

DEPARTMENT OF CORRECTIONAL SERVICES

Note: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.



- APPLICATIONS** :
- Send your complete application to: **Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London OR hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRMD@dcs.gov.za. Contact persons: Ms Myataza Z (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
- Free State and Northern Cape Region:** The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to FNSCHRM@dcs.gov.za. Contact persons: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
- Gauteng Region:** The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS (012) 420 0173/Ms Feni SAP (012) 420 0173/(012) 420 0179.
- Kwazulu-Natal Region:** The Regional Commissioner: KwaZulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 OR hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 OR you can email your application to KZNHRM@dcs.gov.za. Contact persons: Mr Singh M (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
- Limpopo, Mpumalanga and North West Region:** The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 OR hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
- Western Cape Region:** The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 OR hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- CLOSING DATE** :
- 10 April 2026 @ 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.
- NOTE** :
- 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. For re-advertisement, people who previously applied need to re-apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

POST 10/02 : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: EC 2026/03/01**

SALARY CENTRE REQUIREMENTS : R1 266 450 per annum, (all-inclusive package)
 : Eastern Cape region: Regional Office
 : National Higher Diploma (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. BTech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Honours degree in any Built Environment field with 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. Computer literate. Valid driver's licence. Competencies and Attributes: Programme and project management. Principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process, maintenance and project management skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. People Management. Planning and organising. Conflict management. Negotiation skills. Change Management.

DUTIES : Perform final review and approvals or audits on project designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with the current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to the organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Public Service Act.

POST 10/03 : **HEAD OF CORRECTIONAL CENTRE (CB6)**

SALARY CENTRE : R1 042 434 per annum, all-inclusive package
 : **Free State and Northern Cape Region:**
 Goedemoed Med A Ref No: FSNC 2026/03/137
Western Cape Region: Southern Cape:
 Oudtshoorn Med A Ref No: WC 2026/03/186
 West Coast Med A Ref No: WC 2026/03/187
 Brandvlei Med Ref No: WC 2026/03/188

REQUIREMENTS : Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security

technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

DUTIES

: Perform final review and approvals or audits on project designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with the current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to the organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational objectives. Manage the commercial added value of the discipline – related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate and monitor and control resources. Compile risks logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure the effective knowledge management according to the departmental objectives. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage the subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE

: Appointment under the Correctional Services Act.

POST 10/04

: **DEPUTY MANAGER NURSING: PRIMARY HEALTH CARE (PNA-8)**

SALARY CENTRE

: R1 028 091 per annum, all-inclusive package
: **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/01
Gauteng Region:
Johannesburg Ref No: GP 2026/03/01
Western Cape Region:
Regional Office Ref No: WC 2026/03/01

REQUIREMENTS

: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with SANC as a Professional Nurse. A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/recognisable experience at management level. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme

management, 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, good interpersonal relations. Understanding of Public service policies and legislative frameworks. assertiveness, ability to network, diplomacy and tact, influence and impact.

DUTIES : Coordinate policies related to healthcare, physical care and nutrition within the region. Conduct quality assessments of Hygiene conditions and Nutrition services. Implement standards, criteria and indicators for quality nursing and patient care. Oversee the management of infrastructure for health, nutrition and physical care. Ensure service levels for offenders' bedding, ablution facilities, personal care. Supervise and provide direction for nursing plans and clinical practice. Practise nursing and healthcare in accordance with the relevant laws and regulations. Promote patient-centred care and adherence to Batho Pele principles. Manage and utilize human, material and physical resources efficiently and effectively. Maintain quality nursing data for advising, advancing and evaluating care and cost-effectiveness. Plan activities and provide leadership and guidance in the implementation of health and nutrition programs. Advocate for patients, ensuring their needs and expectations are met. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/05 : **MEDICAL OFFICER: GRADE 1 REF NO: LMN 2026/03/01**

SALARY : R1 001 349 per annum, (all-inclusive package)
CENTRE : Limpopo, Mpumalanga and North West region: Witbank
REQUIREMENTS : Recognized MBChB with traceable experience in the Health Services environment. Registration as Medical Practitioner with the Health Professional Council of South Africa. Public Health experience will be an advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Public Health, financial management, communication, project and programme management. Transformation management, change management, stakeholder management, problem solving and analysis, service delivery innovation and decision making. People management and empowerment, evaluation skills, integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness and ability to network.

DUTIES : Render basic medical healthcare services to offenders. Provide clinical care and relevant Primary Healthcare Programmes. Render medico-legal services. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Effectively utilize resources. Provide emergency medical care, including after hours. Refer patients to authorised and Recognized healthcare providers. Provide training where necessary. Perform medical procedures. Liaise with internal and external counterparts regarding healthcare delivery. Adhere to departmental policies and orders.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/06 : **SOCIAL WORK MANAGER GRADE 1**

SALARY : R970 686 per annum, (all-inclusive package)
CENTRE : **Limpopo, Mpumalanga and North West Region:**
Polokwane Ref No: LMN 2026/03/02
Thohoyandou Ref No: LMN 2026/03/03
Rooigrond Ref No: LMN 2026/03/04
Rustenburg Ref No: LMN 2026/03/05

- REQUIREMENTS** : Relevant BA Degree in Social Work and a minimum of (10) years appropriate experience in the field of Social Work after registration with South African Council for Social Services Profession. Computer literate. Valid driver's licence. Competencies and Attributes: Conversant with acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems, social work intervention, empowerment, confidentiality, time management, listening and interpersonal skills.
- DUTIES** : Provide needs based social work service most advanced and specialised nature within a defined area/s of specialization with regard to the care, development, correction and after care of offenders through the relevant departmental programmes. Provide mentorship and guidance to senior social workers (specialists) in order to assist them to integrate theory and practice and develop appropriate skills relevant to area of specialization. Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and complies with current requirements. Develop proposals to change the relevant acts and policies to maintain them and research and develop new policies where required. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources in compliance with the PFMA. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date and ensure compliance with new developments in the social work/correctional social work field. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all administrative functions required in the unit are performed. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
- NOTE** : Appointment under the Public Service Act.
- POST 10/07** : **AREA COORDINATOR: CORRECTIONS (NCB4)**
- SALARY CENTRE** : R925 380 per annum, (all-inclusive package)
 : **Eastern Cape Region:**
 East London Ref No: EC 2026/03/99
 Kirkwood Ref No: EC 2026/03/100
Free State and Northern Cape Region:
 Bizzah Makhate Ref No: FSNC 2026/03/138
 Grootvlei Ref No: FSNC 2026/03/139
 Groenpunt Ref No: FSNC 2026/03/140
 Kimberley Ref No: FSNC 2026/03/141
 Upington Ref No: FSNC 2026/03/142
Gauteng Region:
 Krugersdorp Ref No: GP 2026/03/203
 Boksburg Ref No: GP 2026/03/204
 Leeuwkop Ref No: GP 2026/03/205
 Baviaanspoort Ref No: GP 2026/03/206
KwaZulu Natal Region:
 Pietermaritzburg Ref No: KZN 2026/03/94
 Waterval Ref No: KZN 2026/03/95
Limpopo, Mpumalanga and North West Region:
 Bethal Ref No: LMN 2026/03/145
 Barberton Ref No: LMN 2026/03/146
 Rooigrond Ref No: LMN 2026/03/147
 Rustenburg Ref No: LMN 2026/03/148
 Klerksdorp Ref No: LMN 2026/03/149
 Witbank Ref No: LMN 2026/03/150
Western Cape Region:
 Brandvlei Ref No: WC 2026/03/189
 Goodwood Ref No: WC 2026/03/190
 Overberg Ref No: WC 2026/03/191
 Southern Cape Ref No: WC 2026/03/192
 West Coast Ref No: WC 2026/03/193
 Voorberg Ref No: WC 2026/03/194

<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.
<u>DUTIES</u>	:	Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risks. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027 Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179 KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/08</u>	:	<u>AREA COORDINATOR: DEVELOPMENT AND CARE (NCB4)</u>
<u>SALARY CENTRE</u>	:	R925 380 per annum, (all-inclusive package)
	:	Eastern Cape Region: Mthatha Ref No: EC 2026/03/101 Sada Ref No: EC 2026/03/102 Free State and Northern Cape Region: Groenpunt Ref No: FSNC 2026/03/143 Kimberley Ref No: FSNC 2026/03/144 Gauteng Region: Baviaanspoort Ref No: GP 2026/03/207 Boksburg Ref No: GP 2026/03/208 Leeuwkop Ref No: GP 2026/03/209 KwaZulu Natal Region: Glencoe Ref No: KZN 2026/03/96 Waterval Ref No: KZN 2026/03/97 Empangeni Ref No: KZN 2026/03/98 Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2026/03/151 Western Cape Region: Breede River Ref No: WC 2026/03/195 Drakenstein Ref No: WC 2026/03/196
<u>REQUIREMENTS</u>		Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people

- management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.
- DUTIES** : Manage the implementation of effective and efficient health care services within the management area. Ensure adherence to nutritional and hygienic standards. Manage social work services, provision of psychological services, education and training, spiritual care services to offenders in the management area. Oversee agricultural and production workshop activities. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- NOTE** : Appointment under the Correctional Services Act.
- POST 10/09** : **REGIONAL COORDINATOR: SECURITY (NCB4)**
- SALARY CENTRE** : R925 380 per annum, (all-inclusive package)
: **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/145
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/99
Limpopo, Mpumalanga and North West Region:
Regional Office Ref No: LMN 2026/03/152
- REQUIREMENTS** : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.
- DUTIES** : Implement and monitor correctional, security and facility policies and procedures. Conduct quality assessments of security services and ensure compliance with the Occupational Safety and Health (OSH) Act. Ensure the maintenance of physical security standards in the region. Manage regional security in accordance with the Minimum Information Security Standards (MISS). Oversee the Emergency Support Team (EST). Manage security services infrastructure. Maintain communication with relevant interest groups. Ensure appropriate service levels for the accommodation of offenders. Determine the need for new correctional centres. Plan and coordinate security related activities. Provide early warning intelligence on potential security risks. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/10 : **REGIONAL COORDINATOR: CORRECTIONAL ADMINISTRATION (NCB4)**
REF NO: KZN 2026/03/100

SALARY : R925 380 per annum, (all-inclusive package)
CENTRE : KwaZulu Natal Region: Regional Office
REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Manage the rendering of correctional services in the region. Conduct research into possible improvements in correctional services. Set standards for corrections. Monitor performance in corrections and develop strategies to improve performance where necessary. Undertake research on the results achieved. Represent the Department at regional forums. Engage in negotiations with relevant role players. Promote the marketing of correctional services rendered in the region. Obtain external expertise when required to enhance service delivery. Conduct short, medium and long-term planning. Provide advice on corrections. Ensure adherence to strategic and security objectives of the Department. Identify infrastructure requirements necessary for effective correctional service delivery. Implement and monitor correctional policies and procedures. Coordinate the collation and dissemination of correctional information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and the Office of the Inspecting Judge within the management area. Promote correctional awareness and manage Emergency Support Systems. Provide early warning intelligence relating to correctional risks and security matters. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act.

POST 10/11 : **REGIONAL COORDINATOR: SOCIAL REINTEGRATION SERVICES**
(AFTER CARE) (NCB4)

SALARY : R925 380 per annum, (all-inclusive package)

CENTRE : **Gauteng Region:**
Regional Office Ref No: GP 2026/03/210

KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/101

Western Cape region:
Regional Office Ref No: WC 2026/03/197

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of

- 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.
- DUTIES** : Coordinate and implement policies relating to community corrections. Monitoring of offenders. Setting supervisory conditions. Tracing absconders and manage parole supervision projects. Oversee the monitoring of parolees. Assessment and admission or release of cases. Management of day parolees. Detention of supervisory cases. Facilitate development programmes for individuals serving community-based sentences. Coordinate community corrections supervisory committees. Promote community involvement and ensure DCS participation in community safety centres. Ensure the availability of cost-effective monitoring systems and appropriate infrastructure for community corrections. Conduct research on community corrections and manage data integrity. Coordinate and evaluate aftercare policy inputs to Head Office. Promote and market aftercare services in the region. Ensure quality assessment of aftercare services. Manage aftercare infrastructure and plan related activities effectively. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- NOTE** : Appointment under the Correctional Services Act.
- POST 10/12** : **CORRECTIONAL POLICY ADMINISTRATOR: INSPECTORATE (NCB4)**
- SALARY CENTRE** : R925 380 per annum, (all-inclusive package)
: **Gauteng Region:**
Regional Office Ref No: GP 2026/03/211
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/102
Western Cape Region:
Regional Office Ref No: WC 2026/03/198
- REQUIREMENTS** : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.
- DUTIES** : Manage/Assist in the planning and compilation of the annual inspection programme. Conduct evaluations to identify deviations from policies and procedures. Determine the effectiveness of internal control measures in preventing non-compliance. Compile and submit reports on inspection findings to support informed management decision-making. Provide guidance and support to institutions to ensure policies are practical and aligned with operational requirements. Assist in the development and maintenance of inspection tools. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- NOTE** : Appointment under the Correctional Services Act.

POST 10/13 : **DEPUTY DIRECTOR: INCARCERATION AND REMIND DETENTION (NCB4)**
REF NO: GP 2026/03/212

SALARY : R925 380 per annum, (all-inclusive package)
CENTRE : Gauteng region: Regional Office
REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Coordination of Policy. Align security operations with departmental policies. Ensure all security personnel understand and implement these policies consistently. Quality Assessment of Security Services. Evaluate the effectiveness and efficiency of security measures. Conduct regular audits, inspections and performance reviews to maintain service quality. Ensure Standards of Physical Security. Maintain facility safety, access control and perimeter protection. Ensure compliance with occupational safety and health standards. Management of security operations. Oversee the management of Information Security Systems (MISS) or regional security operations. Coordinate personnel, resources, and response strategies across facilities. Management of Emergency Support Teams (EST). Deploy ESTs to respond to emergencies, incidents or security breaches. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/14 : **DEPUTY DIRECTOR: FACILITIES AND SECURITY (NCB4)**

SALARY : R925 380 per annum, all-inclusive package
CENTRE : **KwaZulu Natal Region:**
Durban Corrections Ref No: KZN 2026/03/103

REQUIREMENTS : **Western Cape Region:**
Pollsmoor Ref No: WC 2026/03/199
Recognized national diploma/ degree in Behavioural Science or equivalent relevant qualification. At least 3 - 5 years relevant management experience at an Assistant Director level. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment. In-depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

DUTIES : Coordinate and ensure implementation of security policies across the management area. Ensure physical security standards are maintained and improved. Oversee the management of Information Security Systems (MISS). Assess and monitor the quality of security services. Supervise access control to correctional facility grounds. Supervise the manning and operations of watchtowers. Ensure separation of high-risk offenders. Manage Emergency Support Teams. Manage infrastructure for security services including management of asset maintenance and building services. Plan and oversee activities related to security operations. Plan new correctional facilities and ensure compliance with standards. Manage allocated finances and budgeting for security operations. Manage personnel assigned to security duties. Maintain communication with interest groups. Manage human resources, finances and assets. Manage performance information.

- ENQUIRIES** : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- NOTE** : Appointment under the Correctional Services Act.
- POST 10/15** : **AREA CORRINATOR: CORPORATE SERVICES**
- SALARY CENTRE** : R896 436 per annum, (all-inclusive package)
: **Eastern Cape Region:**
Sada Ref No: EC 2026/03/02
Gauteng Region:
Leeuwkop Ref No: GP 2026/03/02
Modderbee Ref No: GP 2026/03/03
Zonderwater Ref No: GP 2026/03/04
KwaZulu Natal Region:
Kokstad Ref No: KZN 2026/03/01
Limpopo, Mpumalanga and North West Region:
Rustenburg Ref No: LMN 2026/03/06
Klerksdorp Ref No: LMN 2026/03/07
Thohoyandou Ref No: LMN 2026/03/08
Western Cape Region:
Voorberg Ref No: WC 2026/03/02
- REQUIREMENTS** : Recognized Degree/ National Diploma in Human Resource Management or equivalent qualification. At least 3 - 5 years relevant management experience at an Assistant Director level in Corporate Services/Human Resource Management environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: HR policies, transformation and change management, empathy, analytical, compliance, skills management, organisational development, training and development, conflict resolution, employees' performance, technical report writing, creating high performance culture, technical consulting. Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness. communication, planning and organization, conflict management, problem solving and analysis, people management, change management and innovation.
- DUTIES** : Ensure the implementation of Human Resource policies, including leave administration, performance management, employee development systems, grievances, disciplinary procedures, injury-on duty cases, transfers, and service terminations. Communicate and interpret HR policy matters for staff and management. Coordinate and facilitate personnel meetings and maintain an accurate post establishment. Oversee the effective management of human resource practices and support the implementation of HR development initiatives. Ensure proper management of official accommodation and exercise control over the organisational establishment. Manage and administer PERSAL functions. Oversee the management of human resources, finances, and physical assets to ensure efficiency and compliance. Manage performance information.
- ENQUIRIES** : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- NOTE** : Appointment under the Public Service Act.
- POST 10/16** : **REGIONAL COORDINATOR: PERFORMANCE MANAGEMENT AND MONITORING**
- SALARY** : R896 436 per annum, (all-inclusive package)

<u>CENTRE</u>	:	<p>Limpopo, Mpumalanga and North West Region: Regional Office Ref No: LMN 2026/03/09</p> <p>Western Cape Region: Regional Office Ref No: WC 2026/03/03</p>
<u>REQUIREMENTS</u>	:	<p>Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. 3 - 5 years relevant management experience at an Assistant Director level in Human Resource Management environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management. Change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality and good interpersonal relations. Understanding of Public Service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Proven knowledge of Human Resource and labour relation policies and procedures in the Public Service. Strong leadership qualities.</p>
<u>DUTIES</u>	:	<p>Oversee the implementation and management of the performance assessment policy. Monitor and ensure the effective execution of HR support processes. Facilitate the operationalization of human resource policies across the region. Manage the quality assurance of performance management practices within the region. Oversee personnel investigations and administer promotion processes. Coordinate matters related to Occupational Specific Dispensation (OSD). Manage the planning and execution of personnel awards and achievement bonuses. Lead the planning of regional activities and ensure the efficient management of human resources, finances, and assets. Manage performance information.</p>
<u>ENQUIRIES</u>	:	<p>Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.</p> <p>Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 10/17</u>	:	<p><u>AREA COORDINATOR: HR ADMINISTRATION</u></p>
<u>SALARY CENTRE</u>	:	<p>R896 436 per annum, (all-inclusive package)</p> <p>Gauteng Region: Johannesburg Ref No: GP 2026/03/05 Kgoši Mampuru II Ref No: GP 2026/03/06</p> <p>Western Cape Region: Pollsmoor Ref No: WC 2026/03/04</p>
<u>REQUIREMENTS</u>	:	<p>Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3 - 5 years relevant management experience at an Assistant Director level in Corporate Services/Human Resource Management environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management. Change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality and good interpersonal relations. Understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy. Proven knowledge of Human Resource and labour relation policies and procedures in the Public Service. Strong leadership qualities.</p>
<u>DUTIES</u>	:	<p>Ensure the implementation of Human Resource policies such as leave administration, performance management, development system grievances, disciplinary procedure and injury on duty, transfers and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment. Effective management of human resources practices. Ensure management of official accommodation. Exercise control over the establishment. Management of PERSAL. Manage human resources, finances and assets. Manage performance information.</p>
<u>ENQUIRIES</u>	:	<p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.</p>

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/18</u>	:	<u>REGIONAL COORDINATOR: CARE REF NO: WC 2026/03/05</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Western Cape region: Regional Office
<u>REQUIREMENTS</u>	:	Recognized Degree/ National Diploma in Social Work, Psychological Services or equivalent relevant qualification. Professional registration with a Council for Social Workers or relevant. At least 3 - 5 years relevant management experience at an Assistant Director level in Social Work or Psychology. Computer literate. Valid driver's licence. Competencies and Attributes: Programme and project management, project principles and methodologies, research and development, computer aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture, technical consulting, professional judgement. Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness. Communication, planning and organization, conflict management, problem solving and analysis, people management, change management and innovation.
<u>DUTIES</u>	:	Ensure the effective conduct and oversight of quality assessments for all care services delivered in the region. Maintain consistent delivery of social work services by monitoring key performance indicators, identifying service gaps, and upholding established service standards. Manage and coordinate the provision of psychological services across the region. Oversee the delivery of spiritual care services to ensure comprehensive support. Lead strategic planning for care related activities and supervise the management, maintenance, and enhancement of infrastructure that supports care services. Manage human resources, financial resources, and physical assets to ensure optimal operational performance. Management of performance information.
<u>ENQUIRIES</u>	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/19</u>	:	<u>REGIONAL COORDINATOR: FACILITIES</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Eastern Cape Region: Regional Office (Ref No: EC 2026/03/03) Free State and Northern Cape Region: Regional Office Ref No: FSNC 2026/03/02 Gauteng Region: Regional Office Ref No: GP 2026/03/07 Limpopo, Mpumalanga and North West Region: Regional Office Ref No: LMN 2026/03/10
<u>REQUIREMENT</u>	:	Relevant Bachelor's Degree/National technical diploma in Building related disciplines or equivalent qualification. 3 - 5 years relevant management experience at an Assistant Director level in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure the cost effective management of building works across the region. Conduct facility quality assessments to maintain required infrastructure standards. Develop, implement, and continuously improve building works standards within the region. Oversee both capital and maintenance projects to ensure timely and compliant delivery. Facilitate the capacity development of personnel responsible for building works to strengthen technical and operational competencies. Supervise the management, maintenance, and optimal functioning of buildings and related equipment. Manage human

- resources, financial resources, and physical assets. Manage performance information.
- ENQUIRIES** : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
- NOTE** : Appointment under the Public Service Act.
- POST 10/20** : **REGIONAL COORDINATOR: SPECIAL PROGRAMS REF NO: EC 2026/03/04**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive package)
: Eastern Cape region: Regional Office
: Recognized Degree/National Diploma in Human Resource Management or equivalent with 3 - 5 years relevant management experience at an Assistant Director level in comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
- DUTIES** : Promote and enforce adherence to the Department's Code of Conduct throughout the region. Coordinate and manage all Employee Assistance Programme (EAP) activities, ensuring comprehensive support services are effectively delivered. Coordinate the implementation and monitoring of employment equity programmes. Coordinate gender sensitivity initiatives and promote the meaningful inclusion and employment of persons with disabilities. Ensure alignment with Department of Correctional Services (DCS) policies and directives. Coordinate regional policies and programmes related to sport and recreation, including the planning, organisation and management of regional sporting and recreational events. Conduct performance assessments for subordinates and ensure compliance with all DCS Human Resource policies and guidelines. Manage and monitor allocated budgets, ensuring adherence to approved business plans. Manage performance information.
- ENQUIRIES** : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
- NOTE** : Appointment under the Public Service Act.
- POST 10/21** : **REGIONAL COORDINATOR: POLICY COORDINATOR REF NO: EC 2026/03/05**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive package)
: Eastern Cape region: Office of the Regional Commissioner
: Recognized Degree/ National Diploma in Public Management or equivalent qualification. 3 - 5 years relevant management experience at an Assistant Director level in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of post establishment cost and estimating.
- DUTIES** : Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regards to strategic planning. Operational planning, monitoring, evaluation and reporting. Management of processes of compliance in the Branch. Serve as principal interface between central finance and regional finance operations. Provide administrative support in the Regional Commissioner's office. Research and

		benchmark on issues pertaining to strategic management. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/22</u>	:	<u>AREA COORDINATOR: FINANCIAL MANAGEMENT AND ACCOUNTING</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	Gauteng Region:
	:	Johannesburg Ref No: GP 2026/03/08
	:	Kgoši Mampuru II Ref No: GP 2026/03/09
<u>REQUIREMENTS</u>	:	Recognized Degree/ National Diploma in Financial Management or equivalent with 3 - 5 years relevant management experience at an Assistant Director level in a financial and management accounting environment. Computer literate. Valid driver's licence. Competencies and Attributes: In-depth knowledge of BAS and LOGIS. Advanced financial management. Problem solving and decision making. Facilitation, plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality, coaching and mentoring skills. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Public finance administration. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to network.
<u>DUTIES</u>	:	Effective management of financial controls in the management area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensure adherence to financial policies and procedures. Ensure enforcement of financial discipline. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/23</u>	:	<u>REGIONAL COORDINATOR: FINANCIAL PLANNING AND ADMINISTRATION REF NO: FSNC 2026/03/03</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	Free State and Northern Cape region: Regional Office
<u>REQUIREMENTS</u>	:	Recognized Degree/ National Diploma in Financial Management or equivalent with 3 - 5 years relevant management experience at an Assistant Director level in a financial and management accounting environment. Computer literate. Valid driver's licence. Competencies and Attributes: In-depth knowledge of BAS and LOGIS. Advanced financial management. Problem solving and decision making. Facilitation, plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality, coaching and mentoring skills. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Public finance administration. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to network.
<u>DUTIES</u>	:	Management of budgetary expenditure control through the compilation and coordination of the Medium-Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE) processes, including in-year monitoring and overall expenditure control. Ensure the implementation of effective financial accounting practices within the Region by maintaining sound revenue and debt management systems, as well as the proper maintenance of accounts. Coordinate internal control and compliance activities by monitoring audit action plans and managing losses and damages. Monitor and evaluate performance information and facilitate the improvement of structures, systems and processes required for the effective management of performance information. Manage human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.

