

THE PRESIDENCY

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

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms L Mphahlele
- CLOSING DATE** : 13 March 2026
- NOTE** : Candidates will be subjected to a security clearance up to the level of "Top Secret". Applications must quote the relevant reference number and include only TWO (2) documents. A fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed updated Curriculum Vitae. ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. All shortlisted candidates for all posts will be subjected to a technical/practical exercise and integrity assessment. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be 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: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks on criminal record, citizen verification, financial records, qualification and applicants could be required to provide consent for access to their social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated.

OTHER POSTS

- POST 07/86** : **DEPUTY DIRECTOR: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM**
REF NO: SEIAS/PRES/2026
- SALARY** : R1 059 105 per annum (level 12) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus an appropriate Bachelor Honours Degree/ Post Graduate Diploma/ Bachelor's Degree or equivalent on NQF level 8 as recognised by SAQA. Minimum of 3-5 years' relevant experience. Candidate must have the following competencies: Be professional, highly motivated, initiate and critical thinker who will be able to gather and analyse information skilfully. Communications skills. Have excellent computer skills. High-level research skill. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. High-level negotiation and decision-making ability. Have sense of urgency and ability to identify and resolve problems in a timely manner. Relationship building and teamwork skills. Excellent in litigation

matters as well as executive matters. Be able to work independently and under pressure. Monitoring and evaluation. Integrity and trust. Knowledge management: Problem solving and analysis. Good computer knowledge. Good decision-making skills. Applied strategic thinking. Negotiating techniques. Business acumen. Consultation skills. Program and project management. Maintain confidentiality. Financial management. Data management and analysis. Public Service Regulatory Framework. Policy formulation process within government.

DUTIES : The successful candidate will be responsible for the following duties: The facilitating of the implementation of SEIAS to national departments under ESIEID and ICTS Government Clusters. Policy analysis and facilitate evidence-based policy making in government. Providing of support in the implementation of SEIAS to allocated provinces and municipalities. Monitoring improvement of draft policies, regulations and legislation. Development of frameworks to track post-approval of proposal (legislation, policies and regulations). Managing of the SEIAS IT System, documentation, internal relations and staff.

ENQUIRIES : Mr. K Futhane Tel: (012) 300 5995
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: SEIAS/PRES/2026 (with no spaces).

POST 07/87 : **DEPUTY DIRECTOR: INTEGRITY MANAGEMENT REF NO: INTEGRITY/PRES/2026**

SALARY : R896 436 per annum (level 11) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus NQF level 6 Diploma/Advanced Certificate in Internal Auditing, Accounting, Public Administration, Forensic Accounting, Legal. A minimum of 3-4 years' middle management services experience in Integrity Management and or Forensic Investigations. Certified Fraud Examiner will be an added advantage. Candidate must have the following competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours when necessary. Problem solving and analysis. Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change management. Stakeholder management. Knowledge management: Public Service Regulatory Framework. Policy formulation process within government. Public Finance Management Act. Business and management principles involved in strategic planning, resource allocation, human resource modelling, and leadership technique. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and reviews techniques. Technical skills: Investigative skills; Anti-corruption strategy and implementation; Risk and fraud assessment; Data analysis and reporting.

DUTIES : The successful candidate will be responsible for the following duties: Support for the Executive Ethics Code (Financial Disclosures of the Members of the Executive, Deputy Ministers and Commissioners) Legislation: The Executive Members' Ethics Act 82 of 1998 and the Executive Ethics Code). Facilitate the conducting of lifestyle Audits for Members of the Executive. Continuous providing support for the review of the Executive Members' Ethics Act and the Executive Ethics Code. Coordinate the interface with Parliament on the Executive Financial Disclosures). Support the development and collaboration with Cabinet Office and NSG on ethical leadership training and coaching programmes for Members of the Executive (National and Provincial). Provide support to collaborate with COGTA on the coordination of local government Members of the Executive Financial Disclosures and Lifestyle Audits. Facilitate the coordination Appeals to the Appeals Authority (Director-General): Legislation: Appeals Advisory Committee Charter in terms of the Chapter V, section 16(b) of the PSA 1994. Provide support on the implementation of the SSC response plan. Provide support on the coordination on the implementation of the National Anti-corruption strategy. Provide support in the preparation of the annual NACS implementation report.

ENQUIRIES : Mr. K Futhane Tel: (012) 300 5995
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: INTEGRITY/PRES/2026 (with no spaces)

POST 07/88 : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: BUDGET/PRES/2026**

SALARY : R896 436 per annum (level 11) (All-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus a relevant Diploma/Advanced Certificate in Financial Management/Accounting or an equivalent qualification on NQF level 6 as recognised by SAQA. Minimum of 3-5 years' experience in Finance environment. Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Knowledge of Budgeting preparation and analysis. Knowledge of BAS, PERSAL. Candidate must have the following competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques. Statistical and data analysis. Policy analysis and research. Analytical Thinker, Report writing and Presentation. The understanding of Financial Statements will serve as an advantage

DUTIES : The successful candidate will be responsible for the following duties: Co-ordinate and consolidate inputs for compilation of Medium term Expenditure Framework (MTEF). Co-ordinate and consolidate inputs for compilation of Estimates of National Expenditure (ENE). Compile adjustment Estimates of national expenditure (AENE) (reprioritisation, additional funds requests, movement of funds) for the branches. Allocate funds to the various responsibilities within the branches. Co-ordinates inputs for in Year Monitoring Report to the branches. Compile expenditure forecasts for the branches. Compile management reports on monthly basis. Give advice to budget managers and on issues relating to budget. Costing of the establishment. Assist with the preparation and review of the Financial Statements.

ENQUIRIES : Ms Beverly Nkwana Tel No: (012) 300 5911

NOTE : NB: Email applications must on the subject line state ONLY the Reference number: BUDGET/PRES/2026 (with no spaces)

POST 07/89 : **REMUNERATION SPECIALIST REF NO: REMUNERATION/PRES/2026**

SALARY : R896 436 per annum (level 11) (All-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate Diploma/Advanced Certificate OR equivalent qualification on NQF level 6. A Professional Certification in Global Remuneration Practice (GRP) will add as advantage. A minimum of 3-5 years' experience in HRM, remuneration and benefits analysis environment, in one of the following institutions: Government, National Parliament / Legislature, Judiciary, Constitutional Institution and Traditional Leadership structures in South Africa; and at least 3 years should be at middle management services. Exposure to statistical data analysis and interpretation, good knowledge of the applicable legislations framework and sound understanding and application of job evaluation principles. Candidate must have the following competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation method, tools and techniques.

DUTIES : The successful candidate will be responsible for the following duties: Provide remuneration research, administration and reporting support to the head of Secretariat and Commission with regard to specified public office. Conduct research and analysis on remuneration and reward strategy and practices in relevant public office bearer institutions. Execute and update job profiling, grading and benchmarking exercises in respect of relevant position: authorities, judiciary

and traditional leadership structures. Monitor and review all processes relating to remuneration of relevant office bearers. Report to and advise the Head of the Secretariat on remuneration strategy developments, trends, practices and suggestions. Liaise with stakeholders in the relevant institution with regard to remuneration issues. Establish direct communication structures with relevant stakeholders. Support the Head of Secretariat and the commission with regard to specified public office bearer positions in different spheres of government. Prepare submissions in respect of remuneration within the relevant institutions. Assist the Head of Secretariat by ensuring good governance, sound planning and ensuring sustainable administration and resource utilization.

ENQUIRIES : Mr. K Futhane Tel: (012) 300 5995
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: REMUNERATION/PRES/2026 (with no spaces)

POST 07/90 : **PERSONAL ASSISTANT REF NO: PA/PRES/2026**

SALARY : R325 101 per annum (level 7)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a Secretarial Diploma or equivalent qualification with a minimum of 3-5 years' experience in rendering a support service to senior management. Candidate must have the following competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge management. Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Knowledge management: Public Service Regulatory Framework. Policy formulation process within Government. Public Finance Management Act. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation method, tools and techniques. Knowledge of assessment and reviews techniques. Medium Term Expenditure Framework and Budget process. Financial accounting (including principles of GAAP/GRAP). Good understanding of protocol and security measures. Good knowledge of travel and subsistence procedures. Candidate must have the following technical skills: Analytical skills. Negotiation skills. Problem solving and analysis. Have excellent telephone etiquette. Project management skills. Good office management skills.

DUTIES : The successful candidate will be responsible for the following duties: Provide personal, secretarial and logistical support to the Office of the Chief Operations Officer. Effectively manage the diary of the Chief Operations Officer. Participate in the compilation of the office budget and MTEF processes. Attend to telephonic and electronic enquiries. Make travel arrangement for the chief Operations Officer, including visas and accommodation. Assist with coordination of special activities such as meetings, interviews, workshops and events. Accompany the Chief Operations Officer on visits (nationally and internationally) as and when required. Execute any other duties as directed by the office.

ENQUIRIES : Mr. K Futhane Tel: (012) 300 5995
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: PA/PRES/2026 (with no spaces)

POST 07/91 : **SECRETARY REF NO: SECRETARY/PRES/2026**

SALARY : R228 321 per annum (level 5)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) with a minimum of 1-2 years' experience related to administration and secretarial duties. A minimum Bachelor's Degree or / National Diploma in will add advantage. Competencies and knowledge: communication, both oral and writing. Client orientation and customer focus. Good interpersonal skills. Computer literacy. Organising and planning skills. Problem solving and analysis. Integrity and trust. Being able to work under pressure. Knowledge of Public Service Regulatory Framework. Exposure to HRM&D, remuneration and benefits analysis environment.

DUTIES : The successful candidate will be responsible for the following duties: Provide secretarial and administrative support to the Directorate. Receive and screen all calls. Keep the diary accurate by recording appointments and events. Remind

the Director of the meeting scheduled. Coordinate meetings by booking venues and arrange refreshments. Record minutes and decision matrix during the staff meetings of the Directorate. Maintain filing system. Handling all incoming and outgoing correspondence. Perform delegated duties. Prepare supervisor meeting files/documents. Make travel and accommodation arrangements for staff in the Directorate. Submit all financial claims. Track Directorates submissions. Assist in administration of leave within the Directorate

ENQUIRIES

: Ms Constance Masemola: (012) 308 1742

NOTE

: NB: Email applications must on the subject line state ONLY the Reference number: Secretary/Pres/2026 (with no spaces)