Environmental Health, Biological sciences or Environmental Science at NQF level 6 as recognized by SAQA. Experience in disease control or related field. Inherent requirements of the job: Computer literacy including MS Outlook Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license Code C with PDP [Professional Driver's Permit] [copy submitted only when shortlisted]. Demonstratable driving skills. Knowledge and skills. Basic understanding of Malaria Signs and Symptoms, Prevention and Treatment. Strong Administration and communication skills. Good data collection and collation skills. Good report writing skills.
- DUTIES** : Monitor indoor residual spraying & manage spray teams. Implement vector control and Indoor Residual Spray. Monitor mixing and application of Insecticide. Ensure availability of Hut card. Compile SP forms. Supervise and

		training of staff. Monitor adherence to OHS. Maintenance of facilities and vehicles. Convey personnel & equipment to working area. Maintain Record of insecticides used and individual spraying activities. Liaise with community leaders and institutions on malaria control activities. Investigate all reported cases of malaria. Perform entomological surveillance work. Mobilize the community through door-to-door outreach, including community structures and schools to encourage malaria testing at mobile clinics. Conduct community mobilization and sensitization programmes to ensure maximum participation of communities. Collect and collate / compile monthly, quarterly as required by supervisor for vector control. Surveillance Health promotion and entomological.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms Netshimbupfe LD, Makhuthudise MR & Maluleke P Tel No: (015) 307 3736/7 during office hours.
<u>POST 41/162</u>	:	<u>ADMINISTRATION CLERK: DATA MANAGEMENT (X3 POSTS)</u> 3-Year Contract Grant Funded
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Capricorn: Ratshaatsha CHC Waterberg: Witpoort Hospital (X1 Post) Sekhukhune: Naboomkopies Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies. An appropriate National Diploma in Information Science/ Information Management/ Data Analytics/ Biostatistics/ Epidemiology or similar qualification in Data Science. Inherent requirements of the job: Computer literacy including MS Outlook Word, Excel and PowerPoint; Virtual meeting platforms literacy and Access. A valid driver's license, except for people with disabilities. Knowledge and Skills. Competencies in Information Management. Understanding the Ditcom process. Knowledge of departmental systems, i.e. Health Information Systems. Basic office planning, organizational and archiving skills. Possess excellent interpersonal skills to effectively deal with stakeholders in a highly professional manner. Time management.
<u>DUTIES</u>	:	Data Collection, Collation, Capturing & Reporting. Perform administrative role as a member of the Information Management team. File records/ report preparation. Assist with data management and quality monitoring. Interpret and analyse data trends. Participate in health information co-ordinating activities. Maintain data retrieval efficiency.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms Netshimbupfe LD, Makhuthudise MR & Maluleke P Tel No: (015) 307 3736/7 during office hours.
<u>POST 41/163</u>	:	<u>FOREMAN (X30 POSTS)</u> 3-Year Contract Grant Funded
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04) Mopani District: Makhushane Clinic (X1 Post) Willows Clinic (X1 Post), Sekororo Hospital (X1 Post), CN Phatudi Hospital (X1 Post), Nwamitwa Clinic (X2 Posts), Nwamitwa Clinic: Tzaneen Farms (X1 Post), Ngove Clinic (X1 Post), Mapayeni Clinic (X1 Post), Nkomo Clinic (X1 Post), Makhuvha Clinic (X1 Post), Dzumeri CHC (X1 Post), Matswi Clinic (X1 Post), Bellevue Clinic (X1 Post) Vhembe District: Malamulele Clinic (X1 Post), Shirindi Clinic (X1 Post), Xigalo Clinic [(X1 Post), Nthlaveni C Clinic (X1 Post), Tshimbupfe Clinic (X1 Post), Tshikuwi Clinic (X1 Post), Masisi Clinic (X1 Post), Klein Tshipise Clinic (X1 Post), Tshipise Malaria Station (X1 Post), Sterkstroom Clinic (X1 Post), Thohoyandou CHC (X1 Post), Tshaulu Clinic (X1 Post), Tshiombo Clinic (X1 Post) Capricorn: Ratshaatsha CHC (X1 Post) Waterberg: Witpoort Hospital (X1 Post) Sekhukhune: Naboomkopies Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies. National Diploma/ Bachelor's degree in Environmental Health, Biological Sciences and Environmental Science, Health Science/ Biomedical Sciences/ Medical Sciences/ at NQF level 6 as recognized by SAQA. Competencies in malaria and other diseases control. Inherent requirements of the job: Computer literacy including MS Outlook Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license Code C with PDP [Professional Driver's Permit]. Knowledge and Skills. Basic understanding of Malaria Signs and Symptoms, Prevention and

- Treatment. Strong Administration and communication skills. Good report writing skills.
- DUTIES** : Conduct vector control activities including indoor residual spraying and larval source management. Mixing insecticides. Loading and offloading of goods. Moving of client's property in the house and covering of furniture before spraying. Investigation of malaria and other diseases cases. Cleaning functions at Department of Health facilities (vehicles, cans, buildings & surroundings). Collection and capturing data during disease control operations. Conduct Environmental surveillance and Community surveillance of diseases. Conduct malaria surveillance & reporting thereof. Mobilize the community through door-to-door outreach, including community structures and schools to encourage malaria testing at mobile clinics. Conduct community mobilization and sensitization programmes to ensure maximum participation of communities. Collect and collate / compile monthly, quarterly or and reports and data required information relating to the Programme.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms Netshimbupfe LD, Makhuthudise MR & Maluleke P Tel No: (015) 307 3736/7 during office hours.
- POST 41/164** : **ENTOMOLOGY ASSISTANTS (X3 POSTS)**
3-Year Contract Grant Funded
- SALARY CENTRE** : R193 359 per annum (Level 04)
Waterberg: Witpoort Hospital (X1 Post)
Capricorn: Ratshaatsha CHC (X1 Posts)
Sekhukhune: Naboomkopies Clinic (X1 Post)
- REQUIREMENTS** : Qualifications and Competencies: National Diploma/ Bachelor's degree in Environmental Health, Biological Sciences and Environmental Science, Health Science/ Biomedical Sciences/ Medical Sciences/ at NQF level 6 as recognized by SAQA. Inherent requirements of the job: Computer literacy including MS Outlook Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license, except for people with disabilities. Knowledge and Skills. Ability to work with laboratory animals. Basic knowledge of Malaria epidemiology. Basic knowledge of laboratory procedures. Ability to conduct indoor residual spraying & larvaeciding.
- DUTIES** : Perform basic laboratory tasks e.g. preparation of reagents, running of molecular biology tests. Cleaning and washing of glassware and equipment. Maintenance of mosquito colonies. Preparation and packaging of mosquito specimens. Conduct bio-assays. Conduct field collections of mosquitoes & larvae. Monitor indoor residual spraying & manage spray teams. Conduct malaria surveillance & reporting thereof. Investigation of malaria and other disease cases. Mobilize the community through door-to-door outreach, including community structures and schools to encourage malaria testing at mobile clinics. Conduct community mobilization and sensitization programmes to ensure maximum participation of communities. Collect and collate / compile monthly, quarterly or and reports and data required information relating to the Programme. Monitor indoor residual spraying & manage spray teams.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms Netshimbupfe LD, Makhuthudise MR & Maluleke P Tel No: (015) 307 3736/7 during office hours.

PROVINCIAL TREASURY



- APPLICATIONS** : caa@treasury.limpopo.gov.za. Alternatively, applications may be sent by post to: The Head of Department, Limpopo Provincial Treasury, Private Bag X9486, Polokwane, 0700 OR hand delivered at Ismini Towers, Office No. G002 (Ground Floor) Registry, 46 Hans van Rensburg Street, Polokwane, 0699.
- CLOSING DATE** : 21 November 2025, at 16H00.
- NOTE** : The Member of the Executive Council for Limpopo Provincial Treasury hereby invites applications for candidates to be considered for appointment to the Limpopo Provincial Treasury Chartered Accountancy Academy in the Public Sector (2026 intake). Limpopo Provincial Treasury is an equal opportunity and affirmative action employer and is committed to the promotion of equity in terms of the race, gender and disability through filling of post(s) with candidates

whose transfer / promotion / appointment will promote representativity in line with numerical targets as contained in the Employment Equity Plan. If you believe you meet the requirements and have the aspiration to succeed, please complete in full and send the new Z83 Form and the TE008 (CAA Selection Form) available on www.limtreasury.gov.za, Only Z83 and CV are submitted on application all other documents are submitted by shortlisted candidates). Note: This is an equal opportunity appointment available for applicants / graduates from Limpopo or with links to Limpopo. Provincial Treasury reserves the right to not fill all or some of the positions.

OTHER POST

- POST 41/165** : **CHARTERED ACCOUNTANCY TRAINEE (X5 POSTS)**
 Branch: Financial Governance
 Three years with effect from 1st February 2026 to 31st January 2029 (36 months)
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)
 : Head Office - Polokwane
 : Applicants should be in possession of CTA or the equivalent post-graduate qualification that is not older than 2 years or studying towards completing CTA or equivalent postgraduate qualification that will enable them to write SAICA's Assessment of Initial Competence in January 2026. Candidates should not be in an approved training contract with another training office.
- DUTIES** : The successful candidates will have access to diverse practical financial management, decision making and control experience and an opportunity to apply their knowledge in wide ranging financial reporting frameworks, Companies Act, Public Finance Management Act and Regulations with targeted exposure to multiple industry sectors in which our entities operate. Limpopo Treasury is the provincial allocator of financial resources to departments and entities. The wide variety of sectoral focus by departments and entities that Limpopo Treasury supports, and monitors makes for a challenging and fulfilling training environment for prospective trainee Chartered Accountants in the Public Sector.
- ENQUIRIES** : Messrs. Kenneth Ugoda at (079) 893 8115) and Shepard Matsebe CA(SA) at (079) 744 1961

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	21 November 2025
<u>NOTE</u>	:	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). NB: Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

<u>POST 41/166</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5) REF NO: MPDOH/NOV/25/662</u> Three (3) Year Contract
<u>SALARY</u>	:	R549 192 - R629 121 per annum
<u>CENTRE</u>	:	Regional Training Centre, Evander (Gert Sibande 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. Knowledge of skills development and training legislations. Knowledge in Primary Health Care Programs including HIV and AIDS STI and TB Learning programmers. Knowledge and Experience of working with SETA s. Knowledge on application of SAQA and NQF principles in PHC programs. Including HAST programs. Understanding financial management as per Departmental Prescripts Excellent communication skills. Experience in management. Advanced computer literacy MS Word Excel and Presentation skills. Good planning and organizational skills. Knowledge of the PFMA Labour Relations and other relevant prescripts. Good interpersonal problem – solving and dispute resolution communication analytical and writing skills. Knowledge of the Public

Service Regulations 2001 Public Service Act 1994 Employment Equity Act 55 of 1998 Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health. Compulsory Driver's License. Ability/willingness for frequent travel.

DUTIES : To provide support in implementation of Administration, Training and Coordinating of all programs at Regional Training Centre (RTC). To coordinate and conduct training implementation at RTC. To monitor and evaluate training programmes at RTC. To assist in strengthening relationships with all District key stakeholders including institutions of higher learning. To assist in strengthening reporting system at RTC.

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 41/167 : **ASSISTANT DIRECTOR REF NO: MPDOH/NOV/25/663**
Three (3) Year Contract

SALARY : R468 459 per annum (Level 09), (plus service benefits)
CENTRE : Regional Training Centre, Evander (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Management as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Health Environment. Knowledge of Human Resources and Administrative support services. Sound financial management facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy MS Word Excel. Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA Labour Relations and other relevant prescripts. Good interpersonal problem – solving and dispute resolution communication analytical and writing skills. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership managerial organizational strategic operational and contingency planning skills. Independent decision-making problem solving and interpersonal skills. Knowledge of the Public Service Regulations 2001 Public Service Act 1994 Employment Equity Act 55 of 1998 Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

DUTIES : To provide support in implementation of Administration at Regional Training Centre (RTC). To ensure efficient management of Human and material resource management. To monitor housekeeping and maintenance at RTC. To ensure efficient financial management. To manage administration services at RTC.

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 41/168 : **EMS STATION MANAGER GRADE 3-6 REF NO: MPDOH/NOV/25/664**
(Re-advertisement)

SALARY : Grade 3: R397 308 - R454 278 per annum
Grade 4: R480 108 - R548 625 per annum
Grade 5: R562 119 - R607 260 per annum
Grade 6: R624 288 - R700 821 per annum

CENTRE : EMS Ermelo Station (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Ambulance Emergency Assistant / Emergency Care Technician Qualification / Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care. Minimum of three (3) years' experience after registration with the HPCSA (2025) as ANT / ECT / Paramedic / ECP. Valid code C1 driver's license with an unendorsed PDP. Diploma in Management or above will be an added advantage. Knowledge and skills: Previous supervisory experience or qualification. Knowledge of Supply Chain Policy and Financial Management. Be able to work under pressure and excessive hours. Be prepared to travel and attend to emergencies after hours.

- Knowledge of Labour Relations. Computer literacy. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail.
- DUTIES** : General office administration. Human Resource Management. Be responsible of all EMS activities in the Station. Provide advice on procedures and policy matters to staff and ensure compliance with all policies operating in the service. Ensure that fleet management is properly implemented to provide for the maintenance and repairs of vehicles in accordance with Transport Policy. Ensure the control and have an inventory of all resources at the Station. Be responsible for EMS occupational health and safety at the Station. Respond to all major incidents to assist and co-ordinate such incidents within the operational area. Including rescue responses and outstanding calls when necessary and attend debrief meetings. Investigate service complaints received from internal and external resources and report on these complaints to the District Manager.
- 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 41/169** : **ADMINISTRATIVE OFFICER REF NO: MPDOH/NO/25/665**
Three (3) Year Contract
- SALARY** : R325 101 per annum (Level 07), (plus service benefits)
CENTRE : Regional Training Centre, Evander (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years' experience in administrative functions or Diploma / Degree (NQF Level 6/7) in Public Administration / Management as recognized by SAQA. Knowledge of the Public Service Regulations 2001 Public Service Act 1994 Employment Equity Act 55 of 1998 Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health. Compulsory Driver's License. Ability/willingness for frequent travel. Apply technical/ professional skills, accept responsibility, work independently and produce good quality of work; must be a team player; flexible, reliable; initiative; innovative; have good verbal and written communication; must have good interpersonal execution); good relations; ability to manage projects (planning and leadership skills; ability to manage/control financial resources; monitor financial expenditure and supervise staff. A valid driver's licence.
- DUTIES** : To provide admin support services to the institution. To coordinate office activities, handle phone calls, emails and correspondence, responding to queries. Preparing reports, presentations and submissions. To update databases and systems with new information. To order office supplies, manage inventory and track expenses.
- 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 41/170** : **TRAINING OFFICER REF NO: MPDOH/NOV/25/667 (X2 POSTS)**
Three (3) Year Contract
- SALARY** : R325 101 per annum (Level 07), (plus service benefits)
CENTRE : Regional Training Centre, Evander (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 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 (Power Point and Ms Word).
- DUTIES** : To provide support in implementation of administration and training services at Regional Training Centre (RTC). To conduct training. To prepare training venues. To compile training reports and capture training forms. To monitor training attendance registers. Liaise with supervisor and Senior Manager for training. Consult training beneficiaries/ employees to attend training. Submit approved RTC training plan. Compile monthly and quarterly reports.

- Coordinate skills development programmes. Facilitate Compulsory Induction Programme. Conduct Training needs Assessment and Skills Audit.
- 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 41/171** : **STATE ACCOUNTANT: NTSG REF NO: MPDOH/NOV/25/668**
- SALARY** : R325 101 per annum (Level 07), (plus service benefits)
- CENTRE** : Rob Ferreira Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' experience in Finance or Diploma / Degree (NQF Level 6/7) as recognised by SAQA. The position requires a person who has organizational and administration skills as well as the ability to arrange and systematize information. A sound knowledge of Computer applications, including MS Excel, MS Word and Outlook is required. A valid driver's licence, Knowledge of PFMA and Treasury regulation. Knowledge of government financial system (Logis and BAS).
- DUTIES** : Consolidate budget inputs. Compile and consolidate business plan. Itemise budget accordingly. Prepare budget pressures and inputs. Compile expenditure reports. Compile and capture journals. Monitor NTSG & Oncology, SHRTG grant accounts. Compile budget adjustment.
- 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.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

<u>CLOSING DATE</u>	:	21 November 2025
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan

MANAGEMENT ECHELON

<u>POST 41/172</u>	:	<u>DIRECTOR LEGAL SERVICES REF NO: NCDOH 130/2025 (X1 POST)</u> Job Purpose: The purpose of the Directorate is to ensure that a professional, credible, accessible and quality assured legal services is rendered to the department, ministry and stakeholders.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package) Provincial Office, Kimberley Bachelor's Degree in LLB (NQF7) or relevant Legal Qualification with 5 (five) years' experience in Middle / Senior Managerial Level in the Public Service. Admitted as Advocate or Attorney. Valid driver's licence, Successful completion of the SMS pre-entry certificate as offered by the National School of Government (NSG). Competency Profile: Knowledge of the South African legal system, legal practices and spheres. Legislative drafting skills (drafting of all types of legal agreements) Negotiation skills. Experience in providing litigation support in court cases for and against the Department. Compliance management skills. Computer literacy, Good communication and interpersonal skills. Project management skills. Strategic capability and leadership. Innovative and analytical thinking skills. Planning and organizing skills. Knowledge of and experience in financial management. Problem-solving skills. People management skills.
<u>DUTIES</u>	:	Advising the head of department and the member of the executive council on exercising their statutory responsibility in order to avoid and minimize legal risks, reputational risks and medico legal exposure of the department. Reviewing existing legislation, identifying shortcomings and drafting and implementing new legislation. Effectively managing litigation and litigation support in cases for and against the department. Effective management of internal and external legislation. Provide legal training and building capacity of the department's personnel to understand and engage with legal matters, such

as contracts and service level agreements. Compile quarterly and annual legal reports outlining the department's performance.

**ENQUIRIES
APPLICATIONS**

: Ms LV Moleleki Tel No: (053) 830 0601
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nhealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 41/173

: **DIRECTOR MATERNAL, YOUTH, CHILD, ADOLESCENT, WOMEN AND MEN'S HEALTH REF NO: NCDOH 131/2025 (X1 POST)**

Job Purpose: To provide overall leadership, strategic guidance and technical support to ensure provision of quality care of mother's, babies and children under 5 (five) years, SRHR, youth and adolescents and nutrition towards reduction morbidity and mortality.

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), all-inclusive package
: Provincial Office, Kimberley
: Health Sciences Degree (NQF7) in Health Science or Social Science with Health Sciences as a primary qualification as recognized by SAQA. A Masters Degree within Health Science will be an added advantage. Registration with appropriate Profession Council. A qualification in Obstetrics and Gynaecology or Paediatrics will be an added advantage. 5 (five) years' experience in Middle or Senior Managerial Level in a health associated environment with specific emphasis on child and/or women's health programmes. Experience in national, policy development and implementation, strategic and operational planning. Knowledge and experience in women's maternal, new-born, child and adolescent health as well as monitoring and evaluation, human resources and financial management. Working knowledge of the health sector and government strategies and processes, strategic management and project management. Knowledge of other programmes that impact on Family health particularly HIV/AIDS, TB and nutrition. Good communication (verbal and written), leadership, analytical, problem solving, research, facilitation, negotiation, advocacy and computer skills (MS Office package). A valid driver's licence. SMS pre-entry certificate is required for appointment finalization.

DUTIES

: Oversee the reduction of maternal, neonatal and child mortality rates. Develop and support implementation of plans to reduce maternal, new-born and child mortality rates based on the recommendations from the ministerially appointed Mortality Committees. Provide strategic direction and oversee the development of relevant policies and guidelines aimed at improving the health and well-being of women, adolescents and children. Facilitate the promotion of healthy behaviours and demand for health services in families, communities, especially in the areas that affect the health and wellbeing of mothers, women and children. Monitor and report on progress towards achievement of global and national commitments such as Sustainable Development Goal and National Development Plan targets. Effective governance, compliance and risk management. Monitor quality, risk standards practices against prescribed framework.

**ENQUIRIES
APPLICATIONS**

: Ms ZC Kiti Tel No: (053) 8300 500
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nhealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

OTHER POSTS

POST 41/174

: **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: UROLOGY REF NO: NCDOH 128/2025 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R2 084 754 per annum
: Robert Mangaliso Sobukwe Hospital
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. Appropriate tertiary qualification in the Health Science (MBChB). Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the required discipline. Experience: A Minimum of 3

		(three) years appropriate Experience as Medical Specialist after registration with the HPCSA as a medical specialist in one of the following discipline: Anaesthesiology. Competencies: Good communication skills (written and verbal) well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature.
<u>DUTIES</u>	:	To manage and supervise all Medical Doctors in the Unit. Ensure the provision of effective clinical and HR and Financial governance (including but not limited to protocol development, risk management, commuted overtime management and cost containment). Ensure the provision of outreach services to the rest of the province. To develop tertiary services and to assure provision of quality clinical services to patients, as well as teaching and training of junior and senior doctors.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. D Theys Tel No: (053) 830 2102 or Dr Saeed Tel No: (053) 802 9111
	:	Please note applications can be hand delivered to the front reception of James Exum Building or email to nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
<u>POST 41/175</u>	:	<u>MEDICAL SPECIALIST: SURGICAL SERVICES & ORTHOPAEDICS NCDOH 129/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum, (all-inclusive package) Grade 2: R1 531 032 per annum, (all-inclusive package) Grade 3: 1 773 222 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Robert Mangaliso Sobukwe Hospital
	:	Appropriate qualification that allows for the registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine, Surgical Services and Family Medicine. Registration with the Health Professional Council of South Africa as Medical Specialist in Internal Medicine, Surgical Services and Family Medicine. Experience: Grade 1: None after registration with HPCSA as Medical Specialist in Internal Medicine, Surgical Services and Family Medicine. Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in a recognised sub-Specialty. Registration with the HPCSA as Medical Specialist in a recognised Sub-Specialty. Grade 2: Experience, a minimum of 5 years' experience after registration with the HPCSA as Medical Specialist. Grade 3: Experience, a minimum of 10 years' experience after registration with the HPCSA as Medical Specialist.
<u>DUTIES</u>	:	To provide and develop Tertiary Services and to assure provision of quality clinical services to patients, as well as teaching and training of junior doctors. To ensure good clinical governance (including but not limited to protocol development, risk management, commuted overtime management, and cost containment), to provide outreach services to the rest of the province.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. D Theys Tel No: (053) 830 2102 or Dr Saeed Tel No: (053) 802 9111
	:	Please note applications can be hand delivered to the front reception of James Exum Building or email to nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
<u>POST 41/176</u>	:	<u>DEPUTY MANAGER NURSING (PHC AND DISTRICT HOSPITALS) REF NO: NCDOH 132/2025 (X1 POST)</u>
<u>SALARY</u>	:	R1 028 091 per annum, (all – inclusive package)
<u>CENTRE</u>	:	Frances Baard Health District: Frances Baard District Office
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Health Sciences. An Accredited Post-Graduate Diploma/Degree in Management. A Master's Degree in Health Sciences will be an added advantage. A valid driver's licence. Computer proficiency. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Skills Profile: General Competencies: Strategic thinking. Problem-solving and analytical skills. Planning and organising. Project Management. Presentation skills. Effective time management. Conflict management. Professional ethics. Listening skills. Interpersonal skills. Teamwork. Mentoring and coaching skills. Report writing skills. Core competencies: Management and coordination of

DUTIES

services. Monitoring and evaluation of services. Community and stakeholder liaison. Budget and financial management. Quality Improvement. Knowledge of legislation and policies applicable to the public health sector.

: Strategic Leadership: Ensure contribution to the development of a shared vision and effective strategies to implement the District Health Plan as adapted for a sub- district delivering quality service with reference to the PPTICRM processes. Ensure the development and management of local communities through the development of a good communication plan and effective referral systems. Service Delivery: Respond to the burden of disease within the sub-district by providing health care through and integrated clinical services management approach (ICSM) including: Ward-based outreach teams (WBOTs), o Integrated school health programme (ISHP). Ensure inter-sectoral coordination and collaboration with other government sectors and stakeholders within the district in order to address the upstream social determinants of health. Ensure the development and implementation of an approved annual operational plan in consultation with clinic supervisors, facilities and stakeholders within the sub-district. Ensure an integrated functional referral system. Ensure scheduled outreach and clinical support to attached PHC services. Ensure the oversight of the establishment of a functional sub-district health governance structure. Ensure oversight of the development and dissemination of core values in collaboration with relevant structures within the sub districts. Ensure effective oversight of all health facilities within a sub district and manage decision making arrangements in the provision of primary health care services indicated in the sub district package. Ensuring compliance with all relevant legislation, policies and procedures for the provision of primary health services within the sub-district as it relates to compliance with the norms and standards of the primary health care package and the realisation of the ideal clinic. Quality Improvement: Improving quality of services through compliance with all domains of the National Core Standards. This includes monitoring and evaluation of services and use of health information for effective planning and decision making and the PPTICRM. Resource Management: Ensure the management of all human resource components namely: HRM (human resource planning, staff recruitment and retention, performance agreements and reviews): HRD (human resource training and career development): Labour Relations and Employee Health and Wellness. Ensure effective supply chain management including the availability of medical and general supplies through appropriate procurement and provisioning of goods and services according to the Public Finance Management Act and National Treasury Regulations. Ensure collaboration and contribution to a well-functioning health information system in support of efficient and effective service delivery. Ensure compliance with relevant financial prescripts. Ensure assistance to the District Manager in monitoring and evaluating the services provided through contracted service providers against the service level agreements. Provide assistance with regard to infrastructure and maintenance plans including input to budget processes. Ensure appropriate management of functional technology according to relevant policies. Ensure the management and maintenance of infrastructure, ensuring availability of functional technology (including telecommunication systems) and equipment, as well as maintenance and engineering thereof in the sub-district including district hospital. Ensure effective procurement and provisioning of goods and services according to the Public Finance Management Act and National Treasury Regulations for effective services in the sub district. Risk Management: Ensure that all risks are relayed to staff in terms of the District Risk Management Plan. Ensure that all risks related to PHC services are identified and reported. Submit reports as required.

**ENQUIRIES
APPLICATIONS**

: Mr. MC Joka or Mr. ND Mohamad Tel No: (053) 861 4770
: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.

POST 41/177

: **MEDICAL OFFICER GRADE REF NO: NCDOH 133/2025 (X12 POSTS)**

SALARY

: Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R132 352 per annum</p> <p>: Robert Mangaliso Sobukwe Hospital</p> <p>: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees 1 year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.</p>
<u>DUTIES</u>	<p>: The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Dr. D Theys Tel No: (053) 830 2102 or Dr Saeed Tel No: (053) 802 9111</p> <p>: Please note applications can be hand delivered to the front reception of James Exum Building or email to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered</p>
<u>POST 41/178</u>	<p>: <u>CLINICAL PSYCHOLOGIST: GRADE 1-3 REF NO: NCDOH 134/2025 (X2 POSTS)</u></p>
<u>SALARY</u>	<p>: Grade 1: R872 709 per annum, (all inclusive)</p> <p>: Grade 2: R1 014 705 per annum, (all inclusive)</p> <p>: Grade 3: R1 174 848 per annum, (all inclusive)</p>
<u>CENTRE REQUIREMENTS</u>	<p>: Dr Harry Surtie Hospital</p> <p>: Master's Degree in Clinical Psychology. Current registration with HPCSA as Clinical Psychology. Grade 1: Experience: Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.</p>
<u>DUTIES</u>	<p>: Provide specialist level clinical psychological assessments and treatments to clients of all age groups (including the promotion of mental health, early detection, and treatment and rehabilitation to minimize long-term effects). Design and implement treatment plans and critically evaluate outcomes. Provide individual, family or group psychotherapy. Liaise with external organizations (e.g., schools) for mental health promotion, prevention, detection, and management. Organize and manage clinical activities such they are proficient and integrated. Establish referral pathways at all levels of care and liaise with District and Tertiary Hospitals in the cluster. Monitor and evaluation of services for quality of care, compliance to policies and guidelines,</p>

and statutory legislation. Provide development, training, and clinical supervision of healthcare staff, community service health professionals, undergraduate, postgraduate students through appropriate task sharing and consultation. Provide support service to district health services. To integrate these mental health services into their service delivery objectives. Establish, maintain, and participate in the inter-sectoral and multi-disciplinary forum that promotes a seamless delivery of efficient and effective mental healthcare. Utilize information technology and other information systems to manage mental health information for the enhancement of service delivery and the writing of reports. Support mental health related research.

ENQUIRIES : HR Recruitment & Selection Tel No: (054) 332 9147 OR Dr. D van der Byl Tel No: (054) 332 9260/1

APPLICATIONS : Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at vacancies.dhsh@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 41/179 : **PROFESSIONAL NURSE – SPECIALTY NURSING REF NO: NCDOH 135/2025 (X2 POSTS)**

SALARY : Grade 1: R476 367 - R559 548 per annum
Grade 2: R583 989 - R723 954 per annum

CENTRE : Robert Mangaliso Sobukwe Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Child Nursing Science, Gerontological Nursing Science, Nephrology, Medical and Surgical Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Advanced Psychiatric Nursing Science, Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Intensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science, Neonatal Science, Ophthalmic Nursing Science & Orthopaedic Nursing science, Plastic Surgery, Emergency and Critical Care and/or other relevant specialty. Experience: **Grade 1:** Minimum of 4 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a Professional Nurse with the SANC in Specialty Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing – At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provision of optimal, holistic specialised nursing case with set standards and within a professional/legal framework. Planning and organising as well as monitoring of objectives of the specialised unit. Effective utilization of human and physical resources. Monitor the linen and cleaning in conjunction with housekeeping staff. Participation in training and research. To assist in orientation, induction of all nursing staff. Maintain professional growth/ethical standards and self-development. Seek learning opportunities such as in-service training. To complete patient related data and partake in research. Provision of support to Nursing Services. To promote and maintain the Code of Conduct of the Public Service, Professional Body.

ENQUIRIES : Ms. H Alexander Tel No: (053) 802 9111

APPLICATIONS : Please note applications can be hand delivered to the HRM Registry, 3rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 41/180 : **OCCUPATIONAL THERAPIST REF NO: NCDOH 136/2025 (X1 POST)**

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

CENTRE : Robert Mangaliso Sobukwe Hospital

REQUIREMENTS : Degree in Occupational Therapy. Registration certificate with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist: Independent Practice. Proof of Current registration with the Health Professions

Council of South Africa (HPCSA) as an Occupational Therapist: Independent Practice (proof of registration submitted only when shortlisted). Community service applicants must have Independent Occupational Therapist practitioner registration by the time of appointment. Experience: **Grade 1:** None or 1 year relevant experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. **Grade 2:** 10 years appropriate experience after registration with HPCSA as an Occupational Therapist or 11 years relevant experience, after registration as a Radiographer with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. **Grade 3:** 20 years appropriate experience after registration with HPCSA as an Occupational Therapist or 21 years relevant experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. Knowledge, Skills, Attributes and Abilities: Sound knowledge of occupational therapy practice and ethos. Good clinical reasoning and decision making skills. Knowledge on use and care of equipment. Knowledge on scope of practice, ethical codes and relevant legislation. Good organisation and time management skills. Excellent communication and interpersonal relations. Basic supervisory skills. Experience in a clinical tertiary setting with complex cases would be an advantage.

DUTIES : Provide quality occupational therapy services according to patient needs to both in and out-patients by assessing, treating and rehabilitating patients, ensuring continuity of care and provision of assistive aids and mobility devices. Maintain up to date and accurate clinical records and daily statistics, and write reports. Function within a multi-disciplinary team. Implementation of departmental policies and procedures. Ensure responsible utilisation of equipment and consumable resources of the department. Participate in clinical and non-clinical departmental activities and meetings as allocated by supervisor. Provide assistance and training to junior staff and students.

ENQUIRIES : Ms. A Paulsen Tel No: (053) 802 9111
APPLICATIONS : Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmsshr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 41/181 : **DIAGNOSTIC RADIOGRAPHER REF NO: NCDOH 137/2025 (X2 POSTS)**

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

CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : Matric Certificate with Diploma/B Tech Degree in Diagnostic Radiography. Current Proof of Registration with Health Professional Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer (proof submitted only when shortlisted). Must have completed Community Service as per the Diagnostic Radiographer. Experience: **Grade 1:** None after registration with HPCSA in the relevant profession. **Grade 2:** A minimum of 10 year's appropriate experience in the relevant profession after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years relevant experience after registration with HPCSA as a Diagnostic Radiographer. Knowledge And Skills: Computer literacy essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH policies governing the Health sector and Radiograph and profession. Experience in Digital Radiography. Experience in utilisation of computerised Radiography system is recommended. Excellent time management skills and must have knowledge of public service legislation governing the health sector and radiography profession. Compliance in budgeting, radiographic quality assurance, National Core standards, Safety and Infection control principles. Training and supervision of students. Good written and verbal communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public.

DUTIES : Provide and manage imaging procedures as requested by the doctors. Evaluate requests forms by verifying patient information and ensuring patient history and examination correspond. Operate radiological equipment correctly for specific exam. Interrogate images. Ensure an even flow of patient at all times. Ensure adherence to radiation, health and safety protocols. Manage staff radiation procedure and ensure that all staff wear their devices at all times.

Protect patient and colleagues from radiation. Monitor personal radiation exposure. Adhere to all infection control policies. Conduct patient care and quality assurance. Ensure patient safety at all times. Protect patient confidentiality. Conduct quality control and safe-keep equipment. Have knowledge of all equipment and troubleshooting when there is a breakdown. Assist and implement quality control procedures. Train junior staff. Report machine faults to Radiographers in charge. Ensure staff/student development. Present for in-service training sessions. Training junior staff at CT/MRI. Develop protocols for CT/MRI.

ENQUIRIES APPLICATIONS : Ms J Du Plooy Tel No: (053) 802 2911
 : Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmsshr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 41/182 : **SOCIAL WORKER REF NO: NCDOH 138/2025 (X1 POST)**

SALARY : Grade 1: R325 200 per annum
 : Grade 2: R397 119 per annum
 : Grade 3: R477 564 per annum
 : Grade 4: R585 441 per annum

CENTRE REQUIREMENTS : Robert Mangaliso Sobukwe Hospital
 : Registration with the South African Council of Social Professions as a Social Worker, Experience: **Grade 1:** None after registration with the SACSP as a Social Worker, **Grade 2:** A minimum of 10 years' appropriate experience as a Social Worker after registration with the SACSP, **Grade 3:** A minimum of 20 years' appropriate experience as a Social Worker after registration with the SACSP, **Grade 4:** A minimum of 30 years' appropriate experience as a Social Worker after registration with the SACSP. Skills Profile: Organizational skills, Job knowledge, good communication skills (verbal and written), Interpersonal skills, Conflict management skills, Problem Solving skills.

DUTIES : To ensure for maximum preventative, curative, rehabilitative and palliative care of all in-patients and referred out patients of the hospital. To record interventions with patients and also keep statistics of patients seen. Educate and advise clients as well as the multidisciplinary members of the health team on social work intervention. Enhance ongoing professional development and growth in the field of social work.

ENQUIRIES APPLICATIONS : Ms A Paulsen Tel No: (053) 802 2911
 : Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmsshr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 41/183 : **PROFESSIONAL NURSE: GENERAL NURSING REF NO: NCDOH 139/2025 (X2 POSTS)**

SALARY : Grade 1: R324 384 – R376 458 per annum
 : Grade 2: R396 132 – R459 726 per annum
 : Grade 3: R476 367 - R601 638 per annum

CENTRE REQUIREMENTS : Robert Mangaliso Sobukwe Hospital
 : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing College (SANC) as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/Recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms. H Alexander Tel No: (053) 802 9111

<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the HRM Registry, 3rd Floor Admin Building or E-Mailed at rmsshr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
<u>POST 41/184</u>	:	<u>STAFF NURSE (ENROLLED NURSE) REF NO: NCDOH 140/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R220 614 - R246 798 per annum Grade 2: R262 287 – R294 513 per annum Grade 3: R306 798 – R376 455 per annum
<u>CENTRE REQUIREMENTS</u>	:	ZF Mgcawu District Qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Staff Nurse, Registration with the SANC as Staff Nurse. Experience: Grade 1: None, Grade 2: A minimum of 10 years' experience after registration with the SANC as a Staff Nurse, Grade 3: A minimum of 20 years of experience after registration with the SANC as Staff Nurse Skills Profile: Good Communication skills, Basic writing skills, Basic Interpersonal Skills, Elementary Facilitation skills, Networking skills, Problem solving skills, Knowledge Management.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans, Provide basic clinical nursing care, Effective utilisation of resources, Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. F. van Neel Tel No: (054) 337 0600 Applications must be e-mailed to nhealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.
<u>POST 41/185</u>	:	<u>DENTAL ASSISTANT REF NO: NCDOH 141/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R217 092 per annum Grade 2: R252 840 per annum
<u>CENTRE REQUIREMENTS</u>	:	Robert Mangaliso Sobukwe Hospital Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with Professional council: Registration for 2025/2026 as Dental Assistant with the HPCSA. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as a Dental Assistant. Grade 2: A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as a Dental Assistant. Inherent requirement of the job: Valid driver's licence (code B/EB). Competencies (knowledge/skills): Good communicate skills, organising abilities and to work under pressure. Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice guidelines for Primary Oral Health Care, Occupational Health and Safety Act.
<u>DUTIES</u>	:	Optimal assistance and support to the Dentist with dental treatment. Preparing and sterilizing Dental rooms, instruments and equipment. Perform administrative tasks and record statistics. Scheduling appointments and manage office communication such as phone calls and e-mails. Educating patients on dental hygiene practice, counselling and promote health care. Maintaining inventory, stock control and ordering office or dental supplies. Ensuring compliance with infection control and safety protocols. Support to supervisor and support to other Dental Clinics within the Sub-structure.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Ikram Tel No: (053) 802 2911 Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmsshr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 41/186</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 142/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R174 261 – R196 305 per annum Grade 2: R203 271 – R227 286 per annum Grade 3: R239 559 – R294 513 per annum

<u>CENTRE REQUIREMENTS</u>	:	Robert Mangaliso Sobukwe Hospital
	:	Qualification that allows registration with the SANC as Nursing Assistant Registration with SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with the SANC as a nursing assistant. Grade 3: A minimum of 20 years' experience after registration with SANC as a nursing assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. H Alexander Tel No: (053) 802 9111
	:	Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
<u>POST 41/187</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 143/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R174 261 – R196 305 per annum Grade 2: R203 271 – R227 286 per annum Grade 3: R239 559 – R294 513 per annum
<u>CENTRE REQUIREMENTS</u>	:	Kakamas Hospital and Postmasburg Hospital, ZF Mgcawu District
	:	Qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Nursing Assistant, Registration with the SANC as Nursing Assistant. Experience: Grade 1: None, Grade 2: A minimum of 10 years' experience after registration with the SANC as a nursing assistant, Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care), Provide elementary clinical nursing care, Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. F. van Neel Tel No: (054) 337 0600
	:	Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.
<u>POST 41/188</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (20 SESSIONS / WEEK) REF NO: NCDOH 144/2025 (X2 POSTS)</u> (12 Months Contract Appointment)
<u>SALARY</u>	:	Grade 1: R420 per hour Grade 2: R488 per hour Grade 3: R853 per hour
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Hospital (12 Months contract)
	:	An M-degree in Clinical Psychology. Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Sound understanding of the Criminal Procedure Act. Basic Computer skills in MS Word, Excel, Outlook. Grade 1: less than 8 years experience as a Clinical Psychologist), Grade 2: At least 8 years, but less than 16 years as a Clinical Psychologist), Grade 3: 16 years and more experience as a Clinical Psychologist.
<u>DUTIES</u>	:	Provide Forensic Psychology services at NCMHH (incl. 30 Days Observation assessments and State Patient Care). Clinical and psychometric assessments as applicable. Assessment of 30 Days Observation cases. Assessment of accountability and ability to stand trial. Participation and presentation at MDT Forensic Case Conferences. Case formulation and Court preparation for expert witnessing when subpoenaed. Visits to relevant service provision sites (e.g. courts, DCS). Report writing. Perform clinical assessments and clinical psychology interventions of Northern Cape Mental Health Hospital (NCMHH)

ENQUIRIES
APPLICATIONS

service user's. Provide a broad spectrum of clinical and psychometric assessments as required by specific needs (e.g. Child and adolescent assessments). Participate in Departmental (Psychology) professional development (psychology presentations). CPD Activities.

: Dr. AJ Malgas Tel No: 053 802 3618

: Please note applications can be hand delivered at the front reception of Northern Cape Department of Health, James Exum Building, 144 Dutoitspan Road, Kimberley or E-Mailed to nhealthhr@ncpg.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 December 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 41/189** : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: CAS 41/2025**
- SALARY** : R228 321 - R268 950 per annum (Level 05)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Treasury Regulations; Basic Accounting System (BAS). Skills needed: Written and verbal communication; Proven computer literacy; Planning and Organising; Ability to work independently and as part of a team.
- DUTIES** : Compile and coordinate monthly cashflows inputs; Capturing of virements/shifting of funds; Draw BAS reports to update monthly cashflows and personnel audits; Assist in the preparation of monthly finance focus meetings.
- ENQUIRIES** : Ms Y Danileyo Tel No: (021) 483 9553

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 December 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 41/190** : **DEPUTY DIRECTOR: OIL GAS AND MARITIME SECTOR REF NO: DEDAT 03/2025 R1**
- SALARY** : R896 436 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics or Logistics; A minimum of 3 years management experience. Competencies: Knowledge of the following: HRM processes; Labour relations; Financial management; Project management; Public Service procedures;

- Applicable policies and procedures; Relationship management; Skills needed: Applied Strategic Thinking; Creative Thinking; Decision Making; Computer Literacy; Problem-solving; Service Delivery Innovation; Impact & Influence, networking; Organisation and Effectiveness; Self-management; Team membership; Communication (written and verbal).
- DUTIES** : To develop operational Oil, Gas and Maritime sector programmes derived from the strategic framework for Trade and Sector Development (TSD); Maintain networks with key stakeholders and ensure horizontal and vertical alignment with the sector; Support and implement the market growth and promotion of the sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Co-develop and support programmes to improve sector competitiveness and development; To act as a project manager for the various Oil, Gas and Maritime programmes being designed and developed through national and provincial; Human Resource Management; Financial Management.
- ENQUIRIES** : Ms I Van Schalkwyk Tel No: (021) 483 9494

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 December 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 41/191** : **CONTROL ENVIRONMENTAL OFFICER: CLIMATE CHANGE (ADAPTATION) REF NO: EADP 22/2025**
- SALARY CENTRE** : Grade A: R612 480 per annum, (OSD as prescribed)
Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Social, Natural, Physical, Environmental Sciences or relevant Engineering qualification; A minimum of 6 years relevant post-qualification experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: The development and/or the implementation of climate change adaptation related policies, legislation, strategies, action plans, guidelines and environmental norms and standards; Mainstreaming and capacity building climate change programmes across multiple sectors; Development and rollout of financing and funding models. Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.
- DUTIES** : Contribute to the review and update of the Western Cape Climate Change Response Strategy and Implementation Plan and monitor, assess, drive and report on climate change response implementation in the Western Cape; Guide, coordinate and position adaptation response actions through mainstreaming the Western Cape Climate Change Response Strategy and implementation plan across provincial sectors and into local provincial level initiatives, policies, strategies and plans where applicable as well as associated monitoring, evaluation and reporting; Develop, drive and support the implementation of a climate change adaptation pathway for the province that is aligned with the Western Cape Climate Change Response Strategy and that is pro-poor, inclusive and just; Conduct research as required such as climate change adaptation strategies, risk and vulnerability assessments, monitoring and evaluation, climate budget tagging, etc; Undertake presentations, capacity

building sessions and workshops on climate change to local government, business, civil society and other stakeholders; Coordinate and participate in international climate change adaptation platforms and compile adaptation focused climate change funding applications, particularly large international funding opportunities; Project, Human Resources and Financial Management.

ENQUIRIES : Ms G Isaacs Tel No: (021) 483 2775

DEPARTMENT OF HEALTH AND WELLNESS

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 41/192 : **DEPUTY DIRECTOR: MEDICAL SUPPORT (MENTAL HEALTH)**
Chief Directorate: Metro Health Services

SALARY : R1 059 105 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Office of the CD, Directorate: Specialised Hospitals
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year National Diploma / Degree or equivalent in Health Sciences registrable with a South African Statutory Health Professions Councils. Experience: Appropriate work experience with regards to mental health and rehabilitation, related to aspects in hospital and health service environment. Inherent requirements of the job: Must be open-minded and able to accommodate diverse views, and be innovative, creative and a lateral thinker. Able to respond decisively and appropriately to rapidly changing situations. Valid Driver's Licence. Competencies (knowledge/skills): Knowledge of the Quality Assurance Framework and the related internal and external policies Statistical and analytical skills. Appropriate knowledge and skills related to mental health, rehabilitation. Ability to identify, successfully initiate and develop new health projects. Change-management skills. Computer skills. Sound knowledge of the Mental Health Care Act, 2002 [Act 17 of 2002], and the mental health care package, policies and the ethos of community-based mental health care. Sound knowledge of mental health and rehabilitation and understanding of the health-care management systems including patient management systems, referral systems and Emergency Psychiatric Services.

DUTIES : Support the director with leadership and corporate governance of Specialised Hospitals, rehabilitation and disability (including intellectual disability) processes, including oral health. Support and ensure oversight of Quality, risk management, OHS and IPC in Specialised Hospitals. Ensure the provision of clinical governance implementation support to Specialised Hospitals. External and Internal stakeholder engagement.

ENQUIRIES : Ms C Dean Tel No: (021)833-9482
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 21 November 2025

POST 41/193 : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs).

<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
<u>DUTIES</u>	:	Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
<u>ENQUIRIES</u>	:	Dr K Klusmann Tel No: (023) 348-6472 / Ms N Johaar (secretary) Tel No: (023) 348-1435
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	21 November 2025
<u>POST 41/194</u>	:	<u>DEPUTY DIRECTOR: HR AND FACILITY MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R896 436 per annum, (A portion of the package can be structured to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha District Hospital, Khayelitsha Eastern Sub Structure
	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Human Resource Management and Facility Management. Management and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to lead, innovate and drive change. Ability to work in a team and meet deadlines. Ability to analyse and use data for problem-solving and decision-making. Excellent knowledge and skills of HR policies, procedure and practice pertaining to Human Resource Management, Human Resource Development and Labour Relations. Computer literacy in MS Office.
<u>DUTIES</u>	:	Ensure effective and efficient management of all aspects of Human Resource Management, including Labour Relations and Human Resource Development. Strategic, operational and financial management of all Support Services including waste management, linen, transport, porters, telecommunications,

residence, food services and contracted services. Strategic, operational and financial management of technical services, including maintenance and health technology. Provide strategic management and leadership, as member of Khayelitsha Hospital senior management team.

ENQUIRIES APPLICATIONS : Mr JA Kruger Tel No: (021) 360-4623
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 21 November 2025

POST 41/195 : **PHARMACIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R848 862 per annum
Grade 2: R917 634 per annum
Grade 3: R1 001 349 183 per annum
(A portion of the package can be structured to the individual's personal needs).

CENTRE REQUIREMENTS : Khayelitsha CHC, Khayelitsha/Eastern Sub-structure
: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the Professions Council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to perform relief duties at pharmacies in the sub-structure. Valid driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy. Familiar with Primary Health Care Environment, Antimicrobial Stewardship & Differentiated models of Care.

DUTIES : Support with the efficient and cost-effective functioning of pharmaceutical service in all Khayelitsha Sub District PHC sites including adherence to statutory requirements and policies. Support to ensure provision of safe and cost-effective pharmaceutical care to patients. Support and accept co - responsibility for pharmaceutical supply management in Khayelitsha clinics by ensuring safe and reliable procurement, storage, control, distribution and discarding of pharmaceuticals. Support the pharmaceutical budget and expenditure to ensure compliance with financial prescripts. Support with monitoring of Human Resources and supervising of Pharmacists Assistants to ensure optimum productivity and people development.

ENQUIRIES APPLICATIONS : Ms A Sigcau Tel No: (021) 360-5200
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of

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

- CLOSING DATE** : 21 November 2025
- POST 41/196** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS SERVICES: ANTENATAL HIGH-RISK CLINIC)**
- SALARY** : Grade 1: R693 096 per annum
Grade 2: R789 861 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
- DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. Participative management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms V Dubase Tel No: (021) 938-4000
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
- CLOSING DATE** : 21 November 2025
- POST 41/197** : **CLINICAL PROGRAMME COORDINATOR (CBS & FBS) (COMPREHENSIVE HEALTH SERVICES)**
West Coast District Office
- SALARY** : R549 192 per annum
- CENTRE** : West Coast District Office, Malmesbury
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse in Community nursing Science, Psychiatry and Midwife. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with the Professions Council: Registration with the SANC as Professional Nurse in Community nursing Science, Psychiatry and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of

the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when required and travel in the district or province as may be required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (i.e. MS Word, PowerPoint and Excel) and good report writing. Ability to work on health information systems, ie Sinjani, SPV, SharePoint.

DUTIES : Overall planning, coordination, policy implementation and services monitoring of mental health, chronic diseases of lifestyle, rehabilitation services, palliative care, maternal health as part of the late-life course approach. Provide oversight, supervision and support to health facilities regarding quality assurance policies and procedures. Support to community outreaches and specific projects with NPOs and health facilities to improve health outcomes. Monitoring and evaluation of integrated health services performance linked to specific data elements, indicators in the district health and annual performance plans. Interface management with all stakeholders, internal and external structures to enhance implementation of COPC principles and wellness.

ENQUIRIES : Ms A Kogana Tel No: (022) 814-0348/9
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 November 2025

POST 41/198 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R491 256 per annum
 Grade 2: R575 250 per annum
 Grade 3: R676 716 per annum

CENTRE : Khayelitsha CHC, Khayelitsha/Eastern Sub-structure
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with the Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to work overtime. Willingness to conduct outreaches to local clinics, community day/health centres and communities. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, ante-natal Doppler paediatric, gynaecology- and abdominal-ultrasound studies. Completion of supplementary courses on diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the focus on Obstetrics and Gynaecology (OSG) imaging in Khayelitsha CHC. General care of patients as part of a multi-disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Actively take part in CPD- program, as a learner as well as In-service training.

ENQUIRIES : Dr S Mokitimi Tel No: (021) 360-4703
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written practical test and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	21 November 2025
<u>POST 41/199</u>	:	<u>EMS COURSE COORDINATOR GRADE 2 TO 4</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 2: R480 108 per annum Grade 3: R562 119 per annum Grade 4: R624 288 per annum
<u>CENTRE REQUIREMENTS</u>	:	College of Emergency Care, Emergency Medical Services Minimum educational qualification: Grade 2: Successful completion of the ECT programme that allows for registration with the HPCSA as ECT. Grade 3: Successful completion of the Critical Care Assistant (CCA) course or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 4: Successful completion of the B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with the professional council: Grade 2: Registration with the Health Professions Council of South Africa (HPCSA) as ECT. Grade 3: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. Grade 4: Registration with the Health Professions Council of South Africa (HPCSA) as ECP. Experience: Grade 2: 3 years after registration with HPCSA as ECT. Grade 3: 3 years after registration with HPCSA as a Paramedic. Grade 4: 3 years after registration with HPCSA as an ECP. Inherent requirements of the job: Valid code C1 or code B driver's license. Valid professional driver's permit (PrDP). Physically and mentally fit to perform the duties required. Competencies (knowledge/skills): Proficient in computer literacy. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to teach, assess and moderate across all College Programmes. Ability to work in a team in Higher Education. Supervise and mentor lecturers and students.
<u>DUTIES</u>	:	Provide effective and efficient teaching on NQF 5,6 and 8 EMC or allied health programmes. Ensure Adherence to the College, HPCSA, CHE and DHET accreditation process and policies. Perform front-line vehicle duties with students and other clinical duties. Provide teaching assistance with other Clinical training programmes where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr K Moodley Tel No: (021) 938-6220 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment. -Successful candidates are expected to obtain a Code C1 driver's license within six months after appointment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status.
<u>CLOSING DATE</u>	:	21 November 2025

<u>POST 41/200</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: SPINAL WARD C)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Rehabilitation Centre Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A Post basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science: Critical care Nursing: General. Registration with the Professions Council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Critical care Nursing: General after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving report writing, liaison and facilitation skills. Basic computer skills in MS package. Ability to lift and turn patients. Ability to think and function independently and to work in a multidisciplinary team.
<u>DUTIES</u>	:	Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Brenton Tel No: (021) 370-2313 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	21 November 2025
<u>POST 41/201</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE AND CSSD)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Stellenbosch Hospital Minimum educational qualification: Basic R425 qualification (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with the Professions Council: Registration with SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years

appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to be on call after hours for theatre. Willingness to assist with shifts and after-hour hospital cover including weekends, public holidays, night duty relief and overtime based on operational needs. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of the Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : Provide optimal, holistic, specialized Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Operating Theatre. Utilize human, material and physical resources efficiently and effectively. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, hospital protocols, procedures and policies. Provision of effective support to the Nursing Manager and maintaining professional growth and self-development.

ENQUIRIES : Ms C Pekeur Tel No: (021) 808-6103

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing. The pool of applications will be considered for vacancies within Stellenbosch Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 21 November 2025

POST 41/202 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MATERNITY)**
Cape Winelands Health District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwife and Neonatal Nursing Science. Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Advanced Midwife and Neonatology Nursing Science, after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Computer literacy (MS Word, Excel, Power point and Outlook). Implement skills to plan

and organize the service by problem solving and decision making. Leadership towards the realization of strategic goals and objectives in the Obstetrics Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).

DUTIES : Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personnel as Professional Nurse in the Obstetric department Utilize human, material and physical resources efficiently and effectively. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practicing within the legislation, regulations and protocols applicable to public service.

ENQUIRIES : Ms R de Silva Tel No: (021) 808-6103

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

NOTE : No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatology nursing science with the South African Nursing Council. "The pool of applications will be considered for vacancies within Stellenbosch Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 21 November 2025

POST 41/203 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Plettenberg Bay Clinic, Knysna/Bitou Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care (R 48) accredited with the SANC. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Good communication skills verbal and written).

DUTIES : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Assist with the management of Human Resources, Finance, SCM, Strategy and

Health support and infrastructure and equipment management under supervision.

ENQUIRIES APPLICATIONS : Ms PM Peters Tel No: (044) 302-8400
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 21 November 2025

POST 41/204 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
 Garden Route District

SALARY : Grade 1: R476 367 per annum
 : Grade 2: R583 989 per annum

CENTRE REQUIREMENTS : PHC Support and Outreach; Knysna Sub-district
 : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with the professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid driver's licence and willingness to travel within the Sub District. Willingness to work overtime when necessary. Competencies (knowledge/skills): Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the Knysna/Bitou Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

ENQUIRIES APPLICATIONS : Ms PM Peters Tel No: (044) 302 - 8400
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: in Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool

of applications will be considered for vacancies within the Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- CLOSING DATE** : 21 November 2025
- POST 41/205** : **SENIOR ADMINISTRATIVE OFFICER: REVENUE (INCOME)**
Chief Directorate: Metro Health Services
- SALARY** : R397 116 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate patient fees/revenue experience in a health environment. Appropriate Clinicom experience. Appropriate Accounts Receivable (AR) experience. Appropriate BAS experience. Appropriate supervisory experience. Inherent requirement of the job: Valid drivers' licence. Competencies (knowledge/skills): Computer skills in MS Office package. Appropriate knowledge of revenue, debtor accounts and banking, cash management, understanding hospital fees, policies and procedures, medical scheme Act 131 of 1998, handling of state money, PFMA of 1999, hospital information systems (e.g. Clinicom, AR, JAC, BI etc). Good interpersonal skills and the ability to act independently, objectively, and confidently, work under pressure and adhere to deadlines.
- DUTIES** : Responsible to supervise fees/revenue and cashier components. Responsible to supervise OPD reception and medical records sections. Responsible for the monitoring and controlling debtor accounts, medical aid schemes, debtor instalment, debt collection and handling of provincial government moneys. Implement and/evaluate workflow in line with policies, protocols and procedures. Adhere to weekly/monthly reporting. Patient liaison management (i.e. manage requests for medical reports, receiving payments timeously, facilitating requests between the hospital and the requestors). Render support to Management and the rest of the hospital and supply ad-hoc reports when requested.
- ENQUIRIES** : Ms E van der Westhuizen Tel No: (021) 833-9445
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 21 November 2025
- POST 41/206** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**
Directorate: Supply Chain Sourcing
- SALARY** : R397 116 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Degree/Diploma. Experience: Appropriate experience and understanding of procuring consumables, services and equipment. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Good organisational skills. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication. Knowledge of the PFMA, National Treasury Regulations and Preferential Procurement Regulations.
- DUTIES** : End-to-end management of the sourcing process. Integrated demand, acquisition and contract management service of clinical goods and services commodities. Supplier relationship and performance management. Internal and external stakeholder management. Delivery of optimal commercial benefits to the Department. Relevant reporting as per Legislation.
- ENQUIRIES** : Mr J September Tel No: (021) 834-9020 or email, Jeremy.September@westerncape.gov.za

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 November 2025
<u>POST 41/207</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council of Social Service Professions as a Social Worker. Registration with the Professions Council: Registration with the South African Council for Social Service Professions as a Social Worker. Experience: Grade 1: No experience. Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirements of the job: Valid driver's license (Code B/EB) and reliable transport to work. Willingness to be available after hours for emergencies. Competencies (knowledge/skills): Knowledge of social work theory, with a demonstrable practical approach to client care, problem solving and knowledge of relevant legislation, policy and public health referral pathways. Inclusive style with transversal approach focused on comprehensive service delivery, willingness to work as part of a Multi-disciplinary Team, including involvement with the Thuthuzela Sexual Assault Survivors Centre. Good leadership and communication skills, team player, conflict resolution skills with strong administrative, organisational, analytical skills & report writing skills. Computer literacy with competence in Microsoft Word, Excel and PowerPoint.
<u>DUTIES</u>	:	Clinical Service Delivery: with provision of a comprehensive social work service for adult & paediatric patients including consultation, family meetings and MDT rounds. Clinical & Administrative Governance: with evidence-based practice, utilisation of data to improve services and effective management of resources. Teaching, training & research: Teaching & training of students and junior colleagues as well as participation in the hospital academic program and research opportunities. Systems management and participation within the Metro East "ecosystem": Partnerships with relevant internal and external stakeholders, including fostering of good relationships with NGO's and other branches of public health / government.
<u>ENQUIRIES</u>	:	Dr S Le Roux Tel No: (021) 918-1990
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	21 November 2025

POST 41/208 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (PATIENT ADMINISTRATION)**
Chief Directorate: Rural Health Services

SALARY : R325 101 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge in Patient Administration/ debt management and/or hospital accounting environment, medical records, and of Hospital Chapter 18 and UPFS. Appropriate practical experience in Clinicom, JAC, and the Accounts Receivable System in a Patient Administration environment. Appropriate supervisory experience. Competencies (knowledge/skills): Computer literacy (Microsoft Office, Word, Excel Clinicom, JAC and Accounts Receivable) in terms of collating, interpreting and inserting data into a spreadsheet. Ability to plan, organize and prioritize responsibilities with analytical reasoning. Knowledge of Patient Administration related policies, procedures and practices. Ability to maintain a filing system. Ability to work under pressure. Conversant with Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18 and the Hospital Information System (Accounts Receivable System, Clinicom, JAC). Excellent interpersonal skills addressing diverse cultures and the ability to work in a team. Conflict resolution skills. Good Management and Labour Relations skills.

DUTIES : Manage Patient Administration including que marshalling and interdepartmental liason regarding patient flow and enquiries. Manage Human Resources in Patient Administration including Labour Relations, Financial Management, PERMIS, training and development of staff, duty rosters. Deliver a professional service. Ensure accurate classification of all patients/debtors to be audit compliant. Management of all administration functions pertaining to attendances, admissions and handling of receipts on Clinicom. Manage financial transactions (Cash Collection, Handover Certificates and Collectors Reports).

ENQUIRIES : Ms L Kombrink Tel No: (044) 802-4332
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.

CLOSING DATE : 21 November 2025

POST 41/209 : **PROFESSIONAL NURSE GRADE 1 TO 3 (NURSING GENERAL) (X2 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Stellenbosch Hospital, Male Ward and Female/Children Ward), Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays, weekends and rotate and assist in other wards. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills.

DUTIES : Provision of quality basic nursing patient centered care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set

standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES APPLICATIONS : Ms RZ De Silva Tel No: (021) 808-6153
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 21 November 2025

POST 41/210 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: VARIOUS WARDS) (X18 POSTS)**

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to other departments if required. Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently.

ENQUIRIES APPLICATIONS : Ms V Dubase Tel No: (021) 938-4000
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates may be subjected to a compulsory competency test.

CLOSING DATE : 21 November 2025

POST 41/211 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE) (X5 POSTS) MITCHELL'S PLAIN CHC - MOU, GUGULETHU CHC-MOU, HANOVER PARK CHC – HIV/AIDS, GUGULETHU CHC – PHC**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Mitchell's Plain CHC - MOU (X1 Post)
Gugulethu CHC - MOU (X2 Posts)
Crossroads CDC (X1 Post)
Hanover Park CHC – HIV/AIDS (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, night shift and overtime when requested. Willingness to support another facility by working there when required. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving and decision-making. Report writing skills. Health promotion and team building. Good interpersonal skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Ms S Patel-Abrahams Tel No: (021) 370-5008

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

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

CLOSING DATE : 21 November 2025

POST 41/212 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FEMALE/CHILD WARD)**
Garden Route District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade**

		<p>2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays, night shifts and overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Self- discipline and motivation. The ability to function independently under pressure. Knowledge of Nursing Practice, Infection Prevention Control, control measures and practices. Basic skills in MS Word. Excellent communication skills (both written and verbal).</p>
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms S Nicholas Tel No: (044) 302 - 8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	21 November 2025
<u>POST 41/213</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Zoar Amalien Steyn CC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willingness to work overtime when needed. Competencies (knowledge/skills): Planning and organisational skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks according to Ideal Clinic standards. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training

		programmes and research activities. Maintain workplace disciplinary of subordinates.
<u>ENQUIRIES</u>	:	Ms S Labuschagne Tel No: (028) 551 1010
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	21 November 2025
<u>POST 41/214</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Murraysburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms FK Fass Tel No: (049) 844 - 0021
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions,

inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 21 November 2025

POST 41/215 : **PERSONNEL OFFICER (EMPLOYEE BENEFITS)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R228 321 per annum
Northern/Tygerberg Sub-Structure Office
Minimum educational qualification: Senior Certificate (or Equivalent).
Experience: Appropriate experience of PERSAL and relevant functions. Appropriate experience of Salary systems and Personnel management. Inherent requirements of the job: Willingness to work after hours. Competencies (knowledge/skills): Knowledge of PERSAL. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook. Knowledge of the People Management prescripts and Regulations and basic understanding of Human Resource Management. Good interpersonal and organizational skills and the ability to function under pressure and meet deadlines.

DUTIES : Responsible for all Human Resource related functions within the HR Department. Handle appointments, service terminations, salary administration, PILIR, WCA AND general service conditions, audit of leave and personnel files, debt management, commuted overtime, pension administration, housing, transfers and MMS structuring. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal) and maintain registers and filing system. Effective support to supervisors, management and members of the public with regards to Human Resource and Personnel matters. Responsible for Audit reports (COT) overtime, housing, rental, leave and RWOEE) and feedback to supervisor pertaining Audit finds.

ENQUIRIES APPLICATIONS : Ms. D Martin Tel No: (021) 815-8573
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 21 November 2025

POST 41/216 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R228 321 per annum
Greenpoint CDC
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate practical experience in Information Management environment. Competencies (knowledge/skills): Understanding the Ditcom process and Information Technology. Knowledge and experience in departmental systems, SINJANI; PHCIS, Clinicom, Ideal Clinic. Computer literacy (MS Word, Excel, PowerPoint). Training Skills. Ability to accept accountability and responsibility to work independently and unsupervised.

DUTIES : Perform administrative role as a member of the information management team and participation in health information co-ordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and preparing and data reports for meetings. Capture data on the respective systems and have knowledge and experience in effective patient folder management. Local supervision of the PHCIS 4, Ideal clinic database, computer hardware, software issues and IT related queries. Support to Facility Manager and administrative relief duties.

ENQUIRIES APPLICATIONS : Ms L Appolis Tel No: (021) 202-0933
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Southern Western Sub-structure, for a period of three months from the date of the advert, provided that

the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.”

- CLOSING DATE** : 21 November 2025
- POST 41/217** : **ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMINISTRATION)**
Cape Winelands Health District
- SALARY** : R228 321 per annum
CENTRE : Montagu Hospital, Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Patient Administration and/or Hospital Fees environment & HIS system. Inherent requirements of the job: Ability to climb 3-step ladders. Willingness to work 12-hour day/night shifts & weekends. Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer literacy (MS Windows, Word, Excel and Access). Perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems and billing related transactions for Subsidized Patients & Externally Funded Patients. Knowledge of patient ICD 10 coding & HIS system. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform Patient Fee Schedule (UPFS), Finance Instructions & Medical Records policies. Excellent communication skills (verbal and written).
- DUTIES** : Assist with Hospital Fees, Patient Administration and Medical Records Division, Effective and Efficient management of Billing and Administration of Debtor accounts, Correct Patient details recording on HIS systems and in folders, Perform Cashier duties, reconciliations & handovers as per financial instructions, Regular archiving of patient folders as per prescripts, Reporting and compilation of MVAs & IODs patient folders.
- ENQUIRIES** : Mr A Williams Tel No: (023) 614-8104
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Montagu Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 21 November 2025
- POST 41/218** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
Chief Directorate: Rural Health Services
- SALARY** : R228 321 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System. Appropriate experience in Supply Chain Management. Appropriate experience in Asset Management, Disposal management & Stocktaking. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer System, SCM delegation, PFMA, PTI and NTR. Applied knowledge of Western Cape Supplier Database & Centralized Supplier Database. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of LOGIS procurement system.
- DUTIES** : Acquisition, Receive and issue assets and to end-users. Advertising of quotations according to the Procurement Plan. Preparing of orders and follow-ups. Management of Assets: Disposal process, movements, asset verification and compliance. Sub-system controller – assist System controller with all LOGIS system related tasks & enquiries. Handle queries in all aspects within the Supply Chain Management Department and provide effective support service to supervisor.
- ENQUIRIES** : Ms XM Sonandi Tel No: (044) 802-4507
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

- NOTE** : No payment of any kind is required is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 21 November 2025
- POST 41/219** : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Rural Health Services
- SALARY** : R228 321 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate clerical experience in an acute Hospital environment. Inherent requirements of the job: Willingness to work flexitime/shifts. Relieve other ward clerks. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, PowerPoint). Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Knowledge of LOGIS. Knowledge of Clinicom. Knowledge of HealthNet.
- DUTIES** : The provision of an administrative system to manage the activities of the operational nursing unit. Providing operational support to the nursing unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS & other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments.
- ENQUIRIES** : Ms CK Korthom Tel No: (044) 802-4644 / 4537
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. The pool of applicants will be considered for vacancies within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 21 November 2025
- POST 41/220** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Scottsdale Community Day Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management and appropriate Health Related Information Systems. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of data, capturing, scanning, preparation and creating graphs. Good interpersonal, communication and organization skills. Computer Literacy skills in (MS Word, Excel, Power point, Outlook and Teams). Ability to work under pressure, independently and in a team.
- DUTIES** : Data management – scanning/collation, capturing and submission to the next level. Assist with data quality monitoring, maintenance, and resolution – validation, verification, and data trend analysis. Perform an office administration role - i.e., minute taking, filing, copies and logistical arrangements & assist with preparing presentations and reports. Provide general support to all Information Management and HAST clerks at facility level and assist with IM training. Assist with internal and external objective audits. Assist with ICT requests.
- ENQUIRIES** : Ms AJ Mullins Tel No: (021) 810-8101
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required is required when applying for this post. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary

level are the same as those of the advertised post. Shortlisted Candidates will be subjected to a practical/written and oral assessment.
21 November 2025

CLOSING DATE

POST 41/221

ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)
Cape Winelands Health District

SALARY CENTRE REQUIREMENTS

R228 321 per annum
Ceres Hospital, Witzenburg Sub-district
Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Personnel administration. Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines.

DUTIES

Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters including Recruitment and Selection processes. Assist with all other administrative functions in the personnel component. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and leave files. Variety of clerical duties including filing. Responsible for capturing transaction on PERSAL.

ENQUIRIES APPLICATIONS

Mr WJ Owen Tel No: (023) 316-9601
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

CLOSING DATE

21 November 2025

POST 41/222

ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PERSONNEL ADMINISTRATION: PILIR OFFICE)

SALARY CENTRE REQUIREMENTS

R228 321 per annum
Tygerberg Hospital, Parow Valley
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience regarding the PERSAL salary system. Appropriate experience regarding the PILIR process and administration and temporary incapacity leave. Competencies (knowledge/skills): Good written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint). Knowledge of Human Resource Management and the PILIR process. Knowledge of HR policies, prescripts and legislation. Knowledge and experience of PERSAL and their relevant functions.

DUTIES

Receive, check and capture all sick leave applications. Handle telephone and walk-in enquiries. Hand out and receive all PILIR applications. Process and capture long and short PILIR applications. Send PILIR applications to the Health Risk Manager. Make print outs and check / compare with Z1's on staff files. Check to see if Medical certificates are correctly completed. Capture incapacity leave and ill-health retirement on Excel database. Send PILIR documents for provisional approval to Head of Department. Willingness to rotate between departments (Housing, IOD & Pensions) and perform general HR duties. Filing of all documents on a weekly basis. Ad hoc tasks as requested by Supervisors.

ENQUIRIES APPLICATIONS

Mr J Theunissen Tel No: (021) 938-5022
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

CLOSING DATE

21 November 2025

- POST 41/223** : **ADMINISTRATION CLERK: SUPPORT**
- SALARY** : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy. -Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. -Strong sense of confidentiality.
- DUTIES** : Accurate patient assessments, capturing of admissions, attendance, transfers and discharge/disposal of patients as per PGWC hospital fees policies. - Capturing of ICD10 coding and debit charge entries to Invoices as per UPFS and PGWC billing procedures. Ensure folder control and management thereof. Booking of patient transport on Healthnet, covering for colleagues and undertaking various other clerical duties as and when required within the patient admin department.
- ENQUIRIES** : Ms A Swartz Tel No: (021) 404-3478
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 21 November 2025
- POST 41/224** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
- SALARY** : R228 321 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with extensive experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate stores experience. Inherent requirements of the job: Willingness to rotate within Supply Chain Management Section. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems. Knowledge of Inventory and Warehouse Management. Computer literate (i.e. MS Excel and Word). Good interpersonal and communication skills. Knowledge and practical experience of a warehousing/logistics system. Good communication skills (written and verbal).
- DUTIES** : Perform tasks related to stores such as receiving of inventory, issuing and follow –up with suppliers. Effectively and efficiently perform all warehouse processes to comply with Standard Operating Procedures. Capturing various documentation on the Inventory/Supply Chain System and filing of documents. Ensure compliance with all relevant prescripts relating to Supply Chain Management and Stores. Handle telephonic and written queries from Suppliers and End Users. Safeguard and manage stock holding in various stores, identify slow moving stock items and report to Supervisor. Provide effective support to supervisor.
- ENQUIRIES** : Mr BR Scholtz Tel No: (021) 938-4631 / Mr LF Campher Tel No: (021) 938-5546
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
- CLOSING DATE** : 21 November 2025
- POST 41/225** : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Mitchell's Plain Community Health Centre (X1 Post)
Crossroads Community Day Centre (X1 Post)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration/ Admissions. Appropriate Client Care experience. Inherent requirements of the job: Prepared to work long hours (which may include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.
<u>DUTIES</u>	:	Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening of folders. Cash Management. Effective and efficient handling of patient documentation. Perform relief duties within the facility as needed. Effective and efficient handling of enquiries.
<u>ENQUIRIES</u>	:	Mr N Meyer Tel No: (021) 684-1418
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	21 November 2025
<u>POST 41/226</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Alan Blyth Hospital, Kannaland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Professions Council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self-discipline and motivation. Computer literate in Microsoft office programs (Excel and Word). Ability to work in a team across the service platforms.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Take actions to improve quality of nursing care. Participate in infection prevention and control. Reporting on Patient Safety and adverse incidents. Effective recordkeeping. Support to supervisor and colleagues by team participation.
<u>ENQUIRIES</u>	:	Ms A Laubscher Tel No: (028) 551-1010
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	21 November 2025

<u>POST 41/227</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Gouda Clinic Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Professions Council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to support when necessary and to work at other clinics in the Sub-district as well as on mobile clinic. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Williams Tel No: (021) 862-4520 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Drakenstein Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	21 November 2025
<u>POST 41/228</u>	:	<u>DENTAL ASSISTANT GRADE 1 TO 2</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R217 092 per annum Grade 2: R252 840 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wellington CDC, Drakenstein Sub-district Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with the Professions Council: Registration as Dental Assistant with the HPCSA 2025/2026. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Grade 2: A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirements of the job: -Willingness to work overtime. Competencies (knowledge/skills): Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice Guidelines for Primary Oral Health Care, Occupational Health & Safety Act. Ability to communicate in two of the three official languages of the Western Cape. Computer literacy.

DUTIES : Clinical Assistance: Optimal assistance with dental treatment at Oral Health facilities. Administration Functions: Efficient and effective management of clinic, statistics and stock. Making appointments for patients and liaising with schools. Keep accurate filing and patient record up to date. Ensuring quality of care.

ENQUIRIES : Dr MM Scheffers Tel No: (021) 864-9700
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 21 November 2025

POST 41/229 : **ARTISAN ASSISTANT (ELECTRICAL)**
Directorate: Engineering and Technical Services

SALARY : R193 359 per annum
CENTRE : Head Office, Cape Town, (Bellville Mobile Workshop)
REQUIREMENTS : Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B) driver's licence. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts.

DUTIES : Perform standby duties. Carry out minor maintenance and repairs of electrical fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.

ENQUIRIES : Mr G Willemse Tel No: (021) 918-1894
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 21 November 2025

POST 41/230 : **NURSING ASSISTANT GRADE 1 TO 3 (MIXED SURGERY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

- DUTIES** : Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms MA Van Der Linde Tel No: (044) 802-4461
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 21 November 2025
- POST 41/231** : **NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
- CENTRE** : MOU Michael Mapongwana CDC and Trauma Khayelitsha CHC, Khayelitsha/Eastern Sub-structure
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None after registration with SANC as a Nursing Assistant. **Grade 2:** A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Registration with the Professions Council: Registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Ability to work under pressure. Willingness to rotate to other facilities within the Khayelitsha Eastern Sub Structure based on operational needs. Competencies (knowledge/skills): Ability to work in the multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
- DUTIES** : Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
- ENQUIRIES APPLICATIONS** : Ms. K Jacobs Tel No: (021) 363-2814
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applications will be considered for vacancies within Khayelitsha Eastern Sub Structure, for a period of three months from the date of the advert, provided

that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 21 November 2025

POST 41/232 : **TRADESMAN AID (ELECTRICAL)**
Directorate: Engineering and Technical Support Services

SALARY : R163 680 per annum
CENTRE : Head Office, Cape Town, (Bellville Mobile Workshop)
REQUIREMENTS : Minimum requirement: Grade 10 (or equivalent). Experience: Appropriate experience within the electrical field within a workshop environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Ability to communicate effectively, both (verbal and written).

DUTIES : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hours' repairs). Assist with the installation of plant equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.

ENQUIRIES : Mr G Willemse Tel No: (021) 918-1894
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 21 November 2025

POST 41/233 : **CLEANER**
West Coast District

SALARY : R138 486 per annum
CENTRE : Matzikama PHC Support & Outreach (stationed at Klawer Clinic)
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate working experience in cleaning services in a health-related environment. Inherent requirements of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Good interpersonal relationships. Knowledge of correct methods of handling and disposal of refuse and waste products and adherence to cleaning practices.

DUTIES : Hygienic and clean environment. Effective management of domestic responsibilities. Control and supervision of linen. Utilization and maintenance of consumables. Rendering of support to supervisor. Waste management.

ENQUIRIES : Ms AJ Meyer Tel No: (027) 216-1216
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 21 November 2025

POST 41/234 : **PORTER (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate Porter/mortuary experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and Public Holidays. Willingness to handle corpses (deceased bodies). Willingness to work overtime when required. Must be of sober habits, physically fit to lift oxygen/patients/corpses from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Willingness to cover shifts in absence of colleagues. Prepared to work in all departments /wards in hospital and Heideveld EC Hub. Competencies (knowledge/skills): Good interpersonal and

- communication skills. Knowledge of safe infection prevention methods. Ability to work under pressure, unsupervised, and in a team context.
- DUTIES** : Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/Oxygen bank/treatment areas and assist with shifting of medical equipment to and from rooms. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. -Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in the mortuary which include mortuary registers. Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and assist with loading of patients in/out of ambulances/vehicles. -Responsible for the cleanliness of trolleys, wheelchairs, and working areas and report any defects to trolleys/wheelchairs to the supervisor and reply to requests from wards/clinics.
- ENQUIRIES** : Mr M Pedro Tel No: (021) 377-4327
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates may be subjected to a competency test
- CLOSING DATE** : 21 November 2025
- POST 41/235** : **PORTER**
West Coast District
- SALARY** : R138 486 per annum
- CENTRE** : Vredendal Hospital, Matzikama Sub-district
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends, overtime and public holidays. The ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Prepared to handle corpses and be in good health. Competencies (knowledge/skills): Basic knowledge of Infection Prevention Control procedure. Good interpersonal and communication skills. Willingness to work in a team.
- DUTIES** : To transport patients to and from departments, including mortuary services as well as deliver and collecting medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Render support services to clinical staff, colleagues and supervisor.
- ENQUIRIES** : Mr D Snell Tel No: (027) 213-2038
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 21 November 2025

DEPARTMENT OF INFRASTRUCTURE

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 December 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 41/236 : **PROGRAMME MANAGER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: EDUCATION (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER)**
REF NO: DOI 144/2025

SALARY : Chief Engineer - Grade A, All-inclusive salary package of R1 266 450 per annum (OSD as prescribed); Chief Construction Project Manager – Grade A, All-inclusive salary package of R1 266 450 per annum (OSD as prescribed); Chief Architect – Grade A, All-inclusive salary package of R1 099 488 per annum (OSD as prescribed); Chief Quantity Surveyor – Grade A, All-inclusive salary package of R1 099 488 per annum (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Six years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving licence. Or B-Degree in Quantity Surveying or relevant Qualification; Six years post qualification Quantity Survey experience required; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Or BTech or higher qualification (Built Environment field) with a certificate in Project Management as recognised by SACPCMP; A minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driving licence. Competencies: Working knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

DUTIES : Manage professional in-house project teams and relevant committees for a particular project or group of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Development, interpretation and customisation of policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES : Ms T Potgieter Tel No: (021) 438 4881 / 071 555 6901

POST 41/237 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME DEVELOPMENT REF NO: DOI 78/2025 R1**

SALARY : Grade A: R879 342 - R938 061 per annum
Grade B: R990 669 - R1 067 235 per annum
Grade C: R1 127 100 - R1 323 267 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing;

		Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organizing; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; The following will be advantageous: B Eng/BSc in all Engineering fields will be considered with relevant work experience; Exposure of asset management principles, technical methods, financials, systems and techniques; Experience in the implementation of strategies and policies related to the management of road infrastructure; Exposure of human resource, supply chain and contract management; Experience in financial motivation or project preparation for funding requirements; Advance experience in the use of Microsoft Office, Asset Management systems, GIS and other software /databases programs HDM4, dTIMS, IQMS; Further studies or courses.
<u>ENQUIRIES</u>	:	Mr A November Tel No: (021) 483 0536
<u>POST 41/238</u>	:	<u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: DOI 146/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R498 816 - R690 237 per annum, (OSD as prescribed) Department of Infrastructure, Western Cape Government
	:	An appropriate Honours Degree in Environmental or related fields; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Integrated environmental management; Law reform and formulation of policy; Undertaking/review of environmental impact assessment applications and related integrated environmental management instruments, including relevant legislation; Good communication (written and verbal) skills; Development and practical implementation of environmental policies, guidelines, norms and standards; General Project Management; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Development and practical implementation of environmental policies, guidelines, norms and standards.
<u>DUTIES</u>	:	Review of environmental impact assessment applications and related documentation in terms of the relevant environmental legislation; Provide advice, support and comments regarding environmental impact assessment and related regulatory and substantive requirements, including to Municipalities, other organs of state and members of the public in terms of integrated environmental management; To support the Programme to develop and maintain environmental impact assessment and related policies, guidelines, norms and standards; To support the Programme to development and/or implement projects related to integrated environmental management; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on various Intergovernmental Relations (IGR) forums; Working and providing a service to the public and maintain good

relationships with the public and other external stakeholders, including representing the Directorate, Chief Directorate, Department or Province on various forums; The following will have advantageous: Relevant experience in the following: Undertaking or review of EIA applications, applicable to Roads, or Road furniture and related assets, example Borrowpits or Structures; Environmental awareness raising or advising, applicable to Roads, or Road furniture and related assets, example Borrowpits or Structures; Registered with EAPASA as a Candidate EAP or as an EAP; Working knowledge of the following: Environmental management systems; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing.

ENQUIRIES : Mr A November Tel No: (021) 483 0536

POST 41/239 : **ELECTRICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL); ENGINEERING SERVICES (HEALTH AND EDUCATION INFRASTRUCTURE) REF NO: DOI 20/2025 R2 (X2 POSTS)**

SALARY : Grade A: R391 671 - R418 332 per annum
Grade B: R442 389 - R473 778 per annum
Grade C: R498 816 - R586 665 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma in Electrical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (Engineering) experience; A valid code B driving licence. Competencies: Knowledge of the following: Technical: Project Management knowledge and experience: Technical design and analysis knowledge; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).

DUTIES : Render technical services; Assist Engineers, Technologists and associates in field, workshop, and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and review and or produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases and supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr I Haupt Ian.Haupt@westerncape.gov.za

POST 41/240 : **ARTISAN FOREMAN (GRADE A): ROAD SIGNS FACTORY (BELLVILLE MECHANICAL WORKSHOP) REF NO: DOI 141/2025**

SALARY : R397 116 - R467 790 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Appropriate Trade Test Certificate in Sheet Metal or Fabrication; A minimum of 5 years post qualification experience as an Artisan; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Technical analysis and Legal Compliance; Technical report writing; Team leadership; Computer-aided technical applications; Production, process knowledge and skills; Problem solving and analysis; Skills needed: Decision making; Teamwork; Analytical skills; Creativity; Self-management; Customer focus and

		responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Communication (Written and verbal).
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognised standards, Quality assurance of produced objects; Maintenance: Inspect equipment and/or facilities for technical faults; repair equipment and facilities according to standards; Test repair equipment and/or facilities against specifications; service equipment and/or facilities according to schedule; Quality assures serviced and maintained equipment and/or facilities; Perform administrative related functions: Compile and submit reports; update register of maintained and repaired faults; Obtain quotations and purchase (order) required equipment and materials; provide inputs to the operational plan; Maintain expertise: Continuous individual development to keep up with new technologies and procedures; The following will have advantageous: Work experience in a Sign manufacturing environment, or other steel manufacturing related environment; Understanding of production and optimisation of a production line will be beneficial.
<u>ENQUIRIES</u>	:	Ms Marilise van Wyngaardt Tel No: (021) 959 7700
<u>POST 41/241</u>	:	<u>CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (MECHANICAL) REF NO: DOI 143/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08) Department of Infrastructure, Western Cape Government A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the mechanical environment; or Registration as a Mechanical Engineering Technician; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations. Skills needed: Computer literacy; Technical report writing; Communication (written and verbal) at project management level; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.
<u>DUTIES</u>	:	Deliver infrastructure maintenance, upgrading and minor new work of Education Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications, and Bills of Quantities, analyse and compile; Project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Health and Education Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database; It will be advantageous to have appropriate experience in the following: Mechanical environment and contract administration with regards to the installation and maintenance of lifts, air-conditioning, refrigeration, fire-fighting equipment, fire alarms, pumps, and stand-by generators; Preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations.
<u>ENQUIRIES</u>	:	Mr Y Jacob Tel No: (021) 483-8514/ email: Yusuf.Jacob@westerncape.gov.za
<u>POST 41/242</u>	:	<u>CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (BUILDING) REF NO: DOI 145/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08) Department of Infrastructure, Western Cape Government A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building industry; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B drivers licence. Competencies: Knowledge and understanding of the

following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Skills needed: Computer literacy (MS Office: Word & Excel); Report writing; Excellent communication skills at project management level (verbal and written).

DUTIES : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently. Experience in the following will be advantageous: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations.

ENQUIRIES : Mr D Nugent at email: daniel.nugent@westerncape.gov.za

POST 41/243 : **ADMINISTRATIVE OFFICER: GENERAL INFRASTRUCTURE REF NO: DOI 142/2025**

SALARY CENTRE REQUIREMENTS : R325 101 - R382 959 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative experience. Competencies: Knowledge of the following: Project management systems; Information management; BAS or similar system; eWorks or similar system; MyContent or similar system. Skills needed: Proven computer Literacy; Written and verbal communication; Organising; Planning; Report writing; Ability to work under pressure and meet deadlines.

DUTIES : Rendering administrative support services; Ensure and advise on the effective flow of information, documents and communications to and from the office of the senior manager; Draft, collect and compile documents as required; Provide support to the senior manager with the administration of the budget; Process payments and other claims; Collect, analyse and collate information and compile reports; Analyse the relevant public service and departmental prescripts, policies, procedures, delegations and other documents; Remain up to date with these to ensure efficient and effective support to the senior manager.

ENQUIRIES : Ms A Campbell Tel No: (021) 483 8868

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 01 December 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 41/244 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MUNICIPAL INFRASTRUCTURE REF NO: LG 35/2025 (X2 POSTS)**
(3 Year Contract Period)

SALARY CENTRE REQUIREMENTS : Grade A: R879 342 - R938 061 per annum, (OSD as prescribed).
: Department of Local Government, Western Cape Government
: Engineering Degree (B Eng/ BSc (Eng)) or relevant qualification in Civil Engineering; Three years post-qualification experience in civil or municipal

engineering; Compulsory registration with ECSA as a professional engineer; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Oversee and manage DLG grants in terms of the Transfer Payment Agreements; Collect and file progress and close-out reports; Manage the roll-over process and return of funds in case of savings, under expenditure and non-approval of roll-over applications; Engineering principles and practices applicable to municipal infrastructure; Public sector infrastructure delivery systems and project lifecycle management; Legislation and frameworks: MFMA, DORA, MSA, SANS, ECSA Code of Conduct; Infrastructure grant funding mechanisms and planning tools. Skills in the following: Project and programme management; Analytical thinking and problem-solving; Communication (written and verbal); Report writing and technical presentation; Stakeholder engagement and negotiation; Planning, organising, and attention to detail.

DUTIES : Provide engineering support to municipalities in planning, designing, and delivering infrastructure projects; Evaluate municipal business plans, budgets, and project proposals to ensure alignment with strategic frameworks and sector master plans; Conduct cash flow credibility checks and assist municipalities with procurement alignment. Undertake quality assurance reviews and technical site inspections to ensure compliance with specifications and standards; Support municipalities in the development and review of Infrastructure Asset Management Plans (IAMPs) and long-term infrastructure planning; Draft technical reports, steering committee inputs, and submissions to executive and intergovernmental stakeholders; Contribute to programme coordination forums and support transversal infrastructure initiatives and water resilience projects; Investigate consumer complaints and prepare, monitor and report back on implementation plans to rectify the concern. Conduct Diagnostic assessments and prepare, monitor and report back on Section 154 support plans and Financial Recovery Plans (FRPs). Provide hands-on support to municipalities in case of secondment/deployment to municipalities. Assist with the preparation of status of municipalities reports and prepare Parliamentary requests.

ENQUIRIES : Mr M Brand Tel No: (021) 483 2856

POST 41/245 : **ASSISTANT DIRECTOR: FIRE AND RESCUE SERVICES REF NO: LG 34/2025 (X2 POSTS)**
(3 Year Contract Period)

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09), plus 37% in lieu of benefits
: Department of Local Government, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Fire Technology or Disaster Management; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Fire operations, Command and Control, Fire safety and awareness and inspection programs; Department's financial directives and instructions (PFMA); Procurement requirements; Human Resource Management; Budgeting procedures; Expenditure control; Relevant acts and legislation; Written and verbal communication skills; Project Management and Crisis Management skills.

DUTIES : Provides leadership for developing, implementing, and evaluating activities intended to prevent or reduce the negative consequences of fire and improve life safety of citizens; Provide technical guidance and assistance to Local Government Fire & Rescue Services to improve fire prevention, protection, and life safety of citizens; Develop and maintain cooperative agreements between Local Government, Designated services, and other fire agencies; Determines fire prevention, protection and life safety priorities, goals, and objectives and the subsequent strategies and methods and monitors interventions appropriately; Develops new or proposed plans, policies, procedures, and guidelines and makes recommendations on the need for new or modified policies regarding fire prevention, protection, and life safety; Provides information about fire service prevention, protection and life safety interventions and capabilities and performs Category of Authorized Persons investigations; Maintain specialized workgroups and assist with maintenance of fire protection associations to enhance fire prevention, protection and life safety initiatives; Co-ordinate training programmes and information sessions to

enhance fire prevention, protection, and life safety interventions; Evaluates the effectiveness of public fire prevention, protection and life safety programmes by collecting and analysing relevant data and statistics; Co-ordinate and network as appropriate with counterparts in adjoining jurisdictions and with officials at the regional, provincial and national levels; Coordinates and prepares a variety of plans, project plans, budgets, reports, presentations, and records; Participates in continuing education programmes, conferences, seminars to strengthen then individual knowledge and skills; It will be advantageous to have exposure in a fire disaster environment.

ENQUIRIES : Mr E Du Toit Tel No: (021) 937 6357 / 073 995 1609.

POST 41/246 : **ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: LG 37/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years' relevant experience in an internal control, governance or audit environment. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Framework; Government financial systems; Human Resource Management. Skills in the following: Analytical thinking; Strategic thinking; Budgeting skills; Communication (written and verbal); Computer Literacy; Ability to analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving. It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Manage and supervise staff rendering assurance services; Perform managerial and supervisory tasks; Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Manage and co-ordinate financial/non-financial responses for the department in respect of Internal Audit, external audit and FIU/SIU/ERM; Facilitate and co-ordinate responses for SCOPA, Enterprise Risk Management Committee, Internal Control Forum and Public Service Commission; Maintain financial information and knowledge management.

ENQUIRIES : Mr P Solomons Tel No: (021) 483 4566

POST 41/247 : **COMMUNITY DEVELOPMENT WORKER: REGION B WEST COAST (VREDENDAL NORTH) REF NO: LG 36/2025**

SALARY : R269 499 - R317 463 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Proof of voluntary work. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills. It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; The following will be advantageous: Community Development Learnership Certificate.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 41/248 : **COMMUNITY DEVELOPMENT WORKER: METRO 2 (DU NOON) REF NO: LG 38/2025**

SALARY CENTRE REQUIREMENTS : R269 499 - R317 463 per annum (Level 06)
: Department of Local Government, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); Proof of voluntary work. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills. It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; The following will be advantageous: Community Development Learnership Certificate.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 41/249 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: LG 33/2025**

SALARY CENTRE REQUIREMENTS : R228 321 – R268 950 per annum (Level 05)
: Department of Local Government, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as LOGIS, EPS or similar systems. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Interpersonal relations; Flexibility; Accuracy; Planning and organising; Numeracy skills; Problem Solving; Ability to work independently and as part of a team.

DUTIES : Provide an efficient and effective Bid administration support; Provide efficient and effective Electronic Procurement Solution (EPS) support; Render contract management support; Render logistical support.

ENQUIRIES : Ms S Cornelius Tel No: (021) 483 0659

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 01 December 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 41/250 : **ADMINISTRATIVE OFFICER: NATIS TRAINING REF NO: WCMD 26/2024 R2**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative and training/teaching or relevant experience; A valid code B or higher driving license, or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial NaTIS Security Policy; National Traffic Information System (NaTIS). Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Presentation; Legal Administration; Proven Facilitation skills; People Management.

DUTIES : Supervise and coordinate the activities relating to NaTIS training; Facilitate training for NaTIS users in the Western Cape; Supervise all the activities relating to the auditing of NaTIS transactions and other key tasks performed by internal NaTIS users; Supervisory functions; It will be advantageous to have a Certificate in Occupationally Directed Education Training and Development Practices (ODETD) or Education and Training.

ENQUIRIES : Mr BD Ellie Tel No: (021) 483 2828

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 01 December 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 41/251 : **POLICY AND STRATEGY ANALYST REF NO: DOTP 81/2025 (X2 POSTS)**

SALARY : R1 059 105 per annum (Level 12), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate post graduate qualification in Economics, Social Sciences, Public Policy, Law, Planning, Built environment or related field; A minimum of 6 years' experience within a research environment and/or a policy development environment. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Public policy analysis and public policy development processes; Strategy development, strategy management and strategy monitoring and review processes; Latest trends in public sector innovation and innovative methodologies; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental and international relations; National, provincial and strategies – NDP, MTDP, PSP, IDPs. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal); Strong conceptual and formulation; Strong leadership skills with specific reference to ability to display leadership in complex applications; Strong written and verbal communication; Team building and strong inter-personal; Outstanding

		planning, organising and people management; Excellent presentation, public speaking and facilitation skills at senior management level; Strong project management skills and must be detail orientated; The ability to lead and direct teams of professionals and service providers.
<u>DUTIES</u>	:	Research and analyse the provincial policy environment; Identify critical areas for provincial government intervention; Develop multi-functional policy and strategic responses; Initiate the development of appropriate, integrated, and multi-disciplinary government programmes (cluster-based and transversal to clusters); Support strategic provincial structures with appropriate policy formulation and decision-making methodology and support systems; Provide strategic support to the policy agenda of key strategic public and private partners; Supervision of operational planning and work organisation of the unit; Manage staff of the unit; Financial management of the unit; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>ENQUIRIES</u>	:	Mr T Görgens Tel No: (021) 483 3082
<u>POST 41/252</u>	:	<u>ICT TEAM LEADER (IT GOVERNANCE): IT PLANNING AND DEVELOPMENT REF NO: DOTP 39/2025 R2</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), all-inclusive salary package Department of the Premier, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology or Information Systems; A minimum of 3 years middle management experience within IT Governance, ICT environment or similar environment. Competencies: Knowledge of the following: Department of the Public Service and Administration ICT policies, viz. Corporate Governance of ICT Directive and Policy, Cloud Directive and Information Security Directive; IT Governance and Architecture frameworks and standards; Supply Chain Management; Budgeting and Cash Flow; Human Resource Management practices; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, POPI Act, Electronic Communications and Transactions Act. Skills Needed: Computer literacy; Communication (written and verbal); Research and technical writing; Innovative problem solving; Analytical capability; Strategic thinking and planning; Project management; Presentation; Conflict resolution; Negotiation; Interpersonal; Budgeting; Training.
<u>DUTIES</u>	:	IT Governance: Develop and maintain an IT Governance system or policy and provide IT Governance consultation services to improve the overall IT Governance Maturity; Governance Frameworks: Lead the development and implementation of IT governance frameworks that align with our business goals, ensuring robust and scalable IT architecture; Ensure the monitoring and evaluation of ICT governance performance and report to various governance structures; IT Audit and Compliance: Co-ordinate IT audits and ensure compliance with national, provincial IT directives, norms and standards; Risk Management: Manage or contribute to ICT-related risks, ensuring that they are communicated to relevant governance structures and that appropriate risk mitigation strategies are in place; Change Management and Collaboration: Work closely with various departments and cross cutting IT teams, including senior leadership to influence and drive key decisions that shape our IT landscape; It will be advantageous to have experience in the following: Medium to enterprise organisation; Supervisory role in an ICT environment or digital transformation in the public or private sector; Architecture Assurance: Oversees and guide the enterprise architecture practices in alignment to architecture frameworks. A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>ENQUIRIES</u>	:	Mr G Mohamed Tel No: (021) 483 4828
<u>POST 41/253</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT (CE-I) REF NO: DOTP 88/2025</u>
<u>SALARY CENTRE</u>	:	R468 459 - R561 894 per annum (Level 09) Department of the Premier, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years' experience in procurement, financial management or people management. Competencies: Knowledge of the following: Policy development; Procurement legislation and practices; Budget process and finance practises; National and Provincial legislation and instruments pertaining to financial management and procurement; Human resource management policies and procedures. Skills needed: Analytical thinking, project management, audit, risk management, monitoring and evaluation; Procurement and supply chain processes skills; Budgeting, reporting, stakeholder engagement skills; Conflict resolution, facilitation and problem-solving.
- DUTIES** : Manage and supervise staff regarding the following functions and perform tasks in relation to: Track the programmes budget management and procurement; Render financial, budget and contract management support services; Render and perform office administration support services; Render logistical support to management and forums; Participate in recruitment and selection; Motivate, train and guide staff; Determine workflow requirements, allocate duties and monitor outcomes and manage staff performance.
- ENQUIRIES** : Ms M Robertson Tel No: (021) 483 2933

POST 41/254 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DOTP 91/2025**

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Public Finance, B.Com or Internal Auditing; A minimum of 3 years supervisory experience in the asset management environment, warehouse management, inventory management or financial management; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook etc.); Ability to work independently and as part of a team; Communication (written and verbal); Client and goal oriented; Numeracy; Project planning and Problem solving; LOGIS system (Asset Management sections) or any Other Asset or Inventory Management system.

- DUTIES** : Oversee the daily operations of the unit; Analyse data and perform reconciliations; Provide input to the Interim and Annual Financial Statements; Oversee asset related projects (e.g Stocktake, Disposals etc.); Draft circulars, Standard Operating Procedures and Policies; Perform asset management presentations and attend to internal and external queries; Fulfil supervisory duties.
- ENQUIRIES** : Mr M Nell Tel No: (021) 483 0174

DEPARTMENT OF PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 December 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 41/255** : **ECONOMIST: LOCAL GOVERNMENT BUDGET OFFICE REF NO: PT 36/2025 (X2 POSTS)**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)

- CENTRE REQUIREMENTS** : Provincial Treasury, Western Cape Government
 : Honours Degree (or equivalent qualification) in Economics, Finance, Business or Public Administration or Public Policy; A minimum of 6 years' experience in research in the relevant fields; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Micro/macro-economic theory and interpretation and economic analysis of key data sets; Municipal Finance Management Act, other relevant legislation and policies applicable to local government; Ability to understand and communicate findings from rigorous quantitative research; Written and verbal communication skills; Research, analytics, writing, monitoring, evaluation and reporting skills.
- DUTIES** : Coordinate and manage the Local Government Budget Assessment processes with other key stakeholder department to improve the conformance, responsiveness, credibility and sustainability of municipal budgets; Assess, advise and monitor municipal Service Delivery Budget Implementation Plans (SDBIP's) in line with national guidelines, municipal quarterly, mid-year and annual non-financial information/ performance reports and provide feedback to municipalities; Conduct and publish economic and socio-economic analysis through the Municipal Economic Review and Outlook (MERO) publication and Socio-economic Profiles for Local Government (SEP-LG) to inform municipal budget policies and the budget allocation process; Collaborate with other Provincial Departments; Plan and manage the work of and account for the overall performance of the Sub directorate; Financial Management; People Management.
- ENQUIRIES** : Mr A Rasool Tel No: (021) 483 8992

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 December 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 41/256** : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES REF NO: DSD 90/2025 (X2 POSTS AVAILABLE IN VARIOUS FACILITIES)**
- SALARY** : Grade 1: R476 367 - R559 548 per annum, (OSD as prescribed)
 Grade 2: R583 989 – R723 954 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills needed: Written and verbal communication; Proven computer literacy; Report writing; Facilitation; Co-ordination-, liaison- and networking; Problem solving; Information- and knowledge management; Planning and organising.

- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively; It will be advantageous to have a mental health qualification(advanced psychiatry).
- ENQUIRIES** : Ms C Benting Tel No: (021) 986 9100
- POST 41/257** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 33/2024 R2**
- SALARY** : Grade 1: R192 972 - Grade 3: R339 438 per annum, (as prescribed by OSD).
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Dr J du Toit Tel No: (022) 713 2272
- POST 41/258** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 91/2024 R1 (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS)**
- SALARY** : Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD)
Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD)
Grade 3: R270 009 - R339 438 per annum, (as prescribed by OSD)
- CENTRE** : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work. Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms S Mtlaka Tel No: (021) 872 7818