<u>POST 10/24</u>	:	<u>AREA COORDINATOR: FINANCE</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	Eastern Cape Region: East London Ref No: EC 2026/03/06 St Albans Ref No: EC 2026/03/07
	:	Gauteng Region: Boksburg Ref No: GP 2026/03/10 Leeuwkop Ref No: GP 2026/03/11
	:	KwaZulu Natal Region: Empangeni Ref No: KZN 2026/03/02
	:	Western Cape Region: Brandvlei Ref No: WC 2026/03/06 Breede River Ref No: WC 2026/03/07 Drakenstein Ref No: WC 2026/03/08 Voorberg Ref No: WC 2026/03/09
<u>REQUIREMENTS</u>	:	Relevant B Degree/National Diploma in Accounting or Financial Management. At least 3 - 5 years relevant management experience at an Assistant Director level in Finance and Supply Chain Management environment. Computer literate. Valid driver's licence. Competencies and Attributes: Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Procurement administration and public finance administration on management level. Knowledge of LOGIS and BAS. Programme and project management, project principles and methodologies, research and development, computer aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture, technical consulting, professional judgement. Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness. Communication, planning and organization, conflict management, problem solving and analysis, people management, change management and innovation.
<u>DUTIES</u>	:	Manage budgetary expenditure control through the compilation and coordination of MTEF/ENE processes, In Year monitoring and comprehensive expenditure oversight. Ensure the optimal utilization of financial and material resources. Provide support in managing regional budgets in accordance with applicable legal frameworks, directives, and regulations. Perform budget control functions and enforce strict financial discipline. Oversee logistics and procurement management processes. Ensure effective financial accounting practices within the Management Area by maintaining sound revenue management, debt management and accurate account maintenance. Prevent under collection of revenue and ensure timely submission of Section 32 compliance certifications. Manage cash and cash equivalents and conduct audits on all collected revenue. Execute Supply Chain Management (SCM) functions, including acquisition, demand and contract management. Oversee asset management responsibilities, including the signing of asset control sheets (R022) and the continuous maintenance and updating of the asset register. Oversee the administration of tenders, contracts and transport services. Manage human resources, financial resources, and physical assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/25</u>	:	<u>REGIONAL COORDINATOR: COMMUNICATION REF NO: EC 2026/03/08</u>
<u>SALARY CENTRE</u>	:	R896 436per annum, (all-inclusive package)
	:	Eastern Cape region: Regional Office
<u>REQUIREMENTS</u>	:	Recognized Degree/ National Diploma in Communication Sciences and 3 - 5 years relevant management experience at an Assistant Director level in the

		communication environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, plan, organize, lead and control. Presentation, conflict management, time management, confidentiality, coaching and mentoring skills. Understanding of Public Service policy and legislative framework including PFMA. Service delivery and client orientation, integrity and honesty. assertiveness, influence and impact, communication, decision making, problem solving, networking/liaison with stakeholders, negotiation skills and conflict management skills.
<u>DUTIES</u>	:	Gather information on newsworthy incidents in the management area and report to management. Draft media releases on incidents/activities. Disseminate information within the Management Area. Evaluate effectiveness of communication within the Management Area and submit recommendations for improvement. Arrange visits to centres by groups with interest as approved by management. Arrange and manage public displays on activities of the department. Manage marketing strategy of the region. Liaise with external media. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/26</u>	:	<u>DEPUTY DIRECTOR: SPIRITUAL CARE (CHAPLAIN)</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	Free State and Northern Cape Region: Bizzah Makhate Ref No: FSNC 2026/03/04 Upington Ref No: FSNC 2026/03/05
	:	KwaZulu Natal Region: Waterval Ref No: KZN 2026/03/03
	:	Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2026/03/11 Klerksdorp Ref No: LMN 2026/03/12 Polokwane Ref No: LMN 2026/03/13 Witbank Ref No: LMN 2026/03/14 Thohoyandou Ref No: LMN 2026/03/15
	:	Western Cape Region: Breede River Ref No: WC 2026/03/10
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith with 3 - 5 years relevant management experience at an Assistant Director level. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage and coordinate the delivery of spiritual care services. Implement, monitor and evaluate relevant policies and procedures to ensure consistent and effective service delivery. Provide empowerment, guidance and capacity building support to spiritual care personnel. Develop and present needs based spiritual care programmes tailored to both offenders and personnel. Promote and market spiritual care services while establishing partnerships with internal and external stakeholders. Provide and facilitate supportive services to personnel to enhance their well being. Oversee the management, maintenance and proper functioning of spiritual care infrastructure. Implement the Moral Renewal Programme for offenders and collaborate with stakeholders to strengthen social reintegration services. Ensure the effective management of human resources, finances and physical assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/27 : **REGIONAL COORDINATOR: HUMAN RESOURCES DEVELOPMENT**

SALARY : R896 436 per annum, (all-inclusive package)

CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/06

KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/04

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Development or equivalent qualifications. 3 - 5 years relevant management experience at an Assistant Director level in human resource development environment. Training experience Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Implement training and development interventions across all salary levels. Compile the Human Resource Development (HRD) business plan and conduct comprehensive training needs analyses. Prepare and submit monthly training statistics and annual training reports. Facilitate and coordinate employee development activities in alignment with regional HRD needs. Ensure the effective implementation of human resource development policies and programmes. Oversee the facilitation of internship and learnership programmes, as well as the administration of bursary applications. Manage human resources, financial resources and physical assets to support training and development functions. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

KwaZulu Natal Region: Mr Singh M (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367

NOTE : Appointment under the Public Service Act.

POST 10/28 : **REGIONAL COORDINATOR: INFORMATION TECHNOLOGY REF NO: FSNC 2026/03/07**

SALARY : R896 436 per annum, (all-inclusive package)

CENTRE : Free State and Northern Cape Region: Regional Office

REQUIREMENTS : Recognized Degree/National Diploma in Information Technology coupled with 3 - 5 years relevant management experience at an Assistant Director level in Information Technology (Novell, MS-Word, Windows, Word Perfect, In-house Soft-ware, and Hardware) in accordance with the PAS. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Coordinate and implement Information Technology (IT) policies across the Region. Manage and maintain computer hardware and related equipment to ensure optimal functionality. Conduct quality assessments of services delivered by IT personnel and ensure adherence to required service standards. Oversee the integration, compatibility, and effective functioning of software systems. Provide customer support and technical assistance to resolve IT related challenges. Manage and safeguard data security within the Region to ensure compliance with information protection standards. Plan, coordinate and oversee IT related activities and operational requirements. Manage human

resources, financial resources and physical assets to support IT operations effectively. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027

NOTE : Appointment under the Public Service Act.

POST 10/29 : **DEPUTY DIRECTOR: PROGRAMME COORDINATOR (HIV AND AIDS) REF NO: GP 2026/03/12**

SALARY : R896 436 per annum, (all-inclusive package)

CENTRE : Gauteng region: Regional Office

REQUIREMENTS : Recognized Degree/Diploma in Nursing / social sciences or equivalent qualification with 3 - 5 years relevant management experience at an Assistant Director level. Computer literate. Valid driver's licence. Competencies and Attributes: Research and knowledge of sexually transmitted diseases. Management / supervisory training, training in project and financial management, training in research methodology. Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Coordinate the implementation of policies and programmes aimed at combating HIV/AIDS among offenders and staff in the region. Promote and implement an interdisciplinary approach to HIV/AIDS prevention, treatment, care and awareness programmes. Liaise and collaborate with external stakeholders to ensure effective policy coordination and programme delivery. Conduct and support research to assess the effectiveness and impact of HIV/AIDS interventions and programmes within the region. Manage financial resources allocated for HIV/AIDS programmes. Manage human resources and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/30 : **REGIONAL COORDINATOR: HIV AND AIDS**

SALARY : R896 436 per annum, (all-inclusive package)

CENTRE : **Gauteng Region:**
Regional Office Ref No: GP 2026/03/12
Free State and Northern Cape Region:
Regional Office Ref No: FSNC 2026/03/08

REQUIREMENTS : Recognized Degree/Diploma in Nursing / social sciences or equivalent qualification with 3 - 5 years relevant management experience at an Assistant Director level. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Monitor and evaluate the implementation of comprehensive HIV and AIDS programmes, communicable diseases and services for offenders at the Management Area and Correctional Centre level. Monitor and evaluate the implementation of relevant HIV and AIDS policies and procedures. Provide statistical data and other relevant information for reporting purposes. Monitor the donor funded HIV and AIDS activities and programmes for offenders at Management Area and Correctional Centre level. Liaise with internal and external stakeholders at Correctional Centre, Management Area and Regional level. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/31</u>	:	<u>REGIONAL COORDINATOR: EMPLOYEE RELATIONS AND PERSONNEL DISCIPLINE</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	Free State and Northern Cape Region:
		Regional Office Ref No: FSNC 2026/03/09
		Gauteng Region:
		Regional Office Ref No: GP 2026/03/13
<u>REQUIREMENTS</u>	:	Recognized B Degree/National Diploma in Labour Law/Labour Relations or equivalent relevant qualification with 3 - 5 years relevant management experience at an Assistant Director level in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure the effective implementation of national employee relations policies. Coordinate the grievance procedure, bargaining council resolutions and the disciplinary system at the regional level. Develop regional policies where required and communicate relevant updates and feedback to stakeholders. Manage and coordinate collective bargaining processes and engage with personnel by receiving, processing and evaluating the merits of grievances submitted. Assist management with negotiations, dispute resolution and the drafting of informed recommendations. Provide guidance and support to line functionaries within the Department of Correctional Services (DCS) on matters related to labour relations. Conduct employee relations research to strengthen labour relations practices and improve policy alignment. Manage human resources, financial resources and physical assets. Manage performance of information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/32</u>	:	<u>REGIONAL COORDINATOR: HUMAN RESOURCE MANAGEMENT AND SUPPORT</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	Gauteng Region:
		Regional Office Ref No: GP 2026/03/14
		Free State and Northern Cape Region:
		Regional Office Ref No: FSNC 2026/03/10
		KwaZulu Natal Region:
		Regional Office Ref No: KZN 2026/03/05
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in HR Management/Administration with 3 - 5 years relevant management experience at an Assistant Director level. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure cost effective personnel administration and the optimal utilization of human resources. Initiate and implement regional HR policies in alignment with national frameworks. Develop and manage strategies that support the departmental mission and objectives, including the formulation of overarching HR strategies and goals. Conduct research to enhance national HR policies and procedures related to service terminations, remuneration control, service benefits, transfers, recruitment and appointments, allowances and other HR

		<p>matters. Manage and monitor performance information to support effective decision making, accountability and continuous improvement. Oversee the management of human resources, financial resources and physical assets to ensure efficient and compliant operations. Manage performance information.</p>
<u>ENQUIRIES</u>	:	<p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.</p>
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/33</u>	:	<u>REGIONAL COORDINATOR: HEALTH SERVICES REF NO: EC 2026/03/09</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Eastern Cape Region: Regional Office
<u>REQUIREMENTS</u>	:	<p>A relevant Health-related Bachelor's Degree / National Diploma in Nursing / Public Health / Environmental Health / Medical / Clinical Sciences / Health Services Management or equivalent qualification. 3 - 5 years relevant management experience in a health-related environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.</p>
<u>DUTIES</u>	:	<p>Provide strategic leadership and coordination of all regional health services, including Primary Health Care (PHC), medical services, nursing services, environmental health and nutritional and dietary services. Oversees the performance of PHC services against public health indicators, norms, standards and targets, ensuring the timely implementation of corrective actions. Ensure high-quality, comprehensive inmate health care through effective coordination of nursing and clinical services, while monitor and evaluate all PHC programmes for the region. Ensures robust health data analysis to support planning and performance improvement and leads the development, implementation and monitoring of guidelines, standards, protocols and best practices to ensure regulatory compliance and continuous service excellence. Manage human resources, finances and assets. Manage performance information.</p>
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/34</u>	:	<u>CONSTRUCTION PROJECT MANAGER: GRADE A</u>
<u>SALARY</u>	:	R879 342 per annum, (all-inclusive package)
<u>CENTRE</u>	:	<p>Free State and Northern Cape Region: Regional Office Ref No: FSNC 2026/03/11 Limpopo, Mpumalanga and North West Region: Regional Office Ref No: LMN 2026/03/16 (X2 Posts)</p>
<u>REQUIREMENTS</u>	:	<p>National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience or B Tech (Built Environment field) with a minimum of 4 years certified managerial experience or honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literate. Valid driver's licence. Competencies and Attributes: Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement. Decision making, team leadership and analytic skills. Creativity, self-management and financial management. Customer focus and responsiveness. Communication, planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation.</p>

- DUTIES** : Manage and coordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Report project progress to Director: Construction Project Management. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Maintain the record management system and the architectural library. Utilize resources allocated effectively. Keep up with new technologies and procedures. Research literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
- NOTE** : Appointment under the Public Service Act.
- POST 10/35** : **PSYCHOLOGIST GRADE 1**
- SALARY CENTRE** : R872 709 per annum, (all-inclusive package)
: **Eastern Cape Region:**
St Albans Ref No: EC 2026/03/10
Free State and Northern Cape Region:
Upington Ref No: FSNC 2026/03/12
Gauteng Region:
Boksburg Med A Ref No: GP 2026/03/15
Boksburg: Juvenile Ref No: GP 2026/03/16
Kgoši Mampuru II: Atteridgeville Ref No: GP 2026/03/17
Kgoši Mampuru II Comcor Ref No: GP 2026/03/18
Leeuwkop Med C Ref No: GP 2026/03/19
Modderbee: Nigel Ref No: GP 2026/03/20
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/17
Western Cape Region:
Allandale (Hawequa) Ref No: WC 2026/03/11
Overberg Ref No: WC 2026/03/12
West Coast Ref No: WC 2026/03/13 (X2 Posts)
Drakenstein Ref No: WC 2026/03/14
Voorberg Ref No: WC 2026/03/15
Breede River Ref No: WC 2026/03/16
Pollsmoor Ref No: WC 2026/03/17
- REQUIREMENTS** : Matric/Grade 12 and appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Problem solving and decision-making. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Computer literacy. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
- DUTIES** : Provide psychological services to inmates, parolees and probationers, including assessment, counselling, intervention and rehabilitation support. Coordinate and oversee the delivery of psychological services across the Management Area to ensure consistency, quality and compliance with departmental standards. Contribute to case planning, offender rehabilitation programmes and reintegration processes by providing expert psychological input. Maintain accurate, confidential clinical records and compile professional reports as required by departmental policies and legal frameworks. Identify

		mental health risks and recommend appropriate interventions or referrals in line with ethical standards and DCS guidelines. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/36</u>	:	<u>PHARMACIST GRADE 1 REF NO: FSNC 2026/03/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R848 862 per annum, (all-inclusive package) Free State and Northern Cape region: Kimberley Recognized 4-year Degree in Pharmacy or equivalent qualification. Registration with the South African Pharmaceutical Council as pharmacists. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the Public health and pharmaceutical system will be a strong recommendation. Financial management experience. Problem solving and decision making. Facilitation skills. Plan, organize lead and control. Presentation skills. Conflict Management. Report writing. Confidentiality. Understanding of the Public service policies and legislative frameworks. Service delivery orientation. Integrity and honesty. Assertiveness.
<u>DUTIES</u>	:	Oversee and manage the pharmacy facility in full compliance with relevant legislation, regulations and departmental policies. Conduct pharmacy related risk management activities and maintain effective internal and external professional networks. Dispense and manage controlled medicines in accordance with legal and ethical standards. Ensure that all medicines are stored, handled and secured in line with prescribed pharmaceutical requirements. Monitor stock levels continuously and initiate timely orders from approved suppliers to prevent shortages. Identify, report and address any irregular prescriptions, discrepancies or questionable expenditures during prescription checks and stock reconciliations. Ensure that the pharmacy facility meets the minimum compliance standards set by the South African Pharmacy Council. Manage human resources, finances and physical assets within the pharmacy environment to support effective service delivery. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/37</u>	:	<u>ASSISTANT MANAGER NURSING GRADE 1 (PN-B4): PRIMARY HEALTH CARE (PHC)</u>
<u>SALARY CENTRE</u>	:	R755 355 per annum
	:	Free State and Northern Cape Region: Bizzah Makhate Ref No: FSNC 2026/03/14 KwaZulu Natal Region: Ncome Development and Care Ref No: KZN 2026/03/06 Kokstad: Embongweni Ref No: KZN 2026/03/07 Gauteng Region: Boksburg Med A Ref No: GP 2026/03/21 Johannesburg Med A Ref No: GP 20265/03/22 Limpopo, Mpumalanga and North West Region: Witbank: Area Commissioner's Office Ref No: LMN 2026/03/18
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of (10) years appropriate/recognisable experience in nursing after registration as a Professional Nurse

with the SANC in General Nursing. At least 6 years of this period must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. Further, at least (3) years of the period referred to above must be appropriate/ recognisable experience at managerial level. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving, decision-making and facilitation skills. Plan, organize, lead and control. Change Management. Team leadership. Project management. Presentation skills. Conflict management. Report writing, training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public Service policy and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team in the facility is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/38 : **OPERATIONAL MANAGER NURSING [PN-B3]: PRIMARY HEALTH CARE (PHC)**

SALARY CENTRE : R693 096 per annum
: **Eastern Cape Region:**
St Albans Max Ref No: EC 2026/03/11
St Albans Med B Ref No: EC 2026/03/12
Free State and Northern Cape Region:
Bizzah Makhate Med B Ref No: FSNC 2026/03/15
Groenpunt Max Ref No: FSNC 2026/03/15
Groenpunt Med Ref No: FSNC 2026/03/17
Kimberley Ref No: FSNC 2026/03/18 (X2 Posts)
KwaZulu Natal Region:
Durban Med A Ref No: KZN 2026/03/08
Durban Med C Ref No: KZN 2026/03/09
Ncome Med A Ref No: KZN 2026/03/10
Gauteng Region:
Johannesburg Med A Ref No: GP 2026/03/23
Johannesburg Med C Ref No: GP 2026/03/24
Kgoši Mampuru II Odi Ref No: GP 2026/03/25
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/19
Standerton Ref No: LMN 2026/03/20
Barberton Med B Ref No: LMN 2026/03/21
Witbank Ref No: LMN 2026/03/22
Western Cape Region:
Pollsmoor (Female) Ref No: WC 2026/03/18
Southern Cape (Knysna) Ref No: WC 2026/03/19

REQUIREMENTS : Degree/Diploma in nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as a

Professional Nurse with the SANC in General Nursing. At least five (5) years of the said period must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in the relevant speciality. Registration with the SANC as a Professional Nurse. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how these impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES

: Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients. Promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advise accordingly. Advance and evaluate the quality and cost-effectiveness of nursing care. Ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES

: Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
 Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
 Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
 KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE

: Appointment under the Public Service Act.

POST 10/39

: **REGIONAL COORDINATOR: EDUCATION AND TRAINING**

SALARY CENTRE

: R637 626 per annum
 : **Eastern Cape Region:**
 Regional Office Ref No: EC 2026/03/13
Free State and Northern Cape Region:
 Regional Office Ref No: FSNC 2026/03/19
KwaZulu Natal Region:
 Regional Office Ref No: KZN 2026/03/11
Limpopo, Mpumalanga and North West Region:
 Regional Office Ref No: LMN 2026/03/23

<u>REQUIREMENTS</u>	:	Basic 4-year Diploma/Degree in Education (REQV 15) NQF Level 7 or an equivalent qualification, coupled with 12 years' experience in the educational of which 3 years management experience field. Post graduate degree will be an added advantage. Registration with SACE as professional Educator Registration with SACE as professional Educator is preferred. Computer literate. Valid driver's licence. Competencies and Attributes: Thorough knowledge of programme management. Financial management, facilitation, plan, organize, lead and control. Change management, team leadership, project management, presentation, conflict management, report writing, problem solving, decision-making, training and development, sound communication and time management skills. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation, integrity and honesty, assertiveness, ability to network, influence and impact, dynamic and professional.
<u>DUTIES</u>	:	Administer and coordinate education and training services, ensuring quality assessments and compliance with service standards. Oversee planning, coordination and infrastructure for education, training, sport, recreation, library and life skills programmes. Engage with external stakeholders to expand educational and recreational opportunities and manages human resources, finances and assets within the education and training environment. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/40</u>	:	<u>SENIOR LEGAL ADMINISTRATIVE OFFICER (MR6)</u>
<u>SALARY CENTRE</u>	:	R586 956 per annum
<u>SALARY CENTRE</u>	:	Free State and Northern Cape Region: Regional Office Ref No: FSNC 2026/03/20 KwaZulu Natal Region: Regional Office Ref No: KZN 2026/03/12
<u>REQUIREMENTS</u>	:	LLB or equivalent legal qualification. Eight (8) years post-qualification legal experience. Admitted attorney/advocate will be an advantage. Supervisory experience in legal administrative environment. Computer literate. Valid driver's licence. Competencies and Attributes: Excellent verbal and written communication skills. Good negotiation, conflict resolution and facilitation skills. Service rendering and credibility. Presentation, analytical thinking and decision-making skills. Planning, organizing, conceptualization, listening and report writing skills. Lead and control. Financial management. Change management. Team leadership. Project management. Presentation skills. Conflict management. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.
<u>DUTIES</u>	:	Management, administration and handling of litigation for and against the department. Provide legal advice to the department. Initiate policy amendments in the department. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to the department. Conduct legal research and legal education. Represent the department at various forums. Supervise legal administrative officers within the component. Maintain legal libraries. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
<u>NOTE</u>	:	Appointment under the Public Service Act.

<u>POST 10/41</u>	:	<u>HEAD OF CORRECTIONAL CENTRE (CB5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum
	:	Free State and Northern Cape Region: Hennenman Ref No: FSNC 2026/03/146
	:	Western Cape Region: Southern Cape (Knysna) Ref No: WC 2026/03/200 Pollsmoor Med C Ref No: WC 2026/03/201
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<u>DUTIES</u>	:	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. 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. 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 human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/42</u>	:	<u>CENTRE COORDINATOR: STAFF SUPPORT (CB5) REF NO: FSNC 2026/03/147</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R579 738 per annum
	:	Free State and Northern Cape Region: Kimberley
	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/43</u>	:	<u>CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum
	:	Free State and Northern Cape Region: Grootvlei Max Ref No: FSNC 2026/03/148

Virginia Ref No: FSNC 2026/03/149

Western Cape Region:

Voorberg Med B Ref No: WC 2026/03/202

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.

DUTIES : Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/44 : **MANAGER: EDUCATION AND TRAINING**

SALARY : R525 057 per annum

CENTRE : **Free State and Northern Cape Region:**
Bizzah Makhate Ref No: FSNC 2026/03/150

Limpopo, Mpumalanga and North West Region:

Polokwane Ref No: LMN 2026/03/153

Western Cape Region:

Pollsmoor Ref No: WC 2026/03/203

Brandvlei Ref No: WC 2026/03/204

Breede River Ref No: WC 2026/03/205

Drakenstein Ref No: WC 2026/03/206

REQUIREMENTS : Relevant Degree or National Diploma in Education coupled with eight (08) years teaching experience in education. Registration with the South African Council for Educators (SACE). Post graduate degree will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation, conflict management, report writing, training and development. Training, facilitation, time management skills. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Administration of education and training. Manage budget for education and training. Advise the Area Commissioner. Provide personal development of officials within the area. Responsible for the total establishment of the area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role players regarding education and recreation opportunities. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/45</u>	:	<u>DIVISIONAL HEAD: EDUCATIONIST</u>
<u>SALARY CENTRE</u>	:	R525 057 per annum
	:	Gauteng Region: Zonderwater Ref No: GP 2026/03/213
	:	Limpopo, Mpumalanga and North West Region: Barberton Town Youth Centre Ref No: LMN 2025/03/154 Barberton Max Ref No: LMN 2026/03/155 Bethal: Standerton Ref No: LMN 2026/03/156 Polokwane Ref No: LMN 2026/03/157 Polokwane: Modimolle Ref No: LMN 2026/03/158 Rooigrond Lichtenburg Ref No: LMN 2026/03/159 Rustenburg Centre of Excellence Juvenile Ref No: LMN 2026/03/160 Witbank Ref No: LMN 2026/03/161
<u>REQUIREMENTS</u>	:	Recognised four (4) year qualification in Education or equivalent qualification and registration with the South African Council of Educators. 3-5 years supervisory experience gained after registration with SACE. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.
<u>DUTIES</u>	:	Oversee the administration of all education and training programmes. Manage the professional growth and skills development of staff within the centre. Apply policies related to Sport and recreation activities, library services and life skills programmes. Maintain and update the education and training system. Engage with external stakeholders to expand educational and recreational opportunities. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/46</u>	:	<u>ASSISTANT DIRECTOR: INSPECTORATE (NCB3)</u>
<u>SALARY CENTRE</u>	:	R506 667 per annum
	:	Eastern Cape Region: Regional Office Ref No: EC 2026/03/103 (X4 Posts)
	:	Limpopo, Mpumalanga and North West Region: Regional Office Ref No: LMN 2026/03/162 (X2 Posts)
	:	KwaZulu Natal Region: Regional Office Ref No: KZN 2026/03/104
	:	Western Cape Region: Regional Office Ref No: WC 2026/03/207 (X3 Posts)
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences or equivalent qualification and 5 years' relevant experience gained in a supervisory post NCB2. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy. Willingness to travel.
<u>DUTIES</u>	:	Assist in the planning and compilation of the annual inspection programme. Assist in the evaluation and identification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submit reports on inspection findings to enable management to make informed decisions. Assist institutions that are

		being reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/47</u>	:	<u>ASSISTANT DIRECTOR: CORRECTIONS (NCB3)</u>
<u>SALARY CENTRE</u>	:	R506 667 per annum
	:	Free State and Northern Cape Region: Groenpunt Ref No: FSNC 2026/03/151 Goedemoed Ref No: FSNC 2026/03/152 Kimberley Ref No: FSNC 2026/03/153 Colesberg Ref No: FSNC 2026/03/154 Limpopo, Mpumalanga and North West Region: Klerksdorp Ref No: LMN 2026/03/163 Witbank Ref No: LMN 2026/03/164 Western Cape Region: Drakenstein Ref No: WC 2026/03/208 Pollsmoor Ref No: WC 2026/03/209 West Coast Ref No: WC 2026/03/210
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least five (5) years relevant experience gained in a supervisory post (NCB2). Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.
<u>DUTIES</u>	:	Handling all incoming and outgoing documentation related to prisons and community corrections. Management of Classified Information. Management of Policy Documentation (DCS). Maintaining up-to-date departmental policies and procedural manuals. Investigation of Incidents. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/48</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES AND SECURITY (NCB3)</u>
<u>SALARY CENTRE</u>	:	R506 667 per annum
	:	Eastern Cape Region: East London Ref No: EC 2026/03/104 Free State and Northern Cape Region: Upington Ref No: FSNC 2026/03/155 Gauteng Region: Modderbee Ref No: GP 2026/03/214 KwaZulu Natal Region:

Ncome Ref No: KZN 2026/03/105
Waterval Ref No: KZN 2026/03/106
Limpopo, Mpumalanga and North West Region:

Polokwane Ref No: LMN 2026/03/165
Rustenburg Ref No: LMN 2026/03/166
Witbank Ref No: LMN 2026/03/167
Rooigrond Ref No: LMN 2026/03/168

Western Cape Region:

Brandvlei Ref No: WC 2026/03/211
Goodwood Ref No: WC 2026/03/212
West Coast Ref No: WC 2026/03/213
Overberg Ref No: WC 2026/03/214

- REQUIREMENTS** : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least five (5) years relevant experience gained in a supervisory post (NCB2). Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.
- DUTIES** : Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, doctors, hospital etc. Assess security services. Improve standard of physical security in the management area. Manage Emergency Support Team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high-risk offenders. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- NOTE** : Appointment under the Correctional Services Act.
- POST 10/49** : **HEAD OF CORRECTIONAL CENTRE (CB4) REF NO: FSNC 2026/03/156**
- SALARY CENTRE REQUIREMENTS** : R491 799 per annum
Free State and Northern Cape Region: Brandfort
- REQUIREMENTS** : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
- 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.

		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. 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 human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/50</u>	:	<u>SECURITY MANAGER: AGRICULTURE (ANIMAL PRODUCTION) (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Western Cape Region:
		Brandvlei Med (Dairy Productions) Ref No: WC 2026/03/215
		Voorberg Med A Ref No: WC 2026/03/216
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Agriculture Management/ Animal Production or relevant equivalent qualification and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Quality assessment of agricultural services. Develop/maintain agricultural services standards in the Management Area. Management of animal production, agricultural labour, environment, agricultural equipment and occupational safety. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/51</u>	:	<u>SECURITY MANAGER: AGRICULTURE (PLANT PRODUCTION) (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Western Cape Region:
		Southern Cape (George) Ref No: WC 2026/03/217
		Voorberg Med A Ref No: WC 2026/03/218 (X2 Posts)
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Agriculture Management/Animal Production or relevant equivalent qualification and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Quality assessment of agricultural services. Develop/maintain agricultural services standards in the Management Area. Management of plant production, agricultural labour, environment, agricultural equipment and occupational safety. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 10/52</u>	:	<u>SECURITY MANAGER: AGRICULTURE (CB4) REF NO: EC 2026/03/105</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Eastern Cape region: Amathole
<u>REQUIREMENTS</u>	:	Relevant Degree/National Diploma in Agricultural Science or equivalent qualification. Successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Promotion of self-sufficiency with regard to agricultural products. Coordinate the implementation of agriculture service. Maintain agricultural production and service standards in the management area. Manage the implementation of Occupation Health and Safety Act. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/53</u>	:	<u>SECTION HEAD: PRODUCTION WORKSHOPS (CB4) REF NO: FSNC 2026/03/157</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Free State and Northern Cape region: Kimberley
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Textile Industry or relevant equivalent qualification and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of products as well as services and supply quotes. Execute basic workshop administration. Planning and controlling of production/manufacturing. Ensure the effectiveness of workshop administration. Perform financial management functions. Manage stock and equipment. Manage the training of personnel and offenders. Perform general ad-hoc tasks as required. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/54</u>	:	<u>SECURITY MANAGER: NUTRITIONAL SERVICES (CB4) REF NO: GP 2026/03/215</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Johannesburg
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Food Service Management/Food and Beverage Management or equivalent qualification. Successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security

		in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Oversee all nutritional services and food service activities. Ensure smooth production, serving, and distribution of meals in line with prescribed prescripts. Monitor production processes to maintain quality and operational efficiency. Track and reduce plate wastage through monitoring and analysis. Implement and enforce hygiene and food safety standards. Ensure compliance with all policies, procedures and guidelines relating to food services. Set departmental goals aligned with short- and long-term plans for food service operations. Participate in the planning and development of food service systems. Ensure effective implementation of policies and procedures within the department. Regularly evaluate food service processes to identify areas for improvement. Ensure that operational practices are consistent with established standards. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/55</u>	:	<u>UNIT MANAGER: PAROLEES AND PROBATIONERS (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Western Cape Region: Southern Cape (George ComCor) Ref No: WC 2026/03/219 West Coast (Malmesbury ComCor) Ref No: WC 2026/03/220
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of monitoring services. Determine the conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Management of programmes. Identification of community service programme. Logistical administration. Manage the facilities and equipment of the section. Allocation of staff to specific duties. Disciplinary action against offending staff. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/56</u>	:	<u>CENTRE COORDINATOR: CORRECTIONS (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Odendaalsrus Ref No: FSNC 2026/03/158 Western Cape Region: Breede River (Warmbokkeveld) Ref No: WC 2026/03/221
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

<u>DUTIES</u>	:	Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/57</u>	:	<u>CENTRE COORDINATOR: STAFF SUPPORT (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Free State and Northern Cape Region: Bloemfontein Ref No: FSNC 2026/03/159 De Aar Ref No: FSNC 2026/03/160 Kuruman Ref No: FSNC 2026/03/161 Groenpunt Med Ref No: FSNC 2026/03/162 Western Cape Region: Overberg (Buffeljagsrivier) Ref No: WC 2026/03/222 Southern Cape (George) Ref No: WC 2026/03/223
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/58</u>	:	<u>UNIT MANAGER (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Free State and Northern Cape Region: Goedemoed Max Ref No: FSNC 2026/03/163 (X2 Posts) Groenpunt Max Ref No: FSNC 2026/03/164 Tswelopele Ref No: FSNC 2026/03/165 (X2 Posts) Upington Ref No: FSNC 2026/03/166) Western Cape Region: Goodwood Ref No: WC 2026/03/224 Pollsmoor Med A Ref No: WC 2026/03/225 Southern Cape (Oudtshoorn Med A) Ref No: WC 2026/03/226 Southern Cape (Beaufort West) Ref No: WC 2026/03/227 West Coast Med A Ref No: WC 2026/03/228 Brandvlei (Juvenile) Ref No: WC 2026/03/229
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant

		security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/59</u>	:	<u>DIVISIONAL HEAD: SECURITY (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Goedemoed Med A Ref No: FSNC 2026/03/167
	:	Western Cape Region: Pollsmoor (Female) Ref No: WC 2026/03/230
	:	Southern Cape (Mossel Bay) Ref No: WC 2026/03/231
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage security matters. Maintenance of existing security matters and the upgrading thereof. Implement departmental policies. Advise management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/60</u>	:	<u>SECURITY MANAGER: INTERNAL SECURITY (CB4) REF NO: WC 2026/03/232</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Western Cape region: Drakenstein Med A
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good

<u>DUTIES</u>	:	interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
	:	Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/61</u>	:	<u>DIVISIONAL HEAD: CORRECTIONS AND CARE (CB4) REF NO: WC 2026/03/233</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R491 799 per annum
	:	Western Cape Region: Drakenstein (Stellenbosch ComCor)
	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Enhance coordination of policies and quality assessment of services. Ensure service level standards for Social Work Services. Plan activities. Manage infrastructure for Social Work Services/Psychological Services and Spiritual Care programme interventions. Ensure the implementation and compliance with Departmental legislation, policies and procedures relating to special categories offenders. Ensure the implementation of checklist for all special category offenders to ensure adequate service delivery. Report on the offender enrolment and participation (including special categories of offenders) in Social Work, Psychological, Spiritual Care, HIV, AIDS, Formal Education, Skill Development and SRAC Programmes). Ensure effective risk mitigation of risk management within the Care division. Ensure the implementation of need-based programmes in partnership with external service providers. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/62</u>	:	<u>DIVISIONAL HEAD: FINANCE (CB4) REF NO: FSNC 2026/03/168</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Vereeniging
	:	Relevant Degree or National Diploma in Accounting or Financial Management with (7) years relevant experience. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public service policies and legislative frameworks. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.

<u>DUTIES</u>	:	Inspection of financial administration at the correctional centre. Ensuring the correct management of special function accounts. Ensuring control over all financial documentation. Ensure the correct management of ledgers. Monitoring of expenditure within the bounds of allocated funds. Investigate irregularities in financial management at the correctional centre. Ensure the correct distribution of funds and the inclusion of approved new services/expansions in the budget. Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports. Ensure optimum utilization of resources with regard to management of budgets within the framework of relevant legal directives and regulations. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/63</u>	:	<u>DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
<u>SALARY CENTRE</u>	:	Free State and Northern Cape Region:
<u>SALARY CENTRE</u>	:	Goedemoed Med B Ref No: FSNC 2026/03/169
<u>SALARY CENTRE</u>	:	Upington Ref No: FSNC 2026/03/170
<u>SALARY CENTRE</u>	:	Vereeniging Ref No: FSNC 2026/03/171
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Human Resource Management and successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Provide Human Resources functions at the correctional centre. Manage the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Ensure that disciplinary measures are instituted where necessary. Act as initiator in disciplinary hearings. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/64</u>	:	<u>DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB4) REF NO: FSNC 2026/03/172</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
<u>SALARY CENTRE</u>	:	Free State and Northern Cape region: Grootvlei Max
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in Case Management Administration. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

NOTE : Appointment under the Correctional Services Act

POST 10/65 : **DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB4) REF NO: FSNC 2026/03/172**

SALARY CENTRE REQUIREMENTS : R491 799 per annum
 : Free State and Northern Cape region: Grootvlei Max
 : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

DUTIES : Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in Case Management Administration. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

NOTE : Appointment under the Correctional Services Act

POST 10/66 : **SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB4)**

SALARY CENTRE : R491 799 per annum
 : **Free State and Northern Cape Region:**
 Groenpunt Med Ref No: FSNC 2026/03/173
Western Cape Region:
 West Coast Med A Ref No: WC 2026/03/234

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

DUTIES : Ensure the facilitation of the implementation of the offender's individual sentence plan to support individual offenders in their personal development. Ensure that the monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (such as Case Management Committee, Case Management Administration). Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/67 : **DIVISIONAL HEAD: CARE SERVICES (CB4) REF NO: FSNC 2026/03/174**

SALARY CENTRE REQUIREMENTS : R491 799 per annum
 : Free State and Northern Cape Region: Vereeniging
 : Relevant Degree or National Diploma in Education and Training, Training/Educational Management/M + 4 qualification in Education, Social

Work and Nursing. Successful completion of the Corrections Science Learnership/ Basic Training). Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Firearm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. Service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

- DUTIES** : Coordination of Corrections and Care services. Implement Corrections and Care strategies. Implement Corrections and Care services level agreement standards. Networking and attending meetings with internal and external stakeholders. Serve as an advocacy for the Department to the community. Implement policy and guidelines. Monitor and evaluate policy implementation. Ensure adherence to policies and guidelines by functionaries. Provide statutory guidelines on inspection manuals, brochures and pamphlets. Coordinate latest training developments and requirements with external role players. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
- NOTE** : Appointment under the Correctional Services Act
- POST 10/68** : **CHIEF ARTISAN GRADE A: ASSET MAINTENANCE**
- SALARY CENTRE** : R480 261 per annum
 : **Free State and Northern Cape Region:**
 Kimberley Ref No: FSNC 2026/03/21
Gauteng Region:
 Kgoši Mampuru II Central Ref No: GP 2026/03/26
Limpopo, Mpumalanga and North West Region:
 Thohoyandou Ref No: LMN 2026/03/24
Western Cape Region:
 Voorberg (Ref no: WC 2026/03/20)
- REQUIREMENTS** : An appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's licence. Competencies and Attributes: Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making, team work, creativity, change management, financial management, customer focus and responsiveness. Communication, planning and organising skills.
- DUTIES** : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B (082) 306 9027.
 Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- NOTE** : Appointment under the Public Service Act.

<u>POST 10/69</u>	:	<u>CHIEF ARTISAN GRADE A: PRODUCTION WORKSHOPS</u>
<u>SALARY CENTRE</u>	:	R480 261 per annum
	:	Gauteng Region: Boksburg Ref No: GP 2026/03/27
	:	Free State and Northern Cape Region: Bizzah Makhate Ref No: FSNC 2026/03/22
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's licence. Competencies and Attributes: Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making, team work, creativity, change management, financial management, customer focus and responsiveness. Communication, planning and organising skills.
<u>DUTIES</u>	:	Policy development and interpretation. Monitoring, evaluation and support service to workshop personnel. Economic analysis of work-shop performance. Research and development of new workshop projects. Monitor and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop policies, manuals and legislation. Compiling financial budgets and estimates. Evaluate financial expenditure and control at all workshop facilities. Understand and apply good human resources relations with subordinates and workshop personnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 10/70</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1</u>
<u>SALARY CENTRE</u>	:	R477 564 per annum
	:	Eastern Cape Region: Amathole Ref No: EC 2026/03/14
	:	Limpopo, Mpumalanga and North West Region: Bethal: Ermelo Med A Ref No: LMN 2026/03/25 Standerton Med A Ref No: LMN 2026/03/26 (X2 Posts) Rooigrond Ref No: LMN 2026/03/27 Thohoyandou Ref No: LMN 2026/03/28
	:	Western Cape Region: Allandale Ref No: WC 2026/03/21 Brandvlei (Juvenile) Ref No: WC 2026/03/22 Brandvlei Med Ref No: WC 2026/03/23 Southern Cape (George) Ref No: WC 2026/03/24
<u>REQUIREMENTS</u>	:	BA Degree in Social Work and seven (7) years relevant experience in social work after registration with the South African Council for Social Services Profession (SACSSP). Current registration with the South African Council for Social Services Professions. Computer literate. Valid driver's licence. Competencies and Attributes: Conversant with acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems. Social work intervention. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work service. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z (043) 706 7866/Ms Mgugudo N (043) 706 7882.
Limpopo, Mpumalanga and North West region: Mr Buthelezi Z (012) 306 2025/Ms Nomvela PM (012) 306 2033/Ms Lekhuleni TD (012) 306 2034.
Western Cape: Ms NA Mdladlamba (021) 550 6014/Ms A Reddy (021) 559 7929/Mr S Sikisazane (021) 558 0108/Ms NC Sotyibi (021) 558 0518.

NOTE : Appointment under the Public Service Act

POST 10/71 : **CLINICAL NURSE PRACTITIONER GRADE 1: PN-B1 (PRIMARY HEALTH CARE)**

SALARY CENTRE : R476 367 per annum
: **Eastern Cape Region:**
East London Max Ref No: EC 2026/03/15
Mthatha Max Ref No: EC 2026/03/16 (X2 Posts)
Mt Fletcher Ref No: EC 2026/03/17
Mthatha Remand Ref No: EC 2026/03/18
St Albans: Med B Ref No: EC 2026/03/19
Max Ref No: EC 2026/03/20 (X4 Posts)
Port Elizabeth Ref No: EC 2026/03/21
Amathole Ref No: EC 2026/03/22 (X3 Posts)
Middledrift Ref No: EC 2026/03/23
Sada (Burgersdorp) Ref No: EC 2026/03/24
Free State and Northern Cape Region:
Bizzah Makhate Med C Ref No: FSNC 2026/03/23
Bethlehem Ref No: FSNC 2026/03/24
Bizzah Makhate Med B Ref No: FSNC 2026/03/25
Brandfort Ref No: FSNC 2026/03/26
Harrismith Ref No: FSNC 2026/03/27
Hennenman Ref No: FSNC 2026/03/28
Ventersburg Ref No: FSNC 2026/03/29
Virginia Ref No: FSNC 2026/03/30
Colesberg Ref No: FSNC 2026/03/31
De Aar Ref No: FSNC 2026/03/32
Douglas Ref No: FSNC 2026/03/33) (X2 Posts)
Grootvlei Max Ref No: FSNC 2026/03/34
Grootvlei Max Ref No: FSNC 2026/02/35 (X2 Posts)
Grootvlei Med B Ref No: FSNC 2026/03/36
Groenpunt Youth Ref No: FSNC 2026/03/37
Hope Town Ref No: FSNC 2026/03/38
Frankfort Ref No: FSNC 2026/03/39
Kuruman Ref No: FSNC 2026/03/40
Odendaalsrus Ref No: FSNC 2026/03/41
Vereeniging Ref No: FSNC 2026/03/42
Parys Ref No: FSNC 2026/03/43
Tswelopele Ref No: FSNC 2026/03/44 (X4 Posts)
Upington Ref No: FSNC 2026/03/45
Upington Ref No: FSNC 2026/03/46
Victoria West Ref No: FSNC 2026/03/47
Gauteng Region: Boksburg Med A Ref No: GP 2026/03/28
Kgoši Mampuru II Odi Ref No: GP 2026/03/29) (X2 Posts)
Johannesburg Med A Ref No: GP 2026/03/30
Johannesburg Med B Ref No: GP 2026/03/31
Johannesburg Ref No: GP 2026/03/32
Krugersdorp Ref No: GP 2026/03/33
Modderbee Ref No: GP 2026/03/34) (X5 Posts)
Modderbee Devon Ref No: GP 2026/03/35
Zonderwater Med A Ref No: GP 2026/03/36
Zonderwater Med B Ref No: GP 2026/03/37
KwaZulu Natal Region:
Durban Med A Ref No: KZN 2026/03/13 (X4 Posts)
Durban Med B Ref No: KZN 2026/03/14
Durban Med C Ref No: KZN 2026/03/15
Umzinto Ref No: KZN 2026/03/16
Durban female Ref No: KZN 2026/03/17
Kokstad: Ebongweni Ref No: KZN 2026/03/18 (X3 Posts)
Pietermaritzburg Med A Ref No: KZN 2026/03/19 (X2 Posts)
Pietermaritzburg Med B Ref No: KZN 2026/03/20

New Hanover Ref No: KZN 2026/03/21
 Glencoe Ref No: KZN 2026/03/22
 Ncome (Vryheid) Ref No: KZN 2026/03/23
Limpopo, Mpumalanga and North West Region:
 Barberton: Nelspruit Ref No: LMN 2026/03/29
 Bethal: Standerton Ref No: LMN 2026/03/30 (X3 Posts)
 Piet Retief Ref No: LMN 2026/03/31
 Rustenburg: Mogwase Ref No: LMN 2026/03/32
 Rustenburg: Losperfontein Ref No: LMN 2026/03/33
 Thohoyandou Med A Ref No: LMN 2026/03/34
 Witbank: Middleburg Ref No: LMN 2026/03/35
 Witbank Ref No: LMN 2026/03/36) (X2 Posts)
 Polokwane: Tzaneen Ref No: LMN 2026/03/37

Western Cape Region:

Allandale Ref No: WC 2026/03/25
 Allandale (Paardeberg) Ref No: WC 2026/03/26
 Brandvlei Max Ref No: WC 2026/03/27
 Brandvlei Med Ref No: WC 2026/03/28
 Brandvlei (Juvenile) Ref No: WC 2026/03/29
 Southern Cape (Oudtshoorn) Ref No: WC 2026/03/30 (X2 Posts)
 Southern Cape (George) Ref No: WC 2026/03/31 (X3 Posts)
 Southern Cape (Mossel Bay) Ref No: WC 2026/03/32
 Overberg Med Ref No: WC 2026/03/33
 Pollsmoor Med A Ref No: WC 2026/03/34 (X4 Posts)
 Pollsmoor Med B Ref No: WC 2026/03/35 (X2 Posts)
 Pollsmoor (Female) Ref No: WC 2026/03/36
 Drakenstein Ref No: WC 2026/03/37 (X2 Posts)
 Voorberg (Van Rhynsdorp) Ref: WC 2026/03/38 (X2 Posts)
 Breede River (Males) Ref No: WC 2026/03/39
 Breede River (Females) Ref No: WC 2026/03/40 (X2 Posts)
 Breede River (Robertson) Ref No: WC 2026/03/41
 Goodwood Ref No: WC 2026/03/42 (X2 Posts)

REQUIREMENTS

: Degree/National Diploma with four years relevant nursing experience after registration as a professional nurse with the South African Nursing Council and post basic qualification in Primary Health Care accredited with the Council. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with the council as a professional Nurse. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing, Health, Occupational and Safety Act. Knowledge of Offender Rights Charter and Batho-Pele principles. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in different service areas. Co-ordination, planning team building, supervisory, good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills. Empathy, tactfulness, integrity and honesty. Report writing skills. Adaptability and conflict management. Ability to coordinate and collaborate with internal and external stakeholders.

DUTIES

: Provide quality comprehensive Primary Health care services through promoting preventative, curative and rehabilitative services for offenders. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Conduct routine examination of offenders and treatment of minor ailments according to scope of practice. Render administrative services such as providing accurate statistics for evaluation and future planning. Identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organizing, including ordering and control of medicine and medical stock. Develop and ensure implementation of nursing care plans. Updating of offender's records and participate in clinical records audits. Provide safe and therapeutic environment as laid down by the Nursing, Occupational Health and Safety Act and all other applicable prescripts. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES

: Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
 Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/72 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: WC 2026/03/43**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Western Cape region: Regional Office
: Recognized Degree/National Diploma in Safety Management or equivalent qualification. 3-5 years' supervisory experience in an Occupational Health and Safety environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of OHS Act. Knowledge of COID Act. Knowledge of DCS employee occupational health and safety policy and processes. HR Mandates regarding employee occupational health and safety. Public Service Regulations. Knowledge of collective Agreements with regard to employee occupational health and safety. Information collection, analyses, interpretation, dissemination with regard to performance assessment policies regulations and acts. Knowledge of COID Act (Workman Compensation Act). Safety standards. Basic Conditions of Employment Act. Public Service Regulations. DCS Financial Policy regarding claims, expenditure, advances, payments, invoices, etc. HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. Project management principles. PFMA – compilation of budgets, estimation, expenditure and reporting. The ability to access and interpret required management information. Communication, presentations, decision making, problem solving, networking/liaison with stakeholders and listening skills. Technical report writing and analytical thinking. Policy development, analysis, monitoring, evaluation and implementation. Knowledge of DPSA Circulars with regard to employee occupational health and safety.

DUTIES : Facilitate the implementation of OHS as incorporated in the IEHW policy and procedure. Monitor the compliance of Occupational Health and safety in terms of COID Acts within the region and management area. Monitor and promote corporate culture of Safety, Health, Environment, Risk and Quality (SHERQ) in the region. Facilitate the implementation of corrective measures in order to mitigate SHERQ risks. Coordinate and facilitate emergency preparedness plan and response procedures within the region.

ENQUIRIES : Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/73 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**

SALARY CENTRE : R468 459 per annum
Free State and Northern Cape Region:
Office of the Deputy Regional Commissioner Ref No: FS/NC 2026/03/49
Gauteng Region:
Office of the Deputy Regional Commissioner Ref No: GP 2026/03/39
Western Cape Region:
Pollsmoor: Office of the Area Commissioner Ref No: WC 2026/03/44

REQUIREMENTS : A recognized Degree/National Diploma in Office Management /Public Administration/related qualification. 3-5 years' supervisory experience in a relevant environment. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills.

		Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Prepare and consolidate reports for the office. Ensure a smooth document flow system in the office. Ensure compliance of return dates for memorandums and projects. Ensure quality control over the documentation received. Facilitate the convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/74</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Eastern Cape Region: Kirkwood Ref No: EC 2026/03/25
	:	Free State and Northern Cape Region: Uppington Ref No: FSNC 2026/03/50 Goedemoed Ref No: FSNC 2026/03/51
	:	KwaZulu Natal Region: Kokstad Ref No: KZN 2026/03/24 Pietermaritzburg Ref No: KZN 2026/03/25 Waterval Ref No: KZN 2026/03/26 Durban Ref No: KZN 2026/03/27 Glencoe Ref No: KZN 2026/03/28
	:	Gauteng Region: Johannesburg Ref No: GP 2026/03/40 Kgoši Mampuru II Ref No: GP 2026/03/41
	:	Limpopo, Mpumalanga and North West Region: Thohoyandou Ref No: LMN 2026/03/39
	:	Western Cape Region: Brandvlei Ref No: WC 2026/03/45 Goodwood Ref No: WC 2026/03/46 Pollsmoor Ref No: WC 2026/03/47 Drakenstein Ref No: WC 2026/03/48
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Labour Law/Labour Relations or equivalent relevant qualification. At least 3-5 years' supervisory experience in the employee relations environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Administer the Department's Employee Relations Management Information System (ERMIS). Design and implement systems and procedures for collecting, monitoring, analysing and interpreting data related to disciplinary hearings, appeals, suspensions, grievances and disputes within the Management Area and ensure that corrective actions are taken. Develop management information reports for DCS regional management. Administer employee grievances in the Management Area and support the development of related policies and procedures. Serve as the custodian of the grievance

		procedure and monitor compliance with DCS grievance guidelines. Facilitate conflict management processes at both individual and collective levels. Represent the Department/Management Area during conciliation and arbitration proceedings. Oversee the management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/75</u>	:	<u>ASSISTANT DIRECTOR: HR PROVISIONING</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Gauteng Region: Regional Office: Ref No: GP 2026/03/42
	:	KwaZulu Natal Region: Regional Office Ref No: KZN 2026/03/29
<u>REQUIREMENTS</u>	:	Recognized three (3) year Degree/National Diploma in Human Resource Management or equivalent qualification and 3-5 years' supervisory experience in human resource environment. PERSAL knowledge. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Management of policy on HR provisioning. Manage recruitment objectives for entry level posts. Management of promotion posts up to DD level. Management of psychometric testing. Advertisements of posts. Ensure that post applications are evaluated. Ensuring that shortlists are compiled. Ensuring that candidates are interviewed. Manage the appointment/placement of candidates. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/76</u>	:	<u>ASSISTANT DIRECTOR: WORKSTUDY REF NO: GP 2026/03/43</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Gauteng region: Regional Office
<u>REQUIREMENTS</u>	:	Recognized three (3) year Degree/National Diploma in Management Services/Production or Operations Management or equivalent qualification and 3-5 years' supervisory experience in HR Organisational Design, Business Process Re-engineering and Job evaluation. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the Constitution, Public Service Act, Public Service Act Public regulations, Labour Relations Act, organisational design principles, business process principles job evaluation policies and procedure, OrgPlus, Visio or WinOrg, DPSA Directives and Circulars. Practices. Knowledge of SMS handbook, Batho Pele principles, national development plan, departmental strategy plan, annual performance plan, service delivery model, codes of conduct, stakeholder management, project management.
<u>DUTIES</u>	:	Conduct investigation on organisational structures and post establishment of the Department and make recommendations to national. Develop job

descriptions for newly created and newly defined jobs and jobs being evaluated. Evaluate existing and newly created posts establishment of the department and report the findings and solutions/recommendations. Facilitate the development of business process management and standard operating procedure in the Department. Coordinate and facilitate the development of Standard Operating Procedures (SOP) in the Department. Facilitate human resource planning with line functional managers or section head within the region. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/77 : **ASSISTANT DIRECTOR: PERSAL**

SALARY : R468 459 per annum

CENTRE : **Eastern Cape Region:**
Regional Office Ref No: EC 2026/03/26
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/30

REQUIREMENTS Recognized three (3) year Degree/National Diploma in Human Resource Management and 3-5 years' supervisory experience in Human Resource environment. Successful completion of PERSAL Training (Personnel, Salaries, Establishment, Introduction). Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Manage PERSAL access security system within the region. Ensure data integrity on personnel and salary records. Conduct PERSAL inspection to ensure the effective implementation of internal policies, guidelines in relation to the HR practices within the region. Manage PERSAL establishment within the Region. Monitor the implementation of PERSAL data management and access security policy and procedure. Conduct training of PERSAL users. Monitor the selective allocation of functions. Creation and maintenance of departmental codes on the departmental code file. Evaluate and recommend/reject requested changes on the PERSAL systems. Manage and control PERSAL notices and messages and bring important issues to the attention of management. Monitor effective use of the PERSAL system. Ensure interaction between the PERSAL user support and the Department. Composition and maintenance of Departmental PERSAL policy, manuals and procedures. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882

KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/78 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

SALARY : R468 459 per annum

CENTRE : **Gauteng Region:**
Boksburg: (Ref: GP 2026/03/44)
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/40
Rustenburg Ref No: LMN 2026/03/41
Klerksdorp Ref No: LMN 2026/03/42

REQUIREMENTS : Relevant Degree/National Diploma in Human Resource Development or equivalent qualification. OD-ETDP will be an added advantage. 3-5 years relevant work experience gained on a supervisory level in HRD. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and

control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Conduct training needs analyses and compile monthly training statistics as well as annual HRD reports. Deliver effective HRD administration, including managing learnerships such as the Correctional Science Learnership (NQF Level 4) and assessing learner performance. Oversee internship programmes and facilitate HRD training interventions through proper programming, scheduling, logistics coordination, monitoring and evaluation. Assist with the marketing and administration of bursaries and manage human resources, finances and assets within the HRD environment. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/79 : **ASSISTANT DIRECTOR: HUMAN RESOURCE SUPPORT REF NO: GP 2026/03/45**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Gauteng Region: Johannesburg
: Recognized three (3) year Degree/National Diploma in Human Resource Management or equivalent qualification and 3-5 years supervisory experience in human resource environment. PERSAL knowledge. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Facilitate the implementation of the Performance Management Development System (PMDS), including the setup and maintenance of performance management tools. Ensure effective execution of pay progression, performance incentives and grade progression processes. Coordinate and manage long service awards, ensuring compliance with departmental guidelines. Manage performance information. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/80 : **ASSISTANT DIRECTOR: HR ADMINISTRATION**

SALARY CENTRE : R468 459 per annum
: **Free State and Northern Cape Region:**
Goedemoed Ref No: FSNC 2026/03/52
Grootvlei Ref No: FSNC 2026/03/53
Upington Ref No: FSNC 2026/03/54
KwaZulu Natal Region:
Empangeni Ref No: KZN 2026/03/31
Limpopo, Mpumalanga and North West Region:
Thohoyandou Ref No: LMN 2026/03/43
Rooigrond Ref No: LMN 2026/03/44
Western Cape Region:
Regional Office Ref No: WC 2026/03/49
Pollsmoor Ref No: WC 2026/03/50
Southern Cape Ref No: WC 2026/03/51

- REQUIREMENTS** : Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 years supervisory experience in a Human Resource environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of HR policies, transformation and PMDS, training and development plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
- DUTIES** : Ensure the implementation of Human Resource policies, including leave administration, performance management, employee development systems, grievances, disciplinary procedures, injury-on duty cases, transfers and service terminations. Communicate and interpret HR policy matters for staff and management. Coordinate and facilitate personnel meetings and maintain an accurate post establishment. Oversee the effective management of human resource practices and support the implementation of HR development initiatives. Ensure proper management of official accommodation and exercise control over the organisational establishment. Manage and administer PERSAL functions. Oversee the management of human resources, finances and physical assets to ensure efficiency and compliance. Manage performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
- NOTE** : Appointment under the Public Service Act.
- POST 10/81** : **ASSISTANT DIRECTOR: EMPLOYMENT EQUITY**
- SALARY CENTRE** : R468 459 per annum
: **Eastern Cape Region:**
Regional Office Ref No: EC 2026/03/27
Western Cape Region:
Regional Office Ref No: WC 2026/03/52
- REQUIREMENTS** : Recognized Degree/National Diploma in Social Work/Psychology or equivalent relevant qualification. At least 3-5 years supervisory experience in a Human Resource environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
- DUTIES** : Promote and mainstream gender sensitivity across the region while managing employment equity matters in line with departmental and legislative requirements. Monitor and support the implementation of transformation processes to ensure an inclusive and equitable work environment. Manage human resources, finances and assets within the equity and transformation portfolio. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
- NOTE** : Appointment under the Public Service Act.

<u>POST 10/82</u>	:	<u>ASSISTANT DIRECTOR: HR UTILIZATION</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Eastern Cape Region: Kirkwood Ref No: EC 2026/03/28) Mthatha Ref No: EC 2026/03/29
	:	Gauteng Region: Johannesburg Ref No: GP 2026/03/46
	:	Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2026/03/45
	:	Western Cape Region: West Coast Ref No: WC 2026/03/53
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource Management and 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Coordinate and oversee the recruitment, appointment and promotion processes to ensure efficient staffing. Monitor the vacancy rate in line with the departmental Annual Performance Plan (APP) and advise management on any discrepancies. Manage and administer employee transfers within the Management Area, as well as all service terminations. Oversee the effective management of human resources, finances and physical assets in the recruitment and staffing environment. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/83</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Free State and Northern Cape Region: Grootvlei Ref No: FSNC 2026/03/55 Goedemoed Ref No: FSNC 2026/03/56 Kimberley Ref No: FSNC 2026/03/57
	:	Gauteng Region: Baviaanspoort Ref No: GP 2026/03/47
	:	Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2026/03/46 Polokwane Ref No: LMN 2026/03/47
	:	Western Cape Region: Allandale Ref No: WC 2026/03/54 Brandvlei Ref No: WC 2026/03/55 Pollsmoor Ref No: WC 2026/03/56
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 years supervisory experience in a Human Resource environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service

		<p>policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.</p>
<u>DUTIES</u>	:	<p>Manage the Employee Assistance Programme (EAP) and overall employee wellness services within the Management Area. Oversee gender and employment equity affairs, ensuring alignment with departmental transformation objectives. Coordinate and manage sports events, including organising tournaments and trials across all sporting codes. Administer Occupational Health and Safety (OHS) processes to ensure a safe working environment. Oversee the administration of clubs and messes, ensuring effective governance and resource management. Manage human resources, finances and assets. Manage performance information.</p>
<u>ENQUIRIES</u>	:	<p>Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM (012) 306 2033/Ms Lekhuleni TD (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 10/84</u>	:	<p><u>ASSISTANT DIRECTOR: SPECIAL CATEGORIES REF NO: FSNC 2026/03/58</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R468 459 per annum Free State and Northern Cape region: Regional Office Recognized Degree / National Diploma in Financial Management / Accounting/ Public Administration or equivalent. At least 3-5 years supervisory experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.</p>
<u>DUTIES</u>	:	<p>Oversee the proper administration and governance of general clubs and sub clubs in the region, ensuring sound financial and inventory management. Monitor stocktaking, control of club assets and compliance with all applicable legal prescripts, including recruitment regulations, VAT and licensing requirements. Ensure that malpractices, losses, damages and corruption are investigated and addressed. Provide training and updated guidance to all club functionaries, monitor club committee meetings and offer overall oversight to ensure effective and compliant administration of Clubs and Messes. Manage human resources, finances and assets. Manage performance information.</p>
<u>ENQUIRIES</u>	:	<p>Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 10/85</u>	:	<p><u>ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING</u></p>
<u>SALARY CENTRE</u>	:	<p>R468 459 per annum</p>
	:	<p>Gauteng Region: Baviaanspoort Ref No: GP 2026/03/48 Modderbee Ref No: GP 2026/03/49 Krugersdorp Ref No: GP 2026/03/50 Zonderwater Ref No: GP 2026/03/51 Free State and Northern Cape Region: Upington Ref No: FSNC 2026/03/59 KwaZulu Natal Region: Kokstad Ref No: KZN 2026/03/32 Limpopo, Mpumalanga and North West Region: Polokwane Ref: LMN 2026/03/48 Klerksdorp Ref No: LMN 2026/03/49</p>

Rooigrond Ref No: LMN 2026/03/50

Western Cape Region:

Regional Office Ref No: WC 2026/03/57

Drakenstein Ref No: WC 2026/03/58

Southern Cape Ref No: WC 2026/03/59

REQUIREMENTS

: Recognized Degree/National Diploma in Financial Management or Accounting with 3-5 years' supervisory experience in a financial and management accounting environment. Computer literate. Valid driver's licence. Competencies and Attributes: In-depth knowledge of BAS and LOGIS. Advance financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality, coaching and mentoring skills. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Public Finance Administration. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and the ability to network.

DUTIES

: Ensure effective financial control within the Management Area by administering the budget, revenue management and bookkeeping processes. Implement and monitor compliance with the Public Finance Management Act (PFMA) and departmental financial policies, ensuring strict adherence to approved financial procedures. Enforce financial discipline and sound internal controls while overseeing the management of human resources, finances and assets to support effective financial governance. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES

: Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE

: Appointment under the Public Service Act.

POST 10/86

: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

SALARY CENTRE

: R468 459 per annum
: **Eastern Cape Region:**
Sada Ref No: EC 2026/03/30
Free State and Northern Cape Region:
Upington Ref No: FSNC 2026/03/60
Groenpunt Ref No: FSNC 2026/03/61
Gauteng Region:
Baviaanspoort Ref No: GP 2026/03/52
Krugersdorp Ref No: GP 2026/03/53
Johannesburg Ref No: GP 2026/03/54
KwaZulu Natal Region:
Kokstad Ref No: KZN 2026/03/33
Western Cape Region:
Voorberg Ref No: WC 2026/03/60
Overberg Ref No: WC 2026/03/61
Brandvlei Ref No: WC 2026/03/62

REQUIREMENTS

: Recognized Degree/National Diploma in Supply Chain Management or equivalent relevant qualification. 3-5 years' relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: In-depth knowledge of LOGIS system. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service

<u>DUTIES</u>	:	delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel. Management of procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the management area. Management of stock, logistical investigation, administration of tenders' contracts and transport. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/87</u>	:	<u>ASSISTANT DIRECTOR: USER ASSET MANAGEMENT PLAN</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Eastern Cape Region: Regional Office Ref No: EC 2026/03/31
	:	Gauteng Region: Regional Office Ref No: GP 2026/03/55
<u>REQUIREMENTS</u>	:	An Appropriate Diploma/Degree in Building, Property Management or Quantity Surveying. Relevant experience in construction, maintenance, costing and building assessments with 3-5 years' supervisory experience in the built environment. Computer literate. Valid driver's licence. Competencies and Attributes: relationship building innovation and creativity, people management, time management, openness and transparency. integrity and honest, coaching and mentoring, confidentiality, interpersonal relations. programme and project management skills. stakeholder management. Knowledge of OHS Act compliance matters. Networking and tact.
<u>DUTIES</u>	:	Conduct condition assessments of existing and new building facilities and interpret technical working drawings. Support municipalities in preparing and implementing sector development plans and represent the Department in municipal property forums to coordinate maintenance of departmental facilities. Perform feasibility studies to estimate material, labour and time requirements, and conduct cost analyses for building tenders and contracts. Coordinate contracts and projects, and provide technical guidance on legal and contractual matters, including JBCC, NEC and related frameworks. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882 Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/88</u>	:	<u>ASSISTANT DIRECTOR: TECHNICIAN: FACILITIES REF NO: LMN 2026/03/51</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
<u>REQUIREMENTS</u>	:	Limpopo, Mpumalanga and North West region: Regional Office Recognized Degree/National Diploma in Civil engineering or Building studies. 3-5 years' relevant work experience gained on supervisory level. Registration with ECSA as Professional Technician will be an added advantage). Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic

<u>DUTIES</u>	:	thinking. Willingness to travel. Knowledge of Property Management Act and Building Act. Knowledge of Constitution of the Republic of South Africa.
	:	Coordinate building conditional assessments and maintenance of departmental property. Ensure effective risk and compliance management within the asset management unit. Implement sector policy and set norms and standards for the sector, which addresses infrastructure development. Implementation of infrastructure policy and delivery systems, sectorial norms and standards, mobilize and coordinate support. Assist in management of utility services and verification of accounts payments. Verify sector information in key performance indicator reports as part of the monitoring system. Provide technical advice as required through the feasibility planning, design, tender and construction phases of a departmental infrastructure project. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/89</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Free State and Northern Cape Region: Upington Ref No: FSNC 2026/03/62
	:	Gauteng Region: Modderbee Ref No: GP 2026/03/56
	:	KwaZulu Natal Region: Regional Office Ref No: KZN 2026/03/34
	:	Limpopo, Mpumalanga and North West Region: Barberton Ref No: LMN 2026/03/52 Rooigrond Ref No: LMN 2026/03/53
	:	Western Cape Region: Allandale Ref No: WC 2026/03/63 Brandvlei Ref No: WC 2026/03/64 Southern Cape Ref No: WC 2026/03/65
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Information Technology/ Computer Science or an equivalent relevant qualification. At least 3- 5 five years relevant supervisory experience in a similar environment. Traceable experience as a network controller. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Oversee and control physical access to server rooms, ensuring compliance with security standards. Maintain servers and ensure all required registers including call log registers, backup registers, equipment removal registers and asset registers—are accurately completed and updated. Ensure proper maintenance and updating of software and manage data security across the Management Area. Plan, design and support the implementation of new network infrastructure. Maintain desktop system hygiene and enforce minimum standards for server room requirements to ensure secure, stable and compliant IT operations. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179 KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/90 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: FSNC 2026/03/63**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Free State and Northern Cape region: Reginal Office
: Recognized Degree/National Diploma in Accounting or Financial Management coupled with 3-5 years relevant experience on supervisory post. Proven experience in a BAS environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of PFMA, Treasury Regulations and BAS. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Implement financial accounting policies within the region in line with applicable procedures and prescripts. Plan and conduct financial accounting inspections and undertake financial investigations to ensure compliance and accuracy. Maintain and standardise the departmental financial accounting system while providing relevant training programmes. Oversee effective control of revenue collection and allocation and ensure the integrity of financial data recorded on BAS. Execute the responsibilities assigned to officials under Section 45 of the Public Finance Management Act (PFMA), including managing debts and control accounts to support sound financial governance. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

NOTE : Appointment under the Public Service Act.

POST 10/91 : **ASSISTANT DIRECTOR: COMMUNICATIONS**

SALARY CENTRE : R468 459 per annum
: **Free State and Northern Cape Region:**
Upington Ref No: FSNC 2026/03/64
KwaZulu Natal Region:
Waterval Ref No: KZN 2026/03/35
Limpopo, Mpumalanga and North West Region:
Witbank Ref No: LMN 2026/03/54

REQUIREMENTS : Recognized Degree/National Diploma in Communication Science and 3-5 years relevant experience gained on a supervisory level in a communication environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Oversee the effective administration of the communication component and represent the Department of Correctional Services (DCS) in GCIS and other professional communication forums. Manage all internal communication platforms such as notice boards and ensure consistent coverage of events, contributing content to departmental newsletters. Promote and market departmental programmes and core activities to enhance public understanding of the DCS mandate. Ensure that signage across correctional centres complies with the DCS Corporate Identity Manual. Develop news articles, and capture photographs and video materials for newsworthy events, ensuring adequate media coverage. Provide media liaison services in accordance with national directives on official departmental spokespersons and monitor local media for

		DCS related content. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/92</u>	:	<u>SECTION HEAD: EDUCATIONIST</u>
<u>SALARY CENTRE</u>	:	R438 585 per annum
	:	Free State and Northern Cape Region: Tswelopele Ref No: FSNC 2026/03/175 Gauteng Region: Baviaanspoort Ref No: GP 2026/03/216 (X2 Posts) Kgoši Mampuru II Ref No: GP 2026/03/217 Leeuwkop Med B (Youth) Ref No: GP 2026/03/218 Johannesburg Ref No: GP 2026/03/219 (X2 Posts) Zonderwater Ref No: GP 2026/03/220
<u>REQUIREMENTS</u>	:	Recognized 4 years Degree in Education with 7 years teaching experience gained after registration with SACE. Registration with the South African Council of Educators. for Educationists. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Quality assessment of education services. Monitor performance in education services. Evaluate and ensure service levels. Undertake educational research. Investigate learner related complaints. Plan educational activities. Manage training requirements. Arrange training workshops. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/93</u>	:	<u>SECTION HEAD: FORMAL EDUCATION</u>
<u>SALARY CENTRE</u>	:	R438 585 per annum
	:	KwaZulu-Natal Region: Durban Juvenile Ref No: KZN 2026/03/107 Western Cape Region: Brandvlei (Juvenile) Ref No: WC 2026/03/235 Brandvlei Max Ref No: WC 2026/03/236 Drakenstein Ref No: WC 2026/03/237 Pollsmoor Med A Ref No: WC 2026/03/238
<u>REQUIREMENTS</u>	:	Recognized 4 years Degree in Education with 7 years teaching experience gained after registration with SACE. Registration with the South African Council of Educators. for Educationists. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for Education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/94 : **SENIOR CORRECTIONAL OFFICER: CORRECTIONAL ADMINISTRATION (NCB2)**

SALARY CENTRE : R429 285 per annum
: **Gauteng Region:**
Regional Office Ref No: GP 2026/03/221
Western Cape Region:
Regional Office Ref No: WC 2026/03/239 (X2 Posts)

REQUIREMENTS : Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Problem solving, service delivery innovation. Knowledge of and the application of the Correctional Services Act, Act 111 of 1998, as amended, Control of Access to Public Premises and Vehicle Act, Minimum Physical Security Standards Document, Minimum Security Standards Document, Fire Arms Control Act, 2000 and other relevant legislation. People management and empowerment skills. Report writing and good communication skills. Ability to work under pressure. Planning and organizing, analytical thinking, co-ordination, time management, policy implementation and interpersonal skills.

DUTIES : Policy Coordination. Ensure regional compliance with departmental policies. Oversee subordinates and their day-to-day tasks. Ensure efficiency and accountability in work processes. Draft, review and maintain official reports and correspondence. Prepare documents for meetings, audits and inspections. Organize and coordinate meetings for the Regional Head of Corrections. Manage budgets, financial reports and expenditure tracking. Manage primary measurements. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/95 : **SECRETARY: PAROLE BOARD (NCB2)**

SALARY CENTRE : R429 285 per annum
: **Eastern Cape Region:**
Amathole Ref No: EC 2026/03/106
Mthatha Ref No: EC 2026/03/107
Sada Ref No: EC 2026/03/108
St Albans Ref No: EC 2026/03/109
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/176
Colesberg Ref No: FSNC 2026/03/177
Kimberley Ref No: FSNC 2026/03/178
Gauteng Region:
Johannesburg Ref No: GP 2026/03/222
Modderbee Ref No: GP 2026/03/223
KwaZulu Natal Region:
Glencoe Ref No: KZN 2026/03/108
Limpopo, Mpumalanga and North West Region:
Polokwane Ref No: LMN 2026/03/169
Rooigrond Ref No: LMN 2026/03/170
Western Cape Region:
Allandale Ref No: WC 2026/03/240
Brandvlei Ref No: WC 2026/03/241
Drakenstein Ref No: WC 2026/03/242

<u>REQUIREMENTS</u>	:	Voorberg Ref No: WC 2026/03/243 Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least five (5) years relevant experience gained in a production post (NCB1). Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.
<u>DUTIES</u>	:	Effective administration of the parole board meetings including minutes taking. Supervise verification offender information prior to the meetings. Inform offenders of the decision of the board. Supervise representations activities. Supervise safe custody of offenders during board meetings. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882 Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/96</u>	:	<u>SENIOR CORRECTIONAL POLICY ADMINISTRATOR: AFTER CARE (SOCIAL REINTEGRATION) (NCB2)</u>
<u>SALARY CENTRE</u>	:	R429 285 per annum Free State and Northern Cape Region: Regional Office Ref No: FSNC 2026/03/179 Limpopo, Mpumalanga and North West Region: Regional Office Ref No: LMN 2026/03/171 Western Cape Region: Regional Office Ref No: WC 2026/03/244
<u>REQUIREMENTS</u>	:	Relevant Degree or National Diploma in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Problem solving, service delivery innovation. Knowledge of and the application of the Correctional Services Act, Act 111 of 1998, as amended, Control of Access to Public Premises and Vehicle Act, Minimum Physical Security Standards Document, Minimum Security Standards Document, Fire Arms Control Act, 2000 and other relevant legislation. People management and empowerment skills. Report writing and good communication skills. Ability to work under pressure. Planning and organizing, analytical thinking, co-ordination, time management, policy implementation and interpersonal skills.
<u>DUTIES</u>	:	Manage monitoring services. Oversee the implementation of court sentences. Ensure the implementation of Community Corrections policies and procedures. Participate in case review teams. Management and preparation of technical reports. Arrangement of meetings for the Sub-Directorate. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

- NOTE** : Appointment under the Correctional Services Act.
- POST 10/97** : **SENIOR CORRECTIONAL POLICY ADMINISTRATOR: CORRECTIONS (NCB2)**
- SALARY CENTRE** : R429 285 per annum
: **Gauteng Region:**
: Boksburg Ref No: GP 2026/03/224
: **KwaZulu Natal Region:**
: Durban Ref No: KZN 2026/03/109
- REQUIREMENTS** : Relevant Degree or National Diploma in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Problem solving, service delivery innovation. Knowledge of and the application of the Correctional Services Act, Act 111 of 1998, as amended, Control of Access to Public Premises and Vehicle Act, Minimum Physical Security Standards Document, Minimum Security Standards Document, Fire Arms Control Act, 2000 and other relevant legislation. People management and empowerment skills. Report writing and good communication skills. Ability to work under pressure. Planning and organizing, analytical thinking, co-ordination, time management, policy implementation and interpersonal skills.
- DUTIES** : Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinates activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risk. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
: KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
- NOTE** : Appointment under the Correctional Services Act.
- POST 10/98** : **SENIOR CORRECTIONAL POLICY ADMINISTRATOR: SECURITY (NCB2)**
- SALARY CENTRE** : R429 285 per annum
: **Free State and Northern Cape Region:**
: Regional Office Ref No: FSNC 2026/03/180
: **KwaZulu Natal Region:**
: Regional Office Ref No: KZN 2026/03/110
- REQUIREMENTS** : Relevant Degree or National Diploma in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Problem solving, service delivery innovation. Knowledge of and the application of the Correctional Services Act, Act 111 of 1998, as amended, Control of Access to Public Premises and Vehicle Act, Minimum Physical Security Standards Document, Minimum Security Standards Document, Fire Arms Control Act, 2000 and other relevant legislation. People management and empowerment skills. Report writing and good communication skills. Ability to work under pressure. Planning and organizing, analytical thinking, co-ordination, time management, policy implementation and interpersonal skills.
- DUTIES** : Communicate policy matters to the relevant role players. Coordinate policy at regional level with regard to security classification. Supervision of access control and patrol of the grounds of the centre. Control of security equipment. Quality assessment of security services including compliance with OHS Act. Ensure the standards of physical security in the region. Manage Emergency Support Teams (EST). Evaluate representation of interest groups on security

		<p>matters. Ensure service levels for the accommodation of offenders. Manage human resources, finances and assets. Manage performance information.</p>
<u>ENQUIRIES</u>	:	<p>Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.</p>
<u>NOTE</u>	:	<p>Appointment under the Correctional Services Act.</p>
<u>POST 10/99</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u>
<u>SALARY CENTRE</u>	:	<p>R397 116 per annum</p> <p>Eastern Cape Region: Amathole: Area Commissioners Office Ref No: EC 2026/03/33 Limpopo, Mpumalanga and North West Region: Witbank: Area Commissioner's Office Ref No: LMN 2026/03/55 Regional Office: Office of RH: Finance and Supply Chain Management Ref No: LMN 2026/03/56 Western Cape Region: Regional Office: Office of the Regional Head: Corporate Services Ref No: WC 2026/03/66</p>
<u>REQUIREMENTS</u>	:	<p>Recognized Degree/National Diploma in Public Administration/Office Administration or equivalent qualification and 3-5 years relevant experience in administration support services. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.</p>
<u>DUTIES</u>	:	<p>Manage documentation in the office of the Area Commissioner and monitoring compliance thereof. Filing, quality control of documentation forwarded to the Regional Commissioner/Area Commissioner. Coordinate meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Financial and logistical management of the office including budgeting and costing processes. Drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Financial administration, expenditure and financial reporting of the office. Coordination of performance information. Coordination of reports in liaison with Department's oversight bodies. Liaise with various stakeholders. Manage human resources, finances and assets. Manage performance information.</p>
<u>ENQUIRIES</u>	:	<p>Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 10/100</u>	:	<u>INTERNAL AUDITOR</u>
<u>SALARY CENTRE</u>	:	<p>R397 116 per annum</p> <p>Free State and Northern Cape Region: Regional Office Ref No: FSNC 2026/03/65 Gauteng Region: Regional Office Ref No: GP 2026/03/57 KwaZulu Natal Region: Regional Office Ref No: KZN 2026/03/36 Limpopo, Mpumalanga and North West Region: Regional Office Ref No: LMN 2026/03/57</p>
<u>REQUIREMENTS</u>	:	<p>Recognized Degree/National Diploma in Internal Auditing or equivalent qualification and 2-3 years' experience working in a comparable auditing</p>

		environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledandof Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Financial and other system/s and standards for the professional practices of Internal Auditing and generally recognized accounting principles. Risk management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organizing. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.
<u>DUTIES</u>	:	Plan and allocate audit assignments. Conduct audit engagements in accordance with approved audit programmes and established auditing standards. Communicate audit findings and results to relevant stakeholders. Follow up on the implementation of audit recommendations to ensure compliance and improvement. Compile and maintain comprehensive audit files and supporting documentation. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/101</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HR ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Eastern Cape Region: Regional Office Ref No: EC 2026/03/33 Sada Ref No: EC 2026/03/34
	:	Western Cape Region: Breede River Ref No: WC 2026/03/67 Overberg Ref No: WC 2026/03/68 Voorberg Ref No: WC 2026/03/69
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 relevant experience in a Human Resource environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Ensure the effective implementation of Human Resource policies, including leave administration, the Performance Management and Development System (PMDS), grievance procedures, disciplinary processes, injury on duty (IOD), transfers, and termination of services. Communicate and provide guidance on Human Resource policy matters to management and staff. Arrange and coordinate personnel meetings and provide administrative support where required. Maintain and manage the post establishment to ensure proper staffing structures. Oversee the effective management and administration of Human Resource practices within the organisation. Ensure the proper management of official accommodation and related administrative processes. Exercise control over the establishment to ensure compliance with relevant policies and regulations. Administer and maintain the Personnel and Salary Administration System (PERSAL). Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/102 : **SENIOR ADMINISTRATIVE OFFICER: HR SUPPORT REF NO: WC 2026/03/70**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Western Cape region: Pollsmoor
: Recognized Degree/National Diploma in Human Resource Management. At least 3- 5 years relevant experience in HR Administration and Management. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Facilitate the implementation of the performance management Development system, including the setup and maintenance of performance management tools. Ensure effective execution of pay progression, performance incentives and grade progression processes. Coordinate and manage long service awards, ensuring compliance with departmental guidelines. Management of Resources. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/103 : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCES DEVELOPMENT**

SALARY CENTRE : R397 116 per annum
: **Western Cape Region:**
Allandale Ref No: WC 2026/03/71
Overberg Ref No: WC 2026/03/72

REQUIREMENTS : Recognized Degree/National Diploma in Human Resources Development/ Human Resource Management or equivalent qualification. At least 3 -5 years' experience in the field of training/development. OD-ETDP certificate /assessor/moderator will an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Conduct skills audits to identify training and development needs and compile the Workplace Skills Plan (WSP) for the Management Area. Coordinate, manage and facilitate training interventions in line with the WSP, including conducting needs analyses and designing programmes to address identified gaps. Administer internal and external bursaries or study loans and ensure effective marketing of available bursaries as guided by Head Office. Facilitate, coordinate and monitor Learnership, Internship and Experiential Training Programmes, including recruitment, selection, placement and related logistics. Manage HRD statistical reporting by compiling databases, controlling data accuracy and analysing statistics to ensure compliance with the WSP and operational training targets. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/104 : **ASSISTANT PERSAL CONTROLLER**

SALARY CENTRE : R397 116 per annum
: **Western Cape Region:**
: Voorberg Ref No: WC 2026/03/73
: Southern Cape Ref No: WC 2026/03/74

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent relevant qualification. At least 3-5 years' experience in Human Resources environment. Successful completion of PERSAL training course. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Ensure the effective management of the PERSAL system within the Region. Registration of supervisors and users on PERSAL and the allocation of specific functions according to their job responsibilities and levels of authority. Monitor, evaluate and implement PERSAL transactions to ensure accuracy and compliance. Monitor system changes and updates in line with the SCC system requirements. Maintain the post establishment on the PERSAL system. Facilitate PERSAL training to ensure proper system usage. Manage human resources, finances, and assets, and ensure the effective management of performance information.

ENQUIRIES : Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/105 : **SENIOR ADMINISTRATIVE OFFICER: HIV AND AIDS**

SALARY CENTRE : R397 116 per annum
: **Western Cape Region:**
: Goodwood Ref No: WC 2026/03/75
: Overberg Ref No: WC 2026/03/76

REQUIREMENTS : Recognized Degree/National Diploma in Social Science, or equivalent qualification. At least 3-5 relevant experience in HIV/Aids programme management. Computer literate. Valid driver's licence. Competencies And Attributes: Conflict resolution. Report writing. Presentation skills, problem solving and decision-making, team leadership, policy interpretation, facilitation, analytical and training skills. Confidentiality, integrity and honesty, time management, assertiveness, ability to network, service delivery and client orientation. Friendly and adaptability. Confident and independent. Ability to work under pressure. Willingness to travel.

DUTIES : Administer the implementation of comprehensive HIV and AIDS programmes and services for offenders at Management Area and Correctional Centre levels in accordance with the National Strategic Plan (NSP) on HIV and AIDS. Administer the implementation of relevant HIV and AIDS policies and procedures. Compile and submit weekly, monthly and quarterly statistical reports and other relevant information to the Regional Office. Provide reports to Management Area and Correctional Centre management. Manage human resources, finances and assets. Ensure effective management of performance information.

ENQUIRIES : Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

<u>POST 10/106</u>	:	<u>SENIOR PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Gauteng Region: Kgoši Mampuru II Ref No: GP 2026/03/58
	:	Free State and Northern Cape Region: Bizzah Makhate Ref No: FSNC 2026/03/66 Upington Ref No: FSNC 2026/03/67
	:	KwaZulu Natal Region: Waterval Ref No: KZN 2026/03/37
	:	Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2026/03/58 Barberton Ref No: LMN 2026/03/59 Polokwane Ref No: LMN 2026/03/60 Klerksdorp Ref No: LMN 2026/03/61
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource Management or equivalent qualifications. 3- 5 years relevant work experience in HR Administration and Management. Successful completion of full PERSAL training course. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Administer and maintain the PERSAL system, ensuring accurate processing of appointments, transfers and service terminations. Handle the administration of promotions, personnel rewards, qualification bonuses and remuneration control. Manage housing subsidies and official accommodation allocations in line with applicable prescripts. Oversee leave administration in accordance with public service policies. Coordinate medical board processes and ensure correct documentation. Support the handling of disciplinary matters in compliance with relevant procedures and regulation. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/107</u>	:	<u>ADMINISTRATION OFFICER: HR ADMINISTRATION (PERSAL)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Free State and Northern Cape Region: Regional Office Ref No: FSNC 2026/03/68 Bizzah Makhate Ref No: FSNC 2026/03/69 Goedemoed Ref No: FSNC 2026/03/70 Upington Ref No: FSNC 2026/03/71
	:	Gauteng Region: Baviaanspoort Ref No: GP 2026/03/59 Modderbee Ref No: GP 2026/03/60 Krugersdorp Ref No: GP 2026/03/61 Zonderwater Ref No: GP 2026/03/62
	:	KwaZulu Natal Region: Waterval Ref No: KZN 2026/03/38 Ncome Ref No: KZN 2026/03/39
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource Management and 3-5 relevant experience working with PERSAL. Successful completion of PERSAL Course. Computer literate. Valid driver's licence. Competencies and Attributes: Thorough knowledge of the requirements applicable to the work

- sphere and that of PERSAL users. Supervisory skills. Ability to manage PERSAL function. Knowledge of Basic Conditions of Employment Act and Labour Relations. Plan, organize, lead and control. Project management, presentation, conflict management, report writing, time management, confidentiality, coaching and mentoring, communication, financial management, decision-making, problem-solving, networking/liaison with stakeholders and negotiation skills, and facilitation skills. Understanding of Public Service policy and legislative framework. Knowledge of Correctional Service Act. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact.
- DUTIES** : Administer and maintain the PERSAL system in the Management Area. Oversee and monitor the effective utilisation of the PERSAL system to ensure compliance with departmental policies and procedures. Monitor the selective allocation of PERSAL functions to authorised users in accordance with their roles and responsibilities. Create and maintain departmental codes on the departmental code file. Evaluate requests for changes on the PERSAL system and recommend approval or rejection in line with system controls and departmental requirements. Manage and control PERSAL notices and system messages, ensuring that critical information is communicated to management. Monitor the effective and efficient use of the PERSAL system. Ensure effective interaction and communication between PERSAL User Support and the Department. Compile, maintain and update Departmental PERSAL policies, manuals and procedures to ensure standardised system use and compliance. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.
- NOTE** : Shortlisted candidates may be subjected to a PERSAL test as part of the interview process. Appointment under the Public Service Act.
- POST 10/108** : **SENIOR STATE ACCOUNTANT: BUSINESS PLANS REF NO: LMN 2026/03/62**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
Limpopo, Mpumalanga and North West Region: Regional Office
Recognized Degree/National Diploma in Financial Management or equivalent qualification and 3-5 relevant experience working on BAS. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Bookkeeping. Knowledge of budget management. Good Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act and Treasury Regulations. Must be dynamic and professional. Ability to plan and organise. Excellent negotiation and problem-solving skills.
- DUTIES** : Support regional ENE, AENE and MTEF processes by coordinating and consolidating budget inputs in alignment with strategic priorities. Provide financial management support and monitor regional expenditure trends, preparing regular analyses and reports on budget allocations, monthly spending patterns and variances. Maintain and update costing and budget models, ensuring accurate financial reporting through approved systems. Strengthen budget management controls, review financial reporting tools and ensure full compliance with the PFMA and Treasury Regulations. Collaborate with the Assistant Director to promote efficient, compliant and informed budget utilisation within the Region. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
- NOTE** : Appointment under the Public Service Act.

<u>POST 10/109</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: COMMUNICATIONS</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Gauteng Region: Leeuwkop Ref No: GP 2026/03/63
	:	KwaZulu Natal Region: Regional Office Ref No: KZN 2026/03/40
	:	Limpopo, Mpumalanga and North West Region: Regional Office Ref No: LMN 2026/03/63
	:	Western Cape Region: Voorberg Ref No: WC 2026/03/77 Regional Office Ref No: WC 2026/03/78 Overberg Ref No: WC 2026/03/79
<u>REQUIREMENT</u>	:	Recognized Degree/National Diploma in Communication Sciences. At least 3-5 years' experience in the Communication environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge and perspectives of incidents in Correctional Centres, programme and project management, project principles and methodologies, research and development, computer aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture, technical consulting, professional judgement, decision making, team leadership, analytical skills, creativity, self-management. Financial management, customer focus and responsiveness, communication, planning and organization, conflict management, problem solving and analysis, people management, change management and innovation.
<u>DUTIES</u>	:	Oversee the effective administration of the communication component and represent the Department of Correctional Services (DCS) in GCIS and other professional communication forums. Manage all internal communication platforms such as notice boards and ensure consistent coverage of events, contributing content to departmental newsletters. Promote and market departmental programmes and core activities to enhance public understanding of the DCS mandate. Ensure that signage across correctional centres complies with the DCS Corporate Identity Manual. Develop news articles, and capture photographs and video materials for newsworthy events, ensuring adequate media coverage. Provide media liaison services in accordance with national directives on official departmental spokespersons and monitor local media for DCS related content. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/110</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INVESTIGATIONS</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Eastern Cape Region: East London Ref No: EC 2026/03/35
	:	Free State and Northern Cape Region: Grootvlei Ref No: FSNC 2026/03/72
	:	Gauteng Region: Leeuwkop Ref No: GP 2026/03/64 Zonderwater Ref No: GP 2026/03/65
	:	KwaZulu Natal Region: Durban Ref No: KZN 2026/03/41
	:	Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2026/03/64 Barberton Ref No: LMN 2026/03/65
	:	Western Cape Region: Goodwood Ref No: WC 2026/03/80

<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Forensic Investigation/Labour Relations or equivalent qualification. At least 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Oversee and conduct investigations into escapes, assaults and injuries involving offenders and staff, ensuring accurate and up-to-date maintenance of investigation registers within the Management Area. Serve as an initiator in disciplinary hearings, ensuring all proceedings comply with relevant labour relations policies, procedures and regulations. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/111</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HR ADMINISTRATION (REGISTRATION) REF NO: EC 2026/03/36</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Eastern Cape region: St Albans
<u>DUTIES</u>	:	Recognized Degree/National Diploma in Human Resource Management or equivalent qualifications and 3-5 years relevant experience in Human Resources environment. Successful completion of PERSAL training course. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Administer the archives and registry functions by ensuring proper transfer, storage and retrieval of records in line with approved records management procedures. Control the withdrawal of documents from archives and registry and oversee the disposal of files according to authorised schedules. Maintain a uniform filing and records classification system and ensure the safe keeping of all departmental files and records. Perform general filing, record-keeping and registry duties to support effective information management. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/112</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: CLUBS</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum Free State and Northern Cape Region: Bizzah Makhate Ref No: FSNC 2026/03/73 Grootvlei Ref No: FSNC 2026/03/74 Groenpunt Ref No: FSNC 2026/03/75

Gauteng Region:

Baviaanspoort Ref No: GP 2026/03/66

KwaZulu Natal Region:

Waterval Ref No: KZN 2026/03/42

Limpopo, Mpumalanga and North West Region:

Witbank Ref No: LMN 2026/03/66

Western Cape Region:

Voorberg Ref No: WC 2026/03/81

- REQUIREMENTS** : Recognized Degree/National Diploma in Financial Management/Accounting, Public Administration or equivalent. At least 3-5 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
- DUTIES** : Ensure effective implementation of all policies and procedures governing clubs and mess operations. Oversee the daily operations of mess facilities and financial outlets. Ensure compliance with financial, hygiene and service standards. Manage membership processes for clubs and sub-clubs. Maintain accurate membership records and facilitate member engagement. Organize and promote sport and recreational activities. Financial management of club affairs. Plan, monitor and control budgets for clubs and mess operations. Ensure transparent financial reporting and accountability. Manage human resources, finances and assets. Manage performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- NOTE** : Appointment under the Public Service Act.
- POST 10/113** : **SENIOR ADMINISTRATIVE OFFICER: MESS**
- SALARY CENTRE** : R397 116 per annum
Eastern Cape Region:
East London Ref No: EC 2026/03/37
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/76
KwaZulu Natal Region:
Kokstad Ref No: KZN 2026/03/43
- REQUIREMENTS** : Recognized Degree/National Diploma in Hospitality/Food Services or equivalent plus 3-5 years' experience in a comparable environment. Computer literate. Valid driver's licence. Competencies And Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
- DUTIES** : Implement and maintain nutritional and hygienic standards in meal preparation. Supervise hygienic storage of food and adherence to food safety policies. Supervise preparation of meals and cleaning of utensils, kitchen, and service areas. Monitor the use and maintenance of catering equipment (knives, cookery, etc.). Conduct regular searches of the kitchen to ensure compliance with standards. Control and monitor security equipment such as keys, batons, teargas, and radios. Ensure proper handling and accountability of catering and

		security equipment. Implement policies and procedures governing clubs and canteens. Ensure compliance with departmental guidelines in kitchen and club operations. Verify and monitor income, expenditure, and investments of clubs. Prepare annual financial statements and ensure readiness for audit. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882 Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027 KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/114</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LOGISTICS</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Free State and Northern Cape Region: Kimberley Ref No: FSNC 2026/03/77
	:	Gauteng Region: Johannesburg Ref No: GP 2026/03/67
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Fleet Management or equivalent qualification with 3-5 years' experience in a comparable environment. Computer literate. Valid driver's licence. Competencies And Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Identify transport infrastructure and operational needs within the management area. Ensure effective maintenance and service management of fleet. Implement and manage transport policies, standards and procedures. Monitor and control the utilization of departmental vehicles. Conduct regular transport inspections, audits and investigations. Promote efficient, safe and cost-effective transport operations. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/115</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Free State and Northern Cape Region: Bizzah Makhate Ref No: FSNC 2026/03/78 Goedemoed Ref No: FSNC 2026/03/79 Grootvlei Ref No: FSNC 2026/03/80
	:	Gauteng Region: Regional Office Ref No: GP 2026/03/68
	:	KwaZulu Natal Region: Durban Ref No: KZN 2026/03/44
	:	Limpopo, Mpumalanga and North West Region: Barberton Ref No: LMN 2026/03/67 Bethal Ref No: LMN 2026/03/68
	:	Western Cape Region: Breede River Ref No: WC 2026/03/82 (X2 Posts) Drakenstein Ref No: WC 2026/03/83
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Accounting or Financial Management. At least 3-5 years' experience in a financial management environment. In depth knowledge of BAS and LOGIS. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and

		empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure implementation of financial accounting policies and procedures in the management area. Maintain compliance with approved accounting standards and operational guidelines. Plan and execute management accounting activities and financial inspections. Monitor financial records to ensure accuracy, completeness, and reliability. Conduct financial investigations relating to irregularities, losses, or suspected financial misconduct. Maintain integrity of financial information and reporting systems. Execute responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure adherence to all relevant financial directives and governance requirements. Support budget planning and management processes within the management area. Ensure optimal and efficient utilization of financial resources. Monitor expenditure against approved budgets. Enforce financial discipline through regular review of financial transactions and commitments. Oversee procurement processes and logistics operations. Ensure procurement activities comply with applicable policies and regulations. Manage allocation, capturing, maintenance and distribution of the management area budget. Provide financial and budgetary advisory support to the management area. Assist in financial planning, monitoring, and reporting. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/116</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: GP 2026/03/69</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Gauteng Region: Zonderwater
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Accounting or Financial Management with at least 3-5 years' experience in Government Financial systems. Computer literate. Valid driver's licence. Competencies and Attributes: Good communication and presentation skills. Dynamic and professional. Plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations, BAS and project management. Proven experience in a BAS environment. Plan, organise, lead and control, client orientation, policy analysis and interpretation. Report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations relating to Supply Chain Management. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management. Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Implementation of financial accounting policy in the management area in accordance with current procedures. Planning and execution of management accounting functions/inspections. Undertaking of financial investigations. Keep financial accounting system on standard. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure optimal utilisation of resources and support with regard to management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management. Manage the allocation, maintenance, capturing and distribution of the budget for the management area. Render a support service form the Financial Control Office

(FCO) in terms of giving financial and budgetary advice to the management area. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/117 : **DATA ANALYSIS AND DISTRIBUTION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: GP 2026/03/70**

SALARY : R397 116 per annum
CENTRE : Gauteng Region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Logistics with 3-5 years' experience in Logistical systems. Knowledge LOGIS system. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, 1999 and Treasury regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

DUTIES : Ensure the effective application of departmental logistical policies and procedures in the region. Administration and management of the LOGIS. Conduct regular inspections of logistical processes and resources. Undertake investigations related to logistical discrepancies, losses or irregularities. Plan, coordinate and monitor all logistical operations in the region. Ensure infrastructure meets operational standards and safety requirements. Control logistics-related finances, including budgeting, expenditure monitoring and financial reporting. Ensure compliance with financial regulations and accountability standards. Collect, consolidate and analyze logistical data and returns. Analyze logistical data to identify trends, inefficiencies and areas for improvement. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/118 : **SYSTEM CONTROLLER (LOGIS): SUPPLY CHAIN**

SALARY : R397 116 per annum
CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/81
Gauteng Region:

REQUIREMENTS : Regional Office Ref No: GP 2026/03/71
Recognized Degree/National Diploma in Supply Chain Management or equivalent qualification with 3-5 years' experience in a supply chain management environment. Knowledge LOGIS system. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, 1999 and Treasury regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

DUTIES : Ensure the proper execution of logistical policies within the region in line with departmental standards and guidelines. Assist with the operation, maintenance and reporting functions of the PAS System to enhance logistical efficiency. Oversee and account for all movable assets within the region, ensuring proper allocation, maintenance and utilization. Plan, undertake and manage regular inspections to ensure compliance with logistical procedures and standards. Conduct investigations related to logistical discrepancies, losses or

irregularities. Develop and coordinate logistical plans for operational activities, ensuring resources are available and processes are efficient. Oversee the maintenance, optimization and development of logistical infrastructure to support operational needs. Monitor and control logistics-related finances. Collect, manage and consolidate logistical returns. Provide or facilitate IT training related to logistics systems to improve staff competency and operational efficiency. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/119 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: LOGISTICS ADMINISTRATION**

SALARY : R397 116 per annum

CENTRE : **Gauteng Region:**
Boksburg Ref: GP 2026/03/72 (X2 Posts)
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/69
Rooigrond Ref No: LMN 2026/03/70
KwaZulu Natal Region:
Ncome Ref No: KZN 2026/03/45
Western Cape Region:
Brandvlei Ref No: WC 2026/03/84
Breede River Ref No: WC 2026/03/85
Regional Office Ref No: WC 2026/03/86

REQUIREMENTS : Recognized Degree/National Diploma in Logistics Management/ Supply Chain Management or equivalent relevant qualification. At least 3-5 years' experience in a Supply Chain Management environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of LOGIS. Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, 1999 and Treasury regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

DUTIES : Execute and enforce departmental logistical policies within the Management Area. Ensure compliance with standard operating procedures for all logistical operations. Oversee the monitoring of incoming and outgoing stock. Maintain accurate records of inventory movements. Manage the administration of warehouses and storage facilities. Supervise fleet management and coordination of transport logistics. Ensure smooth operation of transit processes. Conduct regular asset verification and ensure logistical processes are followed. Manage asset reconciliations and maintain balanced inventory records. Supervise reconciliation between BAS (Basic Accounting System) and LOGIS (Logistics Information System). Ensure accuracy and consistency of logistical and financial data. Facilitate training programs on logistical procedures and systems to promote understanding of best practices and compliance requirements. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotiyibi Tel No: (021) 558 0518.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/120</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: GENERAL STOCK PROCUREMENT</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Free State and Northern Cape region: Regional Office Ref No: FSNC 2026/03/82
	:	KwaZulu Natal region: Regional Office Ref No: KZN 2026/03/46
	:	Limpopo, Mpumalanga and North West region: Regional Office Ref No: LMN 2026/03/71
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Purchasing Management/ Logistics/ Supply Chain Management or any equivalent qualification. 3-5 years relevant work experience in Supply Chain Management. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Assist end-users in drafting clear and compliant procurement specifications. Facilitate the advertisement of tenders in accordance with applicable procurement procedures. Support Bid Evaluation Committees during the evaluation of bids. Liaise with the Government Shared Services Centre (GSSC) regarding the acquisition of goods and services, as well as the processing of supplier and service provider payments. Ensure adherence to all procurement-related legislation, regulations and policy requirements. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/121</u>	:	<u>PROCUREMENT ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Gauteng Region: Boksburg Ref No: GP 2026/03/73 (X2 Posts) Johannesburg Ref No: GP 2026/03/74
	:	Free State and Northern Cape Region: Colesberg Ref No: FSNC 2026/03/83
	:	Western Cape Region: Breede River Ref No: WC 2026/03/87
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Supply Chain Management or equivalent relevant qualification. At least 3-5 years' experience in a Supply Chain Management environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, 1999 and Treasury regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.
<u>DUTIES</u>	:	Conduct quality assessment of building services within the management area. Develop and maintain standards for building works in accordance with operational requirements. Manage capital infrastructure projects and ensure effective implementation. Plan, coordinate and monitor short-, medium- and long-term maintenance programmes. Ensure alignment with the strategic maintenance objectives of the Department of Correctional Services (DCS)

within the management area. Assist end-users in drafting technical specifications for procurement of goods and services. Facilitate the advertisement of tenders in accordance with procurement procedures. Support Bid Evaluation Committees in the assessment and evaluation of bids. Liaise with the GSSC regarding procurement of goods and services and the processing of supplier payments. Ensure compliance with all procurement legislation, regulations and policy frameworks. Maintain and manage a database of contracts. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/122 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: TENDER ADMINISTRATION REF NO: KZN 2026/03/47**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: KwaZulu Natal region: Regional Office
: Recognized Degree/National Diploma in Supply Chain Management or equivalent qualification with 3-5 years' experience in supply chain management environment. Knowledge LOGIS system. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, 1999 and Treasury regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

DUTIES : Ensure the effective implementation of procurement policies within the region in accordance with applicable legislation and departmental procedures. Manage and administer tender processes, including preparation, advertisement, evaluation support and award administration. Undertake procurement compliance inspections to ensure adherence to procurement standards, policies and regulatory requirements. Conduct procurement related investigations where irregularities, disputes or risks are identified. Plan procurement activities in line with operational priorities and approved budgets. Manage and maintain procurement infrastructure and systems to support efficient service delivery. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/123 : **EMPLOYEE ASSISTANCE PRACTITIONER (EAP): SPECIAL PROGRAMS**

SALARY CENTRE : R397 116 per annum
: **Free State and Northern Cape Region:**
Bizzah Makhate Ref No: FSNC 2026/03/84
Upington Ref No: FSNC 2026/03/85
Gauteng Region:
Boksburg Ref No: GP 2026/03/75
Johannesburg Ref No: GP 2026/03/76
Leeuwkop Ref No: GP 2026/03/77
KwaZulu Natal region: Waterval Ref No: KZN 2026/03/48
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/72
Bethal Ref No: LMN 2026/03/73
Klerksdorp Ref No: LMN 2026/03/74
Rooigrond Ref No: LMN 2026/03/75

		Western Cape Region:
		Voorberg Ref No: WC 2026/03/88
		Brandvlei Ref No: WC 2026/03/89
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in relation Social Science, Social work or an equivalent qualification. 3-5 relevant experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Computer literate. Valid driver's licence. Competencies and Attributes: Counselling, presentation and communication skills. Professionalism, ability to plan and organise. Problem solving and decision making, facilitation skills, project management. Ability to interpret policy/legislation conflict management, coaching and mentoring. Understanding of Public Service policies and legislative frameworks. Service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact. Ability to network.
<u>DUTIES</u>	:	Provide direct EAP services to members and their families while upholding confidentiality and a strong professional ethical code. Conduct assessments, make appropriate referrals and offer short-term problem-solving interventions. Maintain accurate, confidential records and ensure effective data management. Plan and implement programme promotion, training and awareness activities. Develop annual programme budgets, evaluate achievement of programme objectives and provide regular feedback on performance outcomes. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/124</u>	:	<u>ARTISAN FOREMAN GRADE A</u>
<u>SALARY CENTRE</u>	:	R382 047 per annum
	:	Eastern Cape Region: Plumber:
		East London Ref No: EC 2026/03/38
		Kirkwood Ref No: EC 2026/03/39
		St Albans Ref No: EC 2026/03/40
		Cabinet Maker: St Albans Ref No: EC 2026/03/41
		Electrician: East London Ref No: EC 2026/03/42
		Radio Technician: St Albans Med B Ref No: EC 2026/03/43 (Re-advertisement)
		Free State and Northern Cape Region: Cabinet Maker:
		Bizzah Makhate Med A Ref No: FSNC 2026/03/86
		Upholstrey: Bizzah Makhate Med A Ref No: FSNC 2026/03/87
		Fitter: Kimberley Ref No: FSNC 2026/03/88
		Gauteng Region: Production Workshops (Wood Machinist):
		Kgoši Mampuru II Ref No: GP 2026/03/78
		Zonderwater Ref No: GP 2026/03/79
		Welder: Baviaanspoort Ref No: GP 2026/03/80
		Kgoši Mampuru II Ref No: GP 2026/03/81
		Wood Finishing: Kgoši Mampuru II (Ref No: GP 2026/03/82)
		Carpenter: Baviaanspoort Ref No: GP 2026/03/83
		Plumber: Baviaanspoort Ref No: GP 2026/03/84
		Zonderwater Ref No: GP 2026/03/85
		Bricklayer: Leeuwkop Ref No: GP 2026/03/86 (X2 Posts)
		Electrician: Baviaanspoort Ref No: GP 2026/03/87
		Kgoši Mampuru II Central Ref No: GP 2026/03/88
		Leeuwkop Ref No: GP 2026/03/89
		Cabinet Maker: Kgoši Mampuru II Central Ref No: GP 2026/03/90
		Leeuwkop Ref No: GP 2026/03/91
		Upholstery: Kgoši Mampuru II Ref No: GP 2026/03/92

Fitter and Turner: Kgoši Mampuru II Ref No: GP 2026/03/93
Painter: Baviaanspoort Ref No: GP 2026/03/94
Kgoši Mampuru II Central Ref No: GP 2026/03/95

KwaZulu Natal Region: Carpenter:

Waterval Med A Ref No: KZN 2026/03/49

Plumber: Pietermaritzburg Med A Ref No: KZN 2026/03/50

Limpopo, Mpumalanga and North West Region: Welder:

Bethal: Standerton Ref No: LMN 2026/03/76

Western Cape Region: Asset Maintenance (HVACR):

Allandale Ref No: WC 2026/03/90

Drakenstein Ref No: WC 2026/03/91

Pollsmoor Ref No: WC 2026/03/92

Production Workshops (Wood Machinist): Pollsmoor Ref No: WC 2026/03/93

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Five (5) years post qualification experience as an Artisan. Valid driver's licence. Competencies and Attributes: Team leadership. Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making, team work and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication, planning and organizing skills. Conflict Management.

DUTIES : Training and development of offenders. Management of administration task. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882

Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ Tel No: (012) 420 0179.

KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.

Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/125 : **EDUCATIONIST M+4: FORMAL EDUCATION**

SALARY CENTRE : R360 837 per annum
Limpopo, Mpumalanga and North West region: Bethal: Standerton Ref No: LMN 2026/03/172

Western Cape region: West Coast Ref No: WC 2026/03/245

Pollsmoor Med B (STEM) Ref No: WC 2026/03/246

Pollsmoor Med B (Catering and Hospitality) Ref No: WC 2026/03/247

REQUIREMENTS : Relevant Recognized four (4) year Degree or equivalent qualification in Education. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

DUTIES : Conduct educational programmes for offenders, Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services, Ensure service level standards for education and

training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/126 : **EDUCATIONIST (M+4) TVET (ENGINEERING STUDIES)**

SALARY CENTRE : R360 837 per annum
Gauteng Region: Leeuwkop Med C (Technical) Ref No: GP 2026/03/225
Limpopo, Mpumalanga and North West region: Barberton Youth Town Centre Ref No: LMN 2026/03/173
Rooigrond Med A Ref No: LMN 2026/03/174

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in Electrical / Electronic / Welding / Mechanical / Motor Mechanic / Building. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organize, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/127 : **EDUCATIONIST (M+4): AGRICULTURE REF NO: LMN 2026/03/175**

SALARY CENTRE : R360 837 per annum
Limpopo, Mpumalanga and North West region: Thohoyandou Med A

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in Agriculture. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/128 : **EDUCATIONIST (M+4): ISIZULU AND GEOGRAPHY REF NO: LMN 2026/03/176**

SALARY : R360 837 per annum
CENTRE : Limpopo, Mpumalanga and North West region: Barberton Max
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in IsiZulu (Languages) and Geography. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/129 : **EDUCATIONIST (M+4): MATHEMATICS LITERACY AND ENGLISH REF NO: LMN 2026/03/177**

SALARY : R360 837 per annum
CENTRE : Limpopo, Mpumalanga and North West region: Barberton Max
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in English and Mathematics literacy. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/130 : **EDUCATIONIST (M+4): MATHEMATICS AND LIFE SCIENCE REF NO: FSNC 2026/03/181**

SALARY : R360 837 per annum
CENTRE : Free State and Northern Cape region: Groenpunt Youth
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education majoring in Maths and Life Science. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Understanding of public service management framework. Influence and impact, presentation, conceptual and conflict management skills. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/131</u>	:	<u>EDUCATIONIST (M+4): TVET CHEMICAL INDUSTRY REF NO: FSNC 2026/03/182</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	Free State and Northern Cape region: Groenpunt Med
<u>REQUIREMENTS</u>	:	Recognized four (4) year Degree or equivalent qualification in Education majoring in Chemical Industry. Registration with the South African Council for Educators. Computer literate. Valid driver's license. Competencies And Attributes: Plan, organize, lead and control. Client orientation and communication, policy implementation, report writing, diversity management, training and development. Service delivery innovation, creativity, project management, conflict management, facilitation management, integrity and honesty. Knowledge and understanding of public service management framework. Influence and impact, presentation, conceptual and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/132</u>	:	<u>EDUCATIONIST (M+4): AFRIKAANS HOME LANGUAGE AND LIFE ORIENTATION REF NO: FSNC 2026/03/183</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	Free State and Northern Cape region: Tswelopele
<u>REQUIREMENTS</u>	:	Recognized four (4) year Degree or equivalent qualification in Education majoring in Afrikaans and Life Orientation. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty. Knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/133</u>	:	<u>FORMAL EDUCATIONIST M+4: GEOGRAPHY AND MATHEMATICS LITERACY REF NO: FSNC 2026/03/184</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	Free State and Northern Cape region: Tswelopele

<u>REQUIREMENTS</u>	:	Recognized Degree or equivalent qualification in Education specializing in Geography and Mathematics Literacy. Registration with the South African Council of Educators (SACE). Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organize, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/134</u>	:	<u>SKILLS DEVELOPMENT EDUCATIONIST (M+4) AET REF NO: FSNC 2026/03/185</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R360 837 per annum Free State and Northern Cape region: Kuruman
<u>REQUIREMENTS</u>	:	Recognized four (4) year Degree or equivalent qualification in in Education. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organize, lead and control. Client orientation and communication, policy implementation, report writing, diversity management, training and development. Service delivery innovation, creativity, project management, conflict management, facilitation management integrity, and honesty. Knowledge and understanding of public service management framework. Influence and impact, presentation, conceptual and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/135</u>	:	<u>EDUCATIONIST (M+4): ECONOMICS AND MANAGEMENT SCIENCE REF NO: FSNC 2026/03/186</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R360 837 per annum Free State and Northern Cape region: Goedemoed Med A
<u>REQUIREMENTS</u>	:	Recognized four (4) year Degree or equivalent qualification in Education majoring in Economics. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organize, lead and control. Client orientation and communication, policy implementation, report writing, diversity management, training and development. Service delivery innovation, creativity, project management, conflict management, facilitation management integrity, and honesty. Knowledge and understanding of public service management framework. Influence and impact, presentation, conceptual and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

NOTE : Appointment under the Correctional Services Act.

POST 10/136 : **EDUCATIONIST M+4: COMPUTER STUDIES REF NO: FSNC 2026/03/187**

SALARY : R360 837 per annum
CENTRE : Free State and Northern Cape region: Grootvlei Med A
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education majoring in Computer Science. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

NOTE : Appointment under the Correctional Services Act.

POST 10/137 : **EDUCATIONIST (M+4): SMALL MEDIUM MICRO ENTERPRISE (SMME) AND SETSWANA REF NO: LMN 2026/03/178**

SALARY : R360 837 per annum
CENTRE : Limpopo, Mpumalanga and North West region: Rustenburg Juvenile
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in Business Management and Setswana. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/138 : **EDUCATIONIST (M+4): TRAVEL AND TOURISM REF NO: LMN 2026/03/179**

SALARY : R360 837 per annum
CENTRE : Limpopo, Mpumalanga and North West region: Rustenburg Med A
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in Travel and Tourism. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/139 : **EDUCATIONIST (M+4): LIFE ORIENTATION AND SEPEDI REF NO: LMN 2026/03/180**

SALARY : R360 837 per annum
CENTRE : Limpopo, Mpumalanga and North West Region: Rustenburg Juvenile
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in Life Orientation and Sepedi. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/140 : **EDUCATIONIST (M+4): ISIXHOSA REF NO: EC 2026/03/110**

SALARY : R360 837 per annum
CENTRE : Eastern Cape region: Sada: Cradock
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in isiXhosa. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implantation, report writing, diversity management, training development, service delivery and honest, coaching and mentoring, good work ethics, confidentiality, interpersonal relation, openness and transparency, networking, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Correctional Services Act.

POST 10/141 : **EDUCATIONIST (M+4): AFRIKAANS REF NO: EC 2026/03/111**

SALARY : R360 837 per annum
CENTRE : Eastern Cape region: St Albans
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education majoring in Afrikaans. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan,

organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery and honest, coaching and mentoring, good work ethics, confidentiality, interpersonal relation, openness and transparency, networking, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Correctional Services Act

POST 10/142 : **EDUCATIONIST (M+4): TVET N1 - N4**

SALARY : R360 837 per annum

CENTRE : Free State and Northern Cape region: Groenpunt Max Ref No: FSNC 2026/03/188

Vereeniging Ref No: FSNC 2026/03/189

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan and organize, lead and control orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

NOTE : Appointment under the Correctional Services Act.

POST 10/143 : **EDUCATIONIST (M+4): BUSINESS STUDIES REF NO: GP 2026/03/226**

SALARY : R360 837 per annum

CENTRE : Gauteng region: Baviaanspoort Max

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Business Studies. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/144 : **EDUCATIONIST (M+4): MATHEMATICS REF NO: GP 2026/03/227**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Boksburg Med A
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Mathematics. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/145 : **EDUCATIONIST (M+4): ENGLISH/BUSINESS STUDIES REF NO: GP 2026/03/228**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Baviaanspoort (Emthonjeni)
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in English/Business Studies. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/146 : **EDUCATIONIST (M+4): ELECTRICAL (TECHNICAL) REF NO: GP 2026/03/229**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Boksburg (Heidelberg)
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Electrical (Technical). Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education

departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

ENQUIRIES :

NOTE : Appointment under the Correctional Services Act.

POST 10/147 : **EDUCATIONIST (M+4): VOCATIONAL EDUCATION AND TRAINING/TECHNICAL (REF: GP 2026/03/230) (X2 POSTS)**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Leeuwkop Med B (Youth)
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Vocational Education and Training/Technical. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/148 : **EDUCATIONIST (M+4): PLUMBING / BUILDING AND PLASTERING / ELECTRICAL (TECHNICAL) REF NO: GP 2026/03/231**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Johannesburg Med B
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Plumbing/Building and Plastering/Electrical (Technical). Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/149 : **EDUCATIONIST (M+4): BUSINESS STUDIES/TOURISM REF NO: GP 2026/03/232**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Johannesburg Med C
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Business Studies/Tourism. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies

		and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
<u>DUTIES</u>	:	Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/150</u>	:	<u>EDUCATIONIST (M+4): ENGINEERING RELATED STUDIES: TECHNICAL REF NO: GP 2026/03/233</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R360 837 per annum
	:	Gauteng region: Leeuwkop Med C
	:	Recognized four (4) year Degree or equivalent qualification in Education specializing in Engineering Related Studies: Technical. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
<u>DUTIES</u>	:	Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/151</u>	:	<u>EDUCATIONIST (M+4): ISIXHOSA AND ENGLISH REF NO: EC 2026/03/112</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R360 837 per annum
	:	Eastern Cape region: Amathole: Middledrift
	:	Recognized four (4) year Degree or equivalent qualification in Education specializing in isiXhosa and English. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
<u>DUTIES</u>	:	Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No:(043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

POST 10/152 : **EDUCATIONIST (M+4): ENGLISH AND HISTORY REF NO: KZN 2026/03/111**

SALARY : R360 837 per annum
CENTRE : KwaZulu Natal region: Durban Juvenile
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in English and History. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act

POST 10/153 : **EDUCATIONIST (M+4): ENGLISH AND MATHS REF NO: KZN 2026/03/112**

SALARY : R360 837 per annum
CENTRE : KwaZulu Natal region: Durban Juvenile
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in English and Maths. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development. Service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act

POST 10/154 : **EDUCATIONIST (M+4): LIFE ORIENTATION AND ISIZULU REF NO: KZN 2026/03/113**

SALARY : R360 837 per annum
CENTRE : KwaZulu Natal Region: Durban Juvenile
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Life Orientation and Isizulu. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for

education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act

POST 10/155 : **EDUCATIONIST (M+4): ISIZULU AND ECONOMICS REF NO: KZN 2026/03/114**

SALARY CENTRE REQUIREMENTS : R360 837 per annum
: KwaZulu Natal Region: Ekuseni
: Recognized four (4) year Degree or equivalent qualification in Education specializing in Isizulu and Economics. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act

POST 10/156 : **EDUCATIONIST (M+4): ENGLISH AND MATHS LITERACY REF NO: KZN 2026/03/115**

SALARY CENTRE REQUIREMENTS : R360 837 per annum
: KwaZulu Natal Region: Ekuseni
: Recognized four (4) year Degree or equivalent qualification in Education specializing in English and Maths Literacy. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act

POST 10/157 : **EDUCATIONIST (M+4): LIFE SCIENCES AND AGRICULTURAL SCIENCES REF NO: KZN 2026/03/116**

SALARY CENTRE REQUIREMENTS : R360 837 per annum
: KwaZulu Natal Region: Estcourt
: Recognized four (4) year Degree or equivalent qualification in Education specializing in Life Sciences and Agricultural Science. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and

creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act.

POST 10/158 : **EDUCATIONIST (M+4): MATHS AND ENGINEERING SCIENCE REF NO: KZN 2026/03/117**

SALARY : R360 837 per annum
CENTRE : KwaZulu Natal Region: Ncome Med B
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Maths and Engineering Science. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act.

POST 10/159 : **EDUCATIONIST (M+4): SKILLS DEVELOPMENT (BUILDING AND CONSTRUCTION)**

SALARY : R360 837 per annum
CENTRE : **KwaZulu Natal Region:**
Pietermaritzburg Med A Ref No: KZN 2026/03/118
Waterval Med A (Building and Construction) Ref No: KZN 2026/03/119

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act.

<u>POST 10/160</u>	:	<u>EDUCATIONIST (M+4): ABET REF NO: EC 2026/03/113</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	Eastern Cape region: Sada: Cradock
<u>REQUIREMENTS</u>	:	Recognized four (4) year Degree or equivalent qualification in Education. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implantation, report writing, diversity management, training development, service delivery and honest, coaching and mentoring, good work ethics, confidentiality, interpersonal relation, openness and transparency, networking, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area, adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/161</u>	:	<u>EDUCATIONIST (M+4): BUSINESS STUDIES, ACCOUNTING AND ECONOMICS REF NO: FSNC 2026/03/190</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	Free State and Northern Cape region: Groenpunt Youth
<u>REQUIREMENTS</u>	:	Recognized four (4) year Degree or equivalent qualification in Education majoring in Business, Accounting and Economics. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/162</u>	:	<u>SOCIAL WORKER GRADE 1</u>
<u>SALARY</u>	:	R325 200 per annum
<u>CENTRE</u>	:	Eastern Cape Region: Sada: Butterworth Ref No: EC 2026/03/44) Mthatha Med Ref No: EC 2026/03/45) (X2 Posts) St Albans: PE Ref No: EC 2026/03/46 St Albans Max Ref No: EC 2026/03/47 Kirkwood Ref No: EC 2026/03/48 Free State and Northern Cape Region: Tswelopele Ref No: FSNC 2026/03/89 Vereeniging Ref No: FSNC 2026/03/90 Parys Ref No: FSNC 2026/03/91 Richmond Ref No: FSNC 2026/03/92 Gauteng Region: Baviaanspoort Max Ref No: GP 2026/03/96 Johannesburg Ref No: GP 2026/03/97 Johannesburg Med C Ref No: GP 2026/03/98 Leeuwkop Med A Ref No: GP 2026/03/99

Leeuwkop Med C Ref No: GP 2026/03/100
Kgoši Mampuru II: Atteridgeville Ref No: GP 2026/03/101
Zonderwater Med A Ref No: GP 2026/03/102

KwaZulu Natal Region:

Durban Med B Ref No: KZN 2026/03/51 (X3 Posts)
Vryheid Ref No: KZN 2026/03/52
Sevontein Ref No: KZN 2026/03/53
Umzinto Ref No: KZN 2026/03/54
Durban Comm Corr Ref No: KZN 2026/03/55

Limpopo, Mpumalanga and North West Region:

Bethal: Standerton Med A Ref No: LMN 2026/03/77
Barberton: Youth Town Centre Ref No: LMN 2026/03/78
Rooigrond: Rooigrond Med A Ref No: LMN 2026/03/79
Rustenburg: Losperfontein Ref No: LMN 2026/03/80

Western Cape Region:

Allandale (Obiqua) Ref No: WC 2026/03/94
Allandale (Hawequa) Ref No: WC 2026/03/95
Brandvlei Max Ref No: WC 2026/03/96 (X2 Posts)
Breede River (Robertson Comcor) Ref No: WC 2026/03/97
Overberg Med Ref No: WC 2026/03/98
Pollsmoor (Female) Ref No: WC 2026/03/99
Southern Cape (Knysna) Ref No: WC 2026/03/100
Southern Cape (Ladysmith) Ref No: WC 2026/03/101
Drakenstein (Stellenbosch) Ref No: WC 2026/03/102
Goodwood (Bellville Comcor) Ref No: WC 2026/03/103

REQUIREMENTS : BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making, facilitation, plan, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact and ability to network. Ability to coordinate and collaborate with internal and external stakeholders.

DUTIES : Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act

POST 10/163 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT REF NO: LMN 2026/03/81 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
Limpopo, Mpumalanga and North West Region: Regional Office
Recognized Degree/National Diploma in Human Resource or equivalent qualification. 1-2 years' experience in the recruitment and appointment environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management,

		report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Implementation of HR provisioning policy. Administration of new appointees on PERSAL. Ensure that all documents regarding appointment are correctly completed and signed. Compile shortlisting and appointment memorandum. Ensuring that documentations are forwarded to Security Standards for vetting. Ensure that on assumption of duty the medical certificate is thoroughly checked. Implement the HR provisioning policy within the region. Administer the onboarding and processing of new appointees on the PERSAL. Ensure that all appointment related documentation is accurately completed, verified and duly signed. Compile and prepare shortlisting and appointment memoranda in accordance with HR recruitment procedures. Forward relevant documentation to Security Standards for vetting and clearance processes. Verify medical certificates submitted on assumption of duty to ensure authenticity and compliance with employment requirements. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/164</u>	:	<u>HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND PLACEMENT</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Gauteng Region: Leeuwkop Ref No: GP 2026/03/103
	:	Limpopo, Mpumalanga and North West Region: Barberton Ref No: LMN 2026/03/82 (X2 Posts) Klerksdorp Ref No: LMN 2026/03/83
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource or equivalent qualification and 1-2 years' experience in the recruitment and placement environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Implementation of HR provisioning policy. Administration of new appointees, interns and contract workers on PERSAL. Manage employee transfers in the Management Area. Ensure that all documents regarding appointment are correctly completed and signed. Compile shortlisting and appointment memorandum. Ensuring that documentations are forwarded to Security Standards for vetting. Ensure that on assumption of duty the medical certificate is thoroughly checked. Manage the onboarding process for new appointees, interns, and contract workers on PERSAL. Ensure all employment documents are accurately completed and signed. Oversee and coordinate employee transfers within the Management Area. Update PERSAL records promptly to reflect transfers. Compile shortlisting and appointment memoranda. Forward all documentation to the Security Standards for vetting. Ensure that medical certificates are thoroughly checked upon assumption of duty. Maintain strict adherence to HR provisioning policies and applicable legislation. Keep accurate records of all appointments, transfers and related administrative actions for auditing purposes. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act

POST 10/165 : **HUMAN RESOURCE PRACTITIONER: PLACEMENT AND TRANSFERS**
REF NO: LMN 2026/03/84

SALARY : R325 101 per annum
CENTRE : Limpopo, Mpumalanga and North West Region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Human Resource or equivalent qualification and 1-2 years' experience in placement and transfers. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies And Attributes: Sound communication skills. Plan, organise, lead and control, client orientation, punctuality and confidentiality. Understanding of Public Service policy, recruitment processes and legislative frameworks. Service delivery, report writing, Integrity and honesty, assertiveness, influence and impact. Ability to work under pressure. Dynamic and professional.

DUTIES : Implementation of HR policies. Administration of Transfers and Placements for the Region. Administration of Personnel Utilization and support services. Administration of remuneration control. Ensure effective implementation and compliance with HR policies and procedures in the region. Administer employee transfers, placements and placement of personnel within the region. Administration of personnel utilization and support services. Monitor and control remuneration processes to ensure accuracy, compliance and proper authorization of payments. Management of resources. Management of performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/166 : **PERSONNEL OFFICER: HR ADMINISTRATION**

SALARY : R325 101 per annum
CENTRE : **Eastern Cape Region:**
Regional Office Ref No: EC 2026/03/49
Kirkwood Ref No: EC 2026/03/50
St Albans Ref No: EC 2026/03/51 (X2 Posts)
East London Ref No: EC 2026/03/52
Sada Ref No: EC 2026/03/53

Gauteng Region:
Boksburg: Ref No: GP 2026/03/104
Modderbee Ref No: GP 2026/03/105 (X4 Posts)
Kgoši Mampuru II Ref No: GP 2026/03/106
Zonderwater Ref No: GP 2026/03/107

Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/85
Polokwane Ref No: LMN 2026/03/86
Witbank Ref No: LMN 2026/03/87
Regional Office Ref No: LMN 2026/03/88
Klerksdorp Ref No: LMN 2026/03/89

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. 1-2 years relevant work experience. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Maintain and update the duty register. Ensure timely submission of human resources information to the Head of Personnel. Calculate and verify overtime worked in accordance with applicable policies. Manage leave administration in line with HR policies. Capture leave transactions on PERSAL. Process and manage promotions, applications for personnel rewards and qualification bonuses. Exercise remuneration control and administer housing subsidies and official accommodation. Manage transfers, appointments, termination of service and disciplinary matters. Coordinate ill-health retirement cases.

		Administer Injury-on-Duty claims. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/167</u>	:	<u>HUMAN RESOURCE PRACTITIONER: CAREER MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Free State and Northern Cape Region: Grootvlei Ref No: FSNC 2026/03/93 (X2 Posts)
	:	Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2026/03/90 Witbank Ref No: LMN 2026/03/91
	:	Western Cape Region: Brandvlei Ref No: WC 2026/03/104 (X2 Posts) Voorberg Ref No: WC 2026/03/105 Drakenstein Ref No: WC 2026/03/106
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resources Management/Human Resource Development/ Organisational Development and Training Practices or equivalent qualification. 1-2 years relevant experience in the field of training and development. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Apply HR development policies in the management area. Administrate training programmes. Administrate examinations. Conduct training research. Administrate in-service training programmes. Administrate self-development activities. Administrate bursaries/ study loans. Administrate infrastructural requirements for HR development. Implement HR development policies within the management area. Administer and coordinate training programmes in accordance with organisational needs. Manage the administration of examinations related to training interventions. Conduct research to identify appropriate training and development interventions. Administer in-service training programmes. Facilitate and monitor self-development initiatives. Administer bursary and study loan programmes in line with organisational policy. Manage infrastructural and logistical requirements supporting HR development activities. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/168</u>	:	<u>INVESTIGATOR: EMPLOYEE RELATIONS</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Gauteng Region: Baviaanspoort Ref No: GP 2026/03/108 (X2 Posts) Johannesburg Ref No: GP 2026/03/109 Kgoši Mampuru II Ref No: GP 2026/03/110 (X2 Posts) Krugersdorp Ref No: GP 2026/03/111

		Limpopo, Mpumalanga and North West Region:
		Klerksdorp Ref No: LMN 2026/03/92
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource/Public Management/Labour Relations or equivalent qualification. 1-2 years' experience gained in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Investigate reported incidents of misconduct, including escapes, assaults and injuries to offenders. Investigate injuries sustained by staff and ensure proper prosecution where applicable. Coordinate all logistics related to investigations, including transport arrangements, accommodation for personnel involved in investigations and other related travel requirements. Ensure that all investigation and management related documents are properly filed according to the DCS filing system. Maintain the integrity and safety of all files. Manage classified information. Oversee general administrative operations within the management area. Monitor that all documents are processed, finalized and handled according to prescribed procedures. Ensure compliance with administrative standards and protocols in all investigative and operational tasks. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/169</u>	:	<u>PROCUMENT ADMINISTRATIVE OFFICER: SUPPLY CHAIN</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Eastern Cape Region:
		Kirkwood Ref No: EC 2026/03/54 (X3 Posts)
		Gauteng Region:
		Baviaanspoort Ref No: GP 2026/03/112
		Johannesburg Ref No: GP 2026/03/113
		Kgoši Mampuru II Ref No: GP 2026/03/114 (X2 Posts)
		Free State and Northern Cape Region:
		Colesberg Ref No: FSNC 2026/03/94
		Goedemoed Ref No: FSNC 2026/03/95
		Grootvlei Ref No: FSNC 2026/03/96
		Grootvlei Ref No: FSNC 2026/03/97
		Kimberley Ref No: FSNC 2026/03/98
		Upington Ref No: FSNC 2026/03/99
		KwaZulu Natal Region:
		Glencoe Ref No: KZN 2026/03/56
		Limpopo, Mpumalanga and North West Region:
		Barberton Ref No: LMN 2026/03/93 (X2 Posts)
		Polokwane Ref No: LMN 2026/03/94
		Rooigrond Ref No: LMN 2026/03/95
		Western Cape Region:
		Breede River Ref No: WC 2026/03/107 (X2 Posts)
		Drakenstein Ref No: WC 2026/03/108
		Voorberg Ref No: WC 2026/03/109
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 1-2 years' experience in Supply Chain Management. Working experience on LOGIS will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring.

<u>DUTIES</u>	:	Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel. Implement and administer procurement policies and LOGIS procedures, oversees procurement transactions, and ensures compliance through regular inspections. Resolve audit queries, administering and processing bids in line with procurement guidelines, and coordinating training on procurement processes and systems. Maintain accurate records, generating reports, and supporting ethical and efficient supplier and procurement management across the Management Area. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/170</u>	:	<u>ADMINISTRATIVE OFFICER: CARE SERVICES REF NO: LMN 2026/03/96</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum Limpopo, Mpumalanga and North West Region: Regional Office: Regional Commissioner's Office
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Management Assistant/Public Management/Correctional Services Management or any equivalent qualification. 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Problem solving and decision making, ability to interpret policies/legislations. Report writing, time management, confidentiality, coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation, integrity and honesty, assertiveness, ability to network, influence and impact.
<u>DUTIES</u>	:	Administer and ensure quality control of documentation within the Office of Care Services while monitoring compliance with relevant standards and procedures. Coordinate meetings by preparing agendas, recording minutes, and developing action plans and reporting systems to track the implementation of decisions. Carry out financial and logistical administrative duties for the office. Draft routine correspondence, including letters and memorandums, and manage incoming correspondence by acknowledging and processing it promptly. Coordinate performance information management within the office and compile as well as coordinate monthly Care Services statistical reports. Liaise with and maintain effective working relationships with both internal and external stakeholders. Ensure the proper handling and management of classified and sensitive information. Management of resources.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel NO: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/171</u>	:	<u>ADMINISTRATIVE OFFICER: SPORTS AND RECREATION REF NO: GP 2026/03/115</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum Gauteng Region: Bavianspoort
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Sport Management or equivalent qualification. coupled with 1-2 years relevant experience. Valid driver's license. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise,

lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Administer and support the coordination and implementation of policies related to sports and recreation within the management areas. Represent the region in Inter-Regional Championship events and other related sporting competitions. Maintain and update a comprehensive database of sports achievements across all management areas. Co-ordinate and administer sporting events within the management area while ensuring effective planning and execution. Ensure proper record keeping, data management and accurate reporting of all sporting activities. Management of resources. Management of performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/172 : **ADMINISTRATIVE OFFICER: EMPLOYEE RELATIONS REF NO: LMN 2026/03/97**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Limpopo, Mpumalanga and North West Region: Regional Office
: Recognized Degree/National Diploma in Labour Law/Labour Relations or equivalent relevant qualification and 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Administer the Department's Employee Relations Management Information System (ERMIS) and ensure the accurate capturing and maintenance of data relating to disciplinary hearings, appeals, suspensions, grievances and disputes. Collect, compile and submit management information reports for Regional Management. Facilitate the resolution of employee grievances within the Region while ensuring compliance with relevant policies and procedures. Provide support in managing conflict for both individual and collective labour relations matters. Facilitate the appointment of investigators, initiators and presiding officers where required. Coordinate meetings by preparing agendas, recording minutes, developing action plans and monitoring the implementation of decisions taken. Provide financial and logistical administrative support to the office, compile and manage monthly statistics for the Employee Relations office. Management of resources. Management of performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/173 : **NETWORK CONTROLLER: INFORMATION TECHNOLOGY**

SALARY CENTRE : R325 101 per annum
: Eastern Cape Region:
Kirkwood Ref No: EC 2026/03/55)
Mthatha Ref No: EC 2026/03/56
Sada Ref No: EC 2026/03/57
St Albans Ref No: EC 2026/03/58 (X2 Posts)
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/100 (X2 Posts)
Grootvlei Ref No: FSNC 2026/03/101
Goedemoed Ref No: FSNC 2026/03/102
Gauteng Region:

Baviaanspoort Ref No: GP 2026/03/116
 Kgoši Mampuru II Ref No: GP 2026/03/117 (X2 Posts)
 Modderbee Ref No: GP 2026/03/118
 Regional Office Ref No: GP 2026/03/119
 Zonderwater Ref No: GP 2026/03/120

KwaZulu Natal Region:

Waterval Ref No: KZN 2026/03/57
 Ncome Ref No: KZN 2026/03/58
 Durban Ref No: KZN 2026/03/59

Limpopo, Mpumalanga and North West Region:

Bethal Ref No: LMN 2026/03/98
 Thohoyandou Ref No: LMN 2026/03/99
 Witbank Ref No: LMN 2026/03/100
 Klerksdorp Ref No: LMN 2026/03/101

Western Cape Region:

Breede River Ref No: WC 2026/03/110
 Drakenstein Ref No: WC 2026/03/111
 Goodwood Ref No: WC 2026/03/112
 Voorberg Ref No: WC 2026/03/113 (X2 Posts)
 Southern Cape Ref No: WC 2026/03/114

REQUIREMENTS : Recognized Degree/National Diploma in Information Technology/Computer Science or equivalent qualification. A+, N+, Security+ will be an added advantage. 1-2 years' experience in an Information Technology environment. Valid driver's licence. Competencies And Attributes: Good understanding of current MS Windows as well as the MS Office suite. Report writing. Problem solving skills, interpersonal relations, punctuality, conflict resolution and communication skills. Integrity and honest, friendly and adaptability, self-discipline, confident and the ability to work under pressure. Policy implementation, assertiveness, ability to network, influence and impact.

DUTIES : Perform system back-ups and monitor wide and local area networks to ensure optimal performance. Detect and resolve faults on LAN/WAN, PCs, peripherals, network points and software. Install and maintain printing services across all systems, including Transversal Systems such as LOGIS, PERSAL, BAS and DCS Business Systems. Provide desktop support to users, manage and maintain a virus-free network environment, and liaise with users regarding service requests and system faults. Create and maintain an inventory of all desktop equipment, install and support software and applications, and monitor IP telephony and video conferencing systems. Support and implement software and hardware rollout projects across the Management Area. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
 Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
 Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
 KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/174 : **STATE ACCOUNTANT: EXPENDITURE CONTROL (FINANCIAL ACCOUNTING)**

SALARY CENTRE : R325 101 per annum
 : **Eastern Cape Region:**
 Kirkwood Ref No: EC 2026/03/59
 St Albans Ref No: EC 2026/03/60
Limpopo, Mpumalanga and North West Region:
 Polokwane Ref No: LMN 2026/03/102
 Rooigrond Ref No: LMN 2026/03/103

<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in finance or equivalent qualification. 1-2 years' experience within the finance environment. Computer literate. Experience working on BAS will be advantageous. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Oversee the handling of State monies and petty cash. Ensure that all cash transactions are accurately recorded and reconciled. Process and manage payment of subsistence and travel claims, including foreign travel advances. Verify and approve claims in accordance with departmental policies and regulations. Approve BAS sundry payment advices, journals, receipts, debt take-on transactions and telephone registers. Ensure correct issuing of receipts and accurate data capturing in the BAS system. Manage and verify Z59 salary claims within BAS. Check and validate MMS and SMS kilometre claims for Motor Finance Scheme. Execute responsibilities as stipulated in Section 45 of the Public Finance Management Act. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/175</u>	:	<u>STATE ACCOUNTANT: BASIC ACCOUNTING SYSTEM (FINANCIAL ACCOUNTING)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Eastern Cape Region: Kirkwood Ref No: EC 2026/03/61 Sada Ref No: EC 2026/03/62
	:	Gauteng Region: Kgoši Mampuru II Ref No: GP 2026/03/121 Zonderwater Ref No: GP 2026/03/122
	:	KwaZulu Natal Region: Glencoe Ref No: KZN 2026/03/60 (X3 Posts) Pietermaritzburg Ref No: KZN 2026/03/61
	:	Limpopo, Mpumalanga and North West Region: Barberton Ref No: LMN 2026/03/104 Witbank Ref No: LMN 2026/03/105
	:	Western Cape Region: Allandale Ref No: WC 2026/03/115 (X2 Posts) Drakenstein Ref No: WC 2026/03/116 (X2 Posts) Goodwood Ref No: WC 2026/03/117 (X3 Posts)
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Accounting /Financial Management or relevant qualification and 1-2 years relevant experience. Experience working on BAS will be advantageous. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication, policy analysis and interpretation, report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Execute financial management policies and procedures in accordance with applicable regulations. Manage and monitor the allocated budget to ensure the effective, efficient and economical utilisation of funds. Render general financial and administrative support activities to facilitate the smooth functioning of the office. Oversee and administer the Basic Accounting System (BAS), ensuring

		accurate capturing, processing and reporting of financial transactions. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/176</u>	:	<u>STATE ACCOUNTANT: BUDGET (FINANCIAL PLANNING) REF NO: LMN 2026/03/106 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Limpopo, Mpumalanga and North West Region; Regional Office Recognized Degree/National Diploma in Accounting/Financial Management or relevant qualification and 1-2 years relevant experience. Experience working on BAS will be advantageous. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication, policy analysis and interpretation, report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Execute management accounting policy within the management area in accordance with applicable procedures. Plan, coordinate and execute management accounting functions and financial inspections. Conduct financial investigations. Provide technical advice on budget related matters to support decision-making. Ensure budget data integrity and accuracy of information captured on the Basic Accounting System (BAS). Evaluate expenditure trends. Ensure that Medium-Term Expenditure Framework (MTEF) planning is implemented and aligned with organisational priorities. Manage and monitor budget allocation, utilisation and reporting processes. Execute responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act, 1999 to ensure accountability, compliance and sound financial governance. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 10/177</u>	:	<u>STATE ACCOUNTANT: ACCOUNTING AND BOOKKEEPING</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum Eastern Cape region: Regional Office Ref No: EC 2026/03/63 Limpopo, Mpumalanga and North West Region: Regional Office Ref No: LMN 2026/03/107
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Accounting /Financial Management or relevant qualification and 1-2 years relevant experience. Experience working on BAS will be advantageous. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control. Client orientation and communication, policy analysis and interpretation, report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality,

		interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Execute financial accounting duties and policies within the region and management areas in accordance with applicable procedures and prescripts. Plan, coordinate and implement management accounting functions and monitoring. Conduct financial investigations. Provide professional advice and guidance on financial management matters. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act (PFMA). Manage revenue accounts, control/suspense accounts and debtors' accounts effectively. Ensure settlement of creditor payments within the required 30-day period and oversee the management of financial losses. Monitor and ensure compliance with financial management legislation, policies, procedures and related directives. Maintain and ensure the integrity and functionality of the BAS system. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/178</u>	:	<u>STATE ACCOUNTANT: LEDGER DEBT AND ACTIVITY (FINANCIAL ACCOUNTING)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Limpopo, Mpumalanga and North West Region:
		Thohoyandou Ref No: LMN 2026/03/108
		Rustenburg Ref No: LMN 2026/03/109
		Klerksdorp Ref No: LMN 2026/03/110
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Financial Accounting/Management or equivalent qualification. 1-2 years relevant experience. Experience working on BAS. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication, policy analysis and interpretation, report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Execute and administer the implementation of financial management policies. Administer budget, ledger, debt and Activity. Control and account for state funds in accordance with financial regulations. Administer and monitor the utilization of petty cash. Manage and maintain BAS ledger accounts. Administer BAS debt accounts. Capture BAS sundry payments, journals and debts. Render general financial administrative activities. Maintain proper filing and record-keeping of financial documentation. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/179</u>	:	<u>STATE ACCOUNTANT: BUDGET (MANAGEMENT ACCOUNTING)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Gauteng Region:
		Boksburg Ref No: GP 2026/03/123
		Johannesburg Ref No: GP 2026/03/124
		Leeuwkop Ref No: GP 2026/03/125
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Accounting or Financial Management coupled with 1-2 years relevant experience. Proven experience in a BAS environment. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control. Client orientation and communication, policy analysis and interpretation, report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the

<u>DUTIES</u>	:	Public Finance Management Act (PFMA) and Treasury regulations. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact. Coordinate the Management Area budget, including the Medium-Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE) inputs. Consolidate the Management Area budget and ensure alignment with departmental financial planning processes. Coordinate and ensure the submission of Management Area Monthly In-Year Monitoring (IYM) Management Accounting reports within the prescribed deadlines. Facilitate the allocation and distribution of the Management Area budget. Manage and oversee the capturing of the Management Area budget. Administer and control Management Area cash flow and revenue management processes. Manage and monitor Management Area debt accounts and suspense accounts. Oversee and manage all Financial Accounting functions. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/180</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: TRANSIT AND WAREHOUSE (LOGISTICS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Eastern Cape Region: Kirkwood Ref No: EC 2026/03/64
	:	Free State and Northern Cape Region: Bizzah Makhate Ref No: FSNC 2026/03/103 Groenpunt Ref No: FSNC 2026/03/104
	:	Gauteng Region: Kgoši Mampuru II Ref No: GP 2026/03/126 (X3 Posts) Zonderwater Ref No: GP 2026/03/127
	:	Limpopo, Mpumalanga and North West Region: Barberton Ref No: LMN 2026/03/111
<u>REQUIREMENTS</u>	:	Recognized Degree / National Diploma in Purchasing Management / Logistics/ Supply Chain Management or equivalent qualification. 1-2 years relevant experience in Supply Chain Management. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of LOGIS. Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making Knowledge of the Public Finance Management Act (PFMA). Treasury Regulations relating to Supply Chain Management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Plan and coordinate the receipt of stock and equipment. Manage and oversee the safe keeping, storage and proper care of stock and equipment. Maintain, check and update bin cards to ensure accurate stock records. Package, distribute and dispatch items to relevant sections. Monitor and verify the quality and quantity of items received, delivered and distributed. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/181</u>	:	<u>STAFF SHOPKEEPER: SPECIAL PROGRAMS</u>
<u>SALARY</u>	:	R325 101 per annum

<u>CENTRE</u>	:	Eastern Cape Region: Kirkwood Ref No: EC 2026/03/65 St Albans Ref No: EC 2026/03/66
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma Logistics/Supply Chain Management or equivalent. 1-2 years relevant experience. Adequate knowledge of the Pastel booking and King post system will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Adequate knowledge of VAT, LBS and UIF submissions. Sound communication skills (writing and speaking) and ability to plan/organize. interpersonal, problem solving, interpersonal relations, punctuality, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptability. Self-discipline.
<u>DUTIES</u>	:	Ensure proper hygiene and cleanliness standards are maintained in the shop and petrol station. Perform administrative duties related to the daily operations of the shop and petrol station. Marketing and promotion of shop and petrol station products and services. Oversee the general management and smooth operation of the shop and petrol station. Order and purchase stock from suppliers according to operational needs. Maintain effective stock control. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/182</u>	:	<u>TRANSPORT OFFICER: LOGISTICS</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum KwaZulu Natal Region: Glencoe Ref No: KZN 2026/03/62 Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2026/03/112 Thohoyandou Ref No: LMN 2026/03/113 Witbank Ref No: LMN 2026/03/114
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Transport Management/Logistics Management or equivalent qualification and 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Conduct transport inspections and provide recommendations based on inspection findings. Assist in the formulation of transport strategies. Provide transport related advice to officials and evaluate proposed amendments to transport policies and procedures. Undertake transport investigations, including the investigation and reporting of irregularities related to transport matters. Plan transport activities and work session goals to ensure efficient transport management within the management area. Provide advisory support to the Area Commissioner's Office on transport related matters. Manage transport resources and evaluate losses incurred with official vehicles. Assess requests and grant approval for the use of official vehicles in accordance with transport policies and regulations. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/183</u>	:	<u>ADMINISTRATIVE OFFICER: REGISTRATION (HR ADMINISTRATION)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum Eastern Cape Region: Kirkwood Ref No: EC 2026/03/67 Sada Ref No: EC 2026/03/68

Mthatha Ref No: EC 2026/03/69

Gauteng Region:

Krugersdorp Ref No: GP 2026/03/128

Modderbee Ref No: GP 2026/03/129

Regional Office Ref No: GP 2026/03/130

KwaZulu Natal Region:

Glencoe Ref No: KZN 2026/03/63

Waterval Ref No: KZN 2026/03/64

Western Cape Region:

Brandvlei (Ref: WC 2026/03/118

Breede River Ref No: WC 2026/03/119

Overberg Ref No: WC 2026/03/120

Goodwood Ref No: WC 2026/03/121

Southern Cape Ref No: WC 2026/03/122

- REQUIREMENTS** : Recognized Degree/National Diploma Public Administration or equivalent qualifications coupled with 1-2 years' relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
- DUTIES** : Maintain and update records for the Archives and Registry section. Transfer records and files to the Archives. Withdraw and issue files from the Archives and Registry when required. Dispose of obsolete files in line with approved policies. Control and maintain a uniform filing system. Ensure the safe keeping and proper storage of departmental files. Management of resources. Management of performance information.
- ENQUIRIES** : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- NOTE** : Appointment under the Public Service Act
- POST 10/184** : **ADMINISTRATIVE OFFICER: MESS**
- SALARY CENTRE** : R325 101 per annum
- REQUIREMENTS** : **Gauteng Region:**
Baviaanspoort Ref No: GP 2026/03/131
Zonderwater Ref No: GP 2026/03/132
Recognized Degree/National Diploma in Food Services/Hospitality Management coupled with 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
- DUTIES** : Preparing and serving of meals. Supervise the cleaning of kitchen areas, utensils and serveries to maintain hygiene. Train and supervise inmates assigned to catering and kitchen duties. Screen inmates for kitchen work. Ensure proper and hygienic storage of food supplies. Control and safeguard kitchen equipment and resources. Supervise the unlocking of inmates assigned to kitchen duties. Ensure attendance of medical parades. Conduct regular searches of the kitchen area to detect and prevent contraband. Management of resources. Management of performance information.
- ENQUIRIES** : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/185</u>	:	<u>ADMINISTRATIVE OFFICER: PERSONNEL ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Western Cape Region: Allandale Ref No: WC 2026/03/123 Brandvlei Ref No: WC 2026/03/124 (X5 Posts) Pollsmoor Ref No: WC 2026/03/125 Overberg Ref No: WC 2026/03/126 Goodwood Ref No: WC 2026/03/127 Regional Office Ref No: WC 2026/03/128
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource Management. 1-2 years relevant experience in human resource environment. Knowledge of PERSAL. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of PERSAL. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Process and administer promotions. Process PERSAL awards and achievement bonuses. Administer and monitor remuneration control to ensure accurate salary payments. Process applications and maintain records for housing subsidies and official accommodation. Capture leave applications on the system. Process and record staff transfers. Facilitate and administer medical board processes when required. Process appointments of new employees. Administer termination of service in line with relevant legislation and policies. Provide administrative support in disciplinary matters. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/186</u>	:	<u>ADMINISTRATIVE OFFICER: PERFORMANCE MANAGEMENT (HR SUPPORT)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Gauteng Region: Baviaanspoort Ref No: GP 2026/03/133 Western Cape Region: Allandale Ref No: WC 2026/03/129
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource Management. 1-2 years relevant experience in human resource environment. Knowledge of PERSAL. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of PERSAL and Occupational Specific Dispensations (OSD's). Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Process and administer promotions, grade progressions, PERSAL awards and achievement bonuses. Control and process remuneration related matters. Administer housing subsidies and official accommodation allocations. Capture leave, transfers, medical board processes, appointments and termination of service on PERSAL. Provide administrative support during disciplinary matters. Maintain accurate filing system. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/187 : **ADMINISTRATIVE OFFICER: CLUBS**

SALARY : R325 101 per annum

CENTRE : **Eastern Cape Region:**

St Albans Ref No: EC 2026/03/70

Kirkwood Ref No: EC 2026/03/71

Western Cape Region:

Pollsmoor Ref No: WC 2026/03/130 (X2 Posts)

Voorberg Ref No: WC 2026/03/131

Brandvlei Ref No: WC 2026/03/132

REQUIREMENTS : Recognized Degree/National Diploma in Financial Management/Accounting or equivalent. At least 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Manage mess and financial outlets operations. Oversee membership administration for clubs and sub-clubs. Promote sport and recreational activities. Ensure proper financial management of club affairs. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/188 : **ADMINISTRATIVE OFFICER: CLUB TREASURER REF NO: KZN 2026/03/65**

SALARY : R325 101 per annum

CENTRE : KwaZulu-Natal Region: Pietermaritzburg

REQUIREMENTS : Recognized Degree/National Diploma in financial management or equivalent. 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Receive stock from suppliers and ensure proper verification of deliveries. Conduct stock-taking and inventory control at the different trading points. Collect and bank cash from all trading points. Place orders for stock based on operational requirements. Update and maintain records on the Pastel accounting system. Process and manage payments to creditors. Compile financial reports including income statements and balance sheet reconciliations. Perform regular bank reconciliations. Ensure compliance with SARS payment requirements. Attend club meetings and accurately record and compile minutes. Management of resources. Management of performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Public Service Act.

<u>POST 10/189</u>	:	<u>HUMAN RESOURCE PRACTITIONER: SERVICE TERMINATIONS</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Eastern Cape Region: Kirkwood Ref No: EC 2026/03/72 St Albans Ref No: EC 2026/03/73
	:	KwaZulu Natal Region: Pietermaritzburg Ref No: KZN 2026/03/66 Glencoe Ref No: KZN 2026/03/67
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource. 1-2 years relevant experience in a comparable environment. Knowledge of PERSAL. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Request pension benefits by preparing withdrawal forms for all types of termination and ensuring that all relevant supporting documents are attached. Manage inter-departmental transfers to guarantee correct recording of pensionable service. Process and administer applications for buy-back service. Provide guidance and advice to officials, ex-officials and their dependants regarding the pension benefits they are entitled to. Assist officials, ex-officials and dependants with the correct completion of benefit application documents. Interpret, implement and explain relevant policies and procedures to improve service delivery quality. Attend to general enquiries, including telephonic and written correspondence. Capture termination of service information on the PERSAL. Maintain accurate filing systems and ensure proper record keeping of all documents. Organize and order office stationery to support daily office operations. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/190</u>	:	<u>ADMINISTRATIVE OFFICER: HR ADMINISTRATION (PERSAL)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Gauteng Region: Kgoši Mampuru II Ref No: GP 2026/03/134 (X2 Posts)
	:	Free State and Northern Cape Region: Colesberg Ref No: FSNC 2026/03/105
	:	KwaZulu Natal Region: Regional Office Ref No: KZN 2026/03/68 Pietermaritzburg Ref No: KZN 2026/03/69
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. At least 1-2 years' experience in Human Resources environment. Successful completion of PERSAL training course. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Ensure effective administration of the PERSAL system within the management area. Register supervisors and users on PERSAL and allocate specific functions according to their job roles and levels. Monitor, evaluate and implement PERSAL transactions. Monitor system changes in line with SCC system requirements. Maintain the post establishment on PERSAL. Facilitate

		PERSAL training. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/191</u>	:	<u>ADMINISTRATIVE OFFICER: HEALTH ADMINISTRATION REF NO: KZN 2026/03/70</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum KwaZulu Natal Region: Regional Office Recognized Degree/National Diploma in Public Administration/Office Administration or equivalent qualification with 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Ensure that all correspondence prepared for the signature of the Regional Head and Regional Coordinator: Health Services complies with relevant policies, legislative requirements and prescribed standards. Ensure that memoranda and official communications are distributed to the relevant offices timeously. Attend to enquiries and requests for information from Head Office and ensure responses are prepared and submitted within the required timeframe under the signature of the Regional Coordinator: Health Care. Liaise with external organisations and stakeholders. Coordinate, compile and manage presentations and inputs from stakeholders. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/192</u>	:	<u>STATE ACCOUNTANT: VOUCHER CONTROL</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Eastern Cape Region: Kirkwood Ref No: EC 2026/03/74
	:	Gauteng Region: Baviaanspoort Ref No: GP 2026/03/135 Johannesburg Ref No: GP 2026/03/136 Krugersdorp Ref No: GP 2026/03/137
	:	Free State and Northern Cape Region: Bizzah Makhate Ref No: FSNC 2026/03/106
	:	KwaZulu Natal Region: Glencoe Ref No: KZN 2026/03/71 (X2 Posts)
	:	Limpopo, Mpumalanga and North West Region: Barberton Ref No: LMN 2026/03/115 (X2 Posts) Witbank Ref No: LMN 2026/03/116
	:	Western Cape Region: Voorberg Ref No: WC 2026/03/133 West Coast Ref No: WC 2026/03/134 Brandvlei Ref No: WC 2026/03/135
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Accounting or Financial Management. At least 1-2 years relevant experience in Government Financial systems. Computer literate. Valid driver's licence. Competencies and Attributes: Proven financial experience. Good knowledge of Public Finance. The ability to perform under pressure. Knowledge of BAS. Facilitation, report writing and presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Conflict resolution. Communication and typing skills. Training skills. Confidentiality. Integrity and honest. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

<u>DUTIES</u>	:	Manage and maintain the infrastructure supporting finance related practices. Plan activities. Verify the accuracy and completeness of documentation before data capturing. Receive, organise and file all captured documentation in accordance with relevant policies and procedures. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027 Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179 KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/193</u>	:	<u>STATE ACCOUNTANT: BUDGETS</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum Free State and Northern Cape region: Bizzah Makhate (Ref: FSNC 2026/03/107) (2 Posts) Western Cape region: Breede River (Ref: WC 2026/03/136) Southern Cape (Ref: WC 2026/03/137)
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Accounting or Financial Management. At least 1-2 years relevant experience in Government Financial systems. Computer literate. Valid driver's licence. Competencies And Attributes: Proven financial experience. Good knowledge of Public Finance. The ability to perform under pressure. Knowledge of BAS. Facilitation, report writing and presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Conflict resolution. Communication and typing skills. Training skills. Confidentiality. Integrity and hones. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.
<u>DUTIES</u>	:	Manage and monitor the allocated budget. Oversee the infrastructure and systems supporting finance related practices. Plan and coordinate financial administrative activities to ensure efficient workflow and service delivery. Verify the accuracy and completeness of documentation before data capturing or processing. Receive, record and file all financial documentation in accordance with departmental policies and record keeping procedures. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/194</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: LOGISTICS ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum Eastern Cape Region: Kirkwood Ref No: EC 2026/03/75 St Albans Ref No: EC 2026/03/76 Free State and Northern Cape Region: Bizzah Makhate Ref No: FSNC 2026/03/108 Goedemoed Ref No: FSNC 2026/03/109 Grootvlei Ref No: FSNC 2026/03/110 (X2 Posts) Grootvlei Ref No: FSNC 2026/03/111 (X4 Posts) Kimberley Ref No: FSNC 2026/03/112 (X2 Posts) Upington Ref No: FSNC 2026/03/113 Gauteng Region: Baviaanspoort Ref No: GP 2026/03/138 (X3 Posts)

Boksburg Ref No: GP 2026/03/139 (X3 Posts)
 Johannesburg Ref No: GP 2026/03/140 (X3 Posts)
 Kgoši Mampuru II Ref No: GP 2026/03/141 (X2 Posts)
 Leeuwkop Ref No: GP 2026/03/142 (X2 Posts)
 Zonderwater Ref No: GP 2026/03/143 (X3 Posts)

Limpopo, Mpumalanga and North West Region:

Bethal Ref No: LMN 2026/03/117
 Barberton Ref No: LMN 2026/03/118 (X2 Posts)
 Thohoyandou Ref No: LMN 2026/03/119
 Witbank Ref No: LMN 2026/03/120
 Rustenburg Ref No: LMN 2026/03/121

KwaZulu Natal Region:

Empangeni Ref No: KZN 2026/03/72
 Glencoe Ref No: KZN 2026/03/73

Western Cape Region:

Allandale Ref No: WC 2026/03/138 (X2 Posts)
 Brandvlei Ref No: WC 2026/03/139 (X2 Posts)
 Breede River Ref No: WC 2026/03/140
 Drakenstein Ref No: WC 2026/03/141 (X5 Posts)
 Goodwood Ref No: WC 2026/03/142
 Overberg Ref No: WC 2026/03/143 (X2 Posts)
 Pollsmoor Ref No: WC 2026/03/144
 Voorberg Ref No: WC 2026/03/145 (X3 Posts)
 West Coast Ref No: WC 2026/03/146 (X2 Posts)

- REQUIREMENTS** : Recognized Degree/National Diploma in Supply Chain Management or Supply Chain Management environment. At least 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
- DUTIES** : Implement logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Administration of the warehouse, transit and fleet. Ensure assets verification and logistical processes, asset reconciliations and inventory balancing. Reconcile BAS and LOGIS. Conduct logistical training. Management of performance information. Management of resources. Management of performance information.
- ENQUIRIES** : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
 Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
 Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
 KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
- NOTE** : Appointment under the Public Service Act.
- POST 10/195** : **PROVISIONING ADMINISTRATIVE OFFICER: TRANSIT/WAREHOUSE**
- SALARY CENTRE** : R325 101 per annum
Western Cape Region:
 Brandvlei Ref No: WC 2026/03/147
 Voorberg Ref No: WC 2026/03/148 (X2 Posts)
- REQUIREMENTS** : Recognized Degree/National Diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification. At least 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report

		writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Administrate the transit functions. Manage the planning of receipts with regard to stock/equipment. Manage and administer the safe keeping, storage and care of stock and equipment. Manage, check and update bin cards. Package and distribute/dispatch items to sections. Manage the quality and quantity of items received/delivered and distributed. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/196</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: SECRETARIATE (TENDER COMMITTEE)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Gauteng Region: Regional Office Ref No: GP 2026/03/144
	:	Western Cape Region: Regional Office Ref No: WC 2026/03/149
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Logistics or any equivalent relevant qualification. At least 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Treasury regulations relating to Supply Chain Management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Manage incoming and outgoing mail. File documents and safeguard classified information. Receive and distribute documents between components. Requisition supplies and obtain quotations. Maintain inventory control. Arrange transport, accommodation and workshops. Facilitate fund reallocation and distribution. Process staff claims and leave applications. Maintain duty registers. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/197</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) (PN-A2)</u>
<u>SALARY CENTRE</u>	:	R324 384 per annum
	:	Eastern Cape Region: Mthatha Max Ref No: EC 2026/03/77 Ngqeleni Ref No: EC 2026/03/78 Lusikisiki Ref No: EC 2026/03/79 Mt Fletcher Ref No: EC 2026/03/80
	:	Free State and Northern Cape Region: De Aar Ref No: FSNC 2026/03/114 Goedemoed Med B Ref No: FSNC 2026/03/115 Frankfort Ref No: FSNC 2026/03/116 Grootvlei Med Ref No: FSNC 2026/03/117 Boshoff Ref No: FSNC 2026/03/118 Harrismith Ref No: FSNC 2026/03/119

Gauteng Region:

Baviaanspoort: Emthonjeni Ref No: GP 2026/03/145
Johannesburg Med B Ref No: GP 2026/03/145
Krugersdorp Ref No: GP 2026/03/147
Kgoši Mampuru II Central Ref No: GP 2026/03/148
Modderbee Ref No: GP 2026/03/149
Modderbee Nigel Ref No: GP 2026/03/150
Boksburg Med A Ref No: GP 2026/03/151
Boksburg Heidelberg Ref No: GP 2026/03/152
Zonderwater Med A Ref No: GP 2026/03/153
Zonderwater Med B Ref No: GP 2026/03/154) (X3 Posts)

KwaZulu Natal Region:

Pietermaritzburg Med A Ref No: KZN 2026/03/74
Glencoe Ref No: KZN 2026/03/75 (X3 Posts)
Ncome: Melmoth Ref No: KZN 2026/03/76
Kokstad: Ebongweni Ref No: KZN 2026/03/77

Western Cape Region:

Southern Cape (Uniondale) Ref No: WC 2026/03/150
West Coast Med A Ref No: WC 2026/03/151 (X2 Posts)
Voorberg Med A Ref No: WC 2026/03/152
Pollsmoor Max Ref No: WC 2026/03/153

REQUIREMENTS : Recognized Degree/National Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.

DUTIES : Provide direction and supervision in 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 healthcare in accordance with the relevant laws and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stake-holders. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/198 : **AGRICULTURE TECHNICIAN (CB2-1) REF NO: GP 2026/03/234**

SALARY : R313 521 per annum

CENTRE : Gauteng Region: Leeuwkop

REQUIREMENTS : Matric/Grade 12 or relevant NQF level 6 qualification in Agriculture. and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation,

		change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Capture, issue and receive vouchers on Agriculture system. Capture order numbers on Agriculture system. Ensure compliance with finance and logistical procedures. Create Log 1 requisitions. Handling enquiries of outstanding documents. Collect and print orders from Supply Chain. Update computer and files regarding clearances. Conduct assets and inventory control. Appoint asset controllers. Monthly verification of assets and update and maintain asset registers. Management information. Printing of stock on hand reports, empty reports for project managers monthly. Collect and sign off internal cleaning material for projects at Logistics. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/199</u>	:	<u>SENIOR HUMAN RESOURCE CLERK: RECRUITMENT AND PLACEMENT</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Eastern Cape Region: East London Ref No: EC 2026/03/81
	:	KwaZulu Natal Region: Ncome Ref No: KZN 2026/03/78 Glencoe Ref No: KZN 2026/03/79
	:	Limpopo, Mpumalanga and North West Region: Witbank Ref No: LMN 2026/03/122
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource or equivalent qualification. Experience in recruitment and placement will be an added advantage. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the recruitment processes and legislative frameworks. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Capture newly appointed employees, interns and contract workers on PERSAL. Ensure appointment documents are correctly completed and signed. Compile shortlisting and appointment memoranda. Forward documentation to Security Standards for vetting and verify medical certificates on assumption of duty. Management of resources.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/200</u>	:	<u>SENIOR PROCUREMENT CLERK: PROCUREMENT ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Eastern Cape Region: Kirkwood Ref No: EC 2026/03/82 St Albans Ref No: EC 2026/03/83 (X2 Posts)
	:	KwaZulu Natal Region: Waterval Ref No: KZN 2026/03/80
	:	Limpopo, Mpumalanga and North West Region: Thohoyandou Ref No: LMN 2026/03/123
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Logistics/SCM or equivalent qualification. Knowledge of LOGIS will be an added advantage. Computer

		literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update the supplier database. Administer awarded quotations. Management of resources.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N (043) 706 7882. KwaZulu Natal region: Mr Singh MTel No: (033) 355 7380/Ms Zuma NI (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/201</u>	:	<u>SENIOR LOGISTICK CLERK: LOGISTICS</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Gauteng Region: Baviaanspoort Ref No: GP 2026/03/155 (X3 Posts) Boksburg Ref No: GP 2026/03/156 (X3 Posts) Johannesburg Ref No: GP 2026/03/157 (X3 Posts) Kgoši Mampuru II Ref No: GP 2026/03/158 (X2 Posts) Leeuwkop Ref No: GP 2026/03/159 (X2 Posts) Zonderwater Ref No: GP 2026/03/160 (X3 Posts)
	:	Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2026/03/124 Barberton Ref No: LMN 2026/03/125 (X2 Posts) Witbank Ref No: LMN 2026/03/126
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Logistics/SCM or equivalent qualification. Experience in Supply Chain Management will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of PAS2.6/LOGIS. Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Implement logistical policies within the Management Area. Administer incoming and outgoing stock. Manage warehouse, transit and fleet administration. Conduct asset verification and oversee logistical processes. Perform asset reconciliations and inventory balancing. Reconcile BAS and LOGIS records. Provide logistical training. Management of resources.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/202</u>	:	<u>SENIOR HR CLERK: TERMINATION REF NO: LMN 2026/03/127</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Limpopo, Mpumalanga and North West Region: Barberton
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. Knowledge of PERSAL system will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Understanding of Public service

		<p>policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.</p>
<u>DUTIES</u>	:	<p>Administer pension benefits by preparing withdrawal forms for all types of terminations and ensuring all required documents are attached. Handle inter-departmental transfers to ensure correct pensionable service. Handle all applications for buy-back service. Provide advice and guidance to officials, ex-officials and their dependants regarding GEPF benefits and completion of documents. Interpret and implement policies and procedures to ensure quality service delivery. Attend to general enquiries (telephonic and written). Capture terminations on PERSAL. Ensure proper filing, maintain accurate records and manage office stationery. Management of resources.</p>
<u>ENQUIRIES</u>	:	<p>Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 10/203</u>	:	<p><u>SENIOR PROVISIONING ADMINISTRATION CLERK: GENERAL STOCK PROCUREMENT REF NO: GP 2026/03/161</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R269 499 per annum Gauteng Region: Regional Office Recognized Degree/National Diploma in Purchasing Management or equivalent qualification. Experience in supply chain management will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policies and legislative frameworks. Knowledge of Supply Chain Management legislations and prescripts. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.</p>
<u>DUTIES</u>	:	<p>Execute the administration of bids. Attend bid specification and evaluation committee meetings. Assist the bid specification committee in compiling terms of reference/task directives. Ensure bids are properly advertised. Attend compulsory briefing sessions with prospective bidders and provide guidance on the bidding process. Monitor compliance with bid evaluation procedures and ensure recommendations align with relevant policies and prescripts. Participate in bid committee meetings as and when required. Management of resources.</p>
<u>ENQUIRIES</u>	:	<p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 10/204</u>	:	<p><u>SENIOR HR CLERK: PERSONNEL</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R269 499 per annum KwaZulu Natal Region: Regional Office Ref No: KZN 2026/03/81 Pietermaritzburg Ref No: KZN 2026/03/82 Kokstad Ref No: KZN 2026/03/83 Limpopo, Mpumalanga and North West Region: Thohoyandou Ref No: LMN 2026/03/128</p>
<u>REQUIREMENTS</u>	:	<p>Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. Knowledge of PERSAL system will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.</p>
<u>DUTIES</u>	:	<p>Maintenance of duty register. Ensure submission of HR information to Head Personnel. Calculation of overtime worked. Management of leave in line with policies and capturing on PERSAL. Manage applications for promotions, personnel rewards, service bonuses, remuneration control, housing subsidies,</p>

		official accommodation, transfers, medical boards, appointments, termination of service and disciplinary matters. Management of resources.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI (033)355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/205</u>	:	<u>SENIOR ACCOUNTING CLERK: EXPENDITURE CONTROL (FINANCIAL ACCOUNTING) REF NO: EC 2026/03/84</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum Eastern Cape Region: Kirkwood Recognized Degree/National Diploma in Financial Management with 1-2 years' experience in a comparable environment will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of BAS. Strong communication skills. Dynamic and professional. Event planning, organisational, project management and business planning skills. Knowledge of the PFMA and treasury regulations.
<u>DUTIES</u>	:	Control the accounting of State monies. Ensure proper administration and utilization of petty cash. Control BAS ledger accounts. Control payments of subsistence and travel advances. Control the institution of various debt accounts. Approve BAS sundry payments advices, BAS journals, BAS debt take-on and telephone registers for the financial control office. Control the correct issuing of receipts and correct data capturing on BAS. Check claims for the motor finance scheme for senior employees. Control the filing of BAS documentation. Execute the responsibilities of officials, as stipulated in section 45 of PFMA. Manage the office. Coordinate Audit queries. Execute control over all captured documents for Audit purposes. Advice management with regard to any financial accounting issues pertaining to the Branch Financial Management. Management of resources.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgunudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/206</u>	:	<u>SENIOR ACCOUNTING CLERK: EXPENDITURE CONTROL (FINANCIAL ACCOUNTING) REF NO: EC 2026/03/85</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum Eastern Cape region: Kirkwood Recognized Degree/National Diploma in Financial Management with 1-2 years' experience in a comparable environment will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of BAS. Strong communication skills. Dynamic and professional. Event planning, organisational, project management and business planning skills. Knowledge of the PFMA and treasury regulations.
<u>DUTIES</u>	:	Control the accounting of State monies. Ensure proper administration and utilization of petty cash. Control BAS ledger accounts. Control payments of subsistence and travel advances. Control the institution of various debt accounts. Approve BAS sundry payments advices, BAS journals, BAS debt take-on and telephone registers for the financial control office. Control the correct issuing of receipts and correct data capturing on BAS. Check claims for the motor finance scheme for senior employees. Control the filing of BAS documentation. Execute the responsibilities of officials, as stipulated in section 45 of PFMA. Manage the office. Coordinate Audit queries. Execute control over all captured documents for Audit purposes. Advice management with regard to any financial accounting issues pertaining to the Branch Financial Management. Management of resources.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgunudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/207</u>	:	<u>ASSISTANT PHARMACIST (POST BASIC) GRADE 1 REF NO: GP 2026/03/162 (X2 POSTS)</u>
<u>SALARY</u>	:	R264 750 per annum

<u>CENTRE REQUIREMENTS</u>	:	Gauteng Region: Johannesburg
	:	Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC). Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist. Registration with the SAPC as Pharmacist Assistant (Post-Basic). No experience required after registration with the SAPC as Pharmacist's Assistant (Post-Basic). Computer literate. Valid driver's licence. Competencies and Attributes: Self-motivation. Effective communication skills and teamwork. Ability to work in a fast-paced environment and manage multiple tasks simultaneously. Computer skills including Microsoft systems, pharmacy systems and make arithmetical calculations and maintain accurate records and document actions. Ability to maintain confidentiality of information. Own valid driver's licence.
<u>DUTIES</u>	:	Execute routine pharmacist tasks under direct or indirect supervision, including making, repacking and labelling medicines (mixtures, solutions, ointments, drops, powders) and maintaining medicine records. Issue medicines and supplies per prescription or clinic stock as instructed by the pharmacist. Assist with administrative processes for ordering, receiving, storing, and distributing supplies. Maintain effective environmental control measures to ensure medicine quality. Perform ad hoc tasks as required under the supervision of the pharmacist. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/208</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR1-5)</u>
<u>SALARY</u>	:	R252 855 – R659 436 per annum, (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE</u>	:	Eastern Cape Region: Amathole Ref No: EC 2026/03/85 Free State and Northern Cape Region: Grootvlei Ref No: FSNC 2026/03/120) Limpopo, Mpumalanga and North West Region: Barberton Ref No: LMN 2026/03/129 Rustenburg Ref No: LMN 2026/03/130 Western Cape Region: Southern Cape Ref No: WC 2026/03/154 Pollsmoor Ref No: WC 2026/03/155
<u>REQUIREMENTS</u>	:	LLB or equivalent legal qualification. Prescribed experience requirement is as follows: MR1- no previous legal experience required. MR2- at least 1-years' appropriate post qualification legal experience. MR3- at least 2-years' appropriate post qualification legal experience. MR4- at least 8-years' appropriate post qualification legal experience. MR5- at least 14-years' appropriate post qualification legal experience. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Problem solving, decision-making and facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.
<u>DUTIES</u>	:	Administration and handling of litigation for and against the department. Initiation of policy amendments in the department. Rendering of legal advice on the activities of the department. Provide legal training. Represent the department at various forums. Undertaking of hearings/trials administration. Maintenance of legal libraries. Planning of activities. Management of human resources, finance and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/209 : **ARTISAN PRODUCTION GRADE A: WELDER**

SALARY CENTRE : R243 597 per annum
: **Eastern Cape Region:**
St Albans Ref No: EC 2026/03/86
Gauteng Region:
Johannesburg Ref No: GP 2026/03/163
Zonderwater Ref No: GP 2026/03/164

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform welding maintenance services. Manage resources.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (043) (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/210 : **ARTISAN PRODUCTION GRADE A: PLUMBER**

SALARY CENTRE : R243 597 per annum
: **Free State and Northern Cape Region:**
Grootvlei Med B Ref No: FSNC 2026/03/121
Kimberley Ref No: FSNC 2026/03/122
Gauteng Region:
Krugersdorp Ref No: GP 2026/03/165 (X2 Posts)
Kgoši Mampuru II Central Ref No: GP 2026/03/166
Zonderwater Ref No: GP 2026/03/167 (X2 Posts)
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/131
Polokwane Ref No: LMN 2026/03/132

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to plumbing services. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform plumbing maintenance services. Manage resources.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

<u>POST 10/211</u>	:	<u>ARTISAN PRODUCTION GRADE A: CARPENTER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum Gauteng Region: Baviaanspoort Ref No: GP 2026/03/168 Zonderwater Ref No: GP 2026/03/169 Limpopo, Mpumalanga and North West Region: Thohoyandou Ref No: LMN 2026/03/133
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform carpentry maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 10/212</u>	:	<u>ARTISAN PRODUCTION GRADE A: CABINET MAKER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum Gauteng Region: Boksburg Ref No: GP 2026/03/170 (X3 Posts) Zonderwater Medium B Ref No: GP 2026/03/171
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Perform cabinet making duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/213</u>	:	<u>ARTISAN PRODUCTION GRADE A: BRICKLAYER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum Gauteng Region: Baviaanspoort Ref No: GP 2026/03/172 Leeuwkop Ref No: GP 2026/03/173 Limpopo, Mpumalanga and North West Region: Bethal: Standerton Ref No: LMN 2026/03/134 Western Cape Region: Overberg Ref No: WC 2026/03/156
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Produce building designs according to specifications. Laying bricks with material and equipment according to job specifications and recognized

		standards. Inspect brick laying equipment and facilities for technical faults. Repair equipment according to standards. Apply brick laying according to schedule. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Manage resources.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS (Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/214</u>	:	<u>ARTISAN PRODUCTION GRADE A: WOOD MACHINIST</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
	:	Gauteng Region: Boksburg Ref No: GP 2026/03/174 Zonderwater Ref No: GP 2026/03/175
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Perform wood machinist duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/215</u>	:	<u>ARTISAN PRODUCTION GRADE A: PAINTER REF NO: GP 2026/03/176</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
<u>REQUIREMENTS</u>	:	Gauteng Region: Boksburg An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform painting services according to client specification and within limits production capability. Produce objects with material and equipment according to job specifications and recognized standards. Inspect equipment and facilities for technical faults. Repair equipment according to standards. Service equipment according to schedule. Execute basic workshop administration and related functions. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/216</u>	:	<u>ARTISAN PRODUCTION GRADE A: AIR CONDITIONING AND REFRIGERATION REF NO: GP 2026/03/176</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
	:	Gauteng Region: Zonderwater

<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/217</u>	:	<u>ARTISAN PRODUCTION GRADE A: ASSET MAINTENANCE REF NO: KZN 2026/03/84</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
	:	KwaZulu Natal Region: Durban
	:	Limpopo, Mpumalanga and Northwest region Witbank (Ref: LMN 2026/03/135)
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/218</u>	:	<u>ARTISAN PRODUCTION GRADE A: ELECTRICIAN</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
	:	Free State and Northern Cape Region: Kimberley Ref No: FSNC 2026/03/123
	:	Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2026/03/136 Barberton Med B Ref No: LMN 2026/03/137
	:	KwaZulu Natal Region: Durban Ref No: KZN 2026/03/85
	:	Western Cape Region: West Coast Ref No: WC 2026/03/157
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Training of offender as well as apprentices. The quality assessment of electrical services. Maintenance of building works standard in the management area. The management of maintenance project. Perform electrical maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 902 KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

		Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034 Western Cape: Ms NA Mdladlamba (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/219</u>	:	<u>ARTISAN PRODUCTION GRADE A: UPHOLSTERY</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
	:	Gauteng Region: Boksburg Ref No: GP 2026/03/177) (X2 Posts) Zonderwater Ref No: GP 2026/03/178
	:	Western Cape Region: Pollsmoor Ref No: WC 2026/03/158
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Perform upholstery duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/220</u>	:	<u>ARTISAN PRODUCTION GRADE A: DIESEL MECHANIC</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
	:	Free State and Northern Cape Region: Goedemoed Med A Ref No: FSNC 2026/03/124
	:	Limpopo, Mpumalanga and North West Region: Barberton Med B Ref No: LMN 2026/03/138
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/221</u>	:	<u>ARTISAN PRODUCTION GRADE A: BUILDER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
	:	Limpopo, Mpumalanga and North West Region: Barberton Med B Ref No: LMN 2026/03/139
	:	KwaZulu Natal Region: Durban Ref No: KZN 2026/03/86

<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/222</u>	:	<u>ARTISAN PRODUCTION GRADE A: BUILDER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
	:	Limpopo, Mpumalanga and North West Region: Barberton Med B Ref No: LMN 2026/03/139
	:	KwaZulu Natal Region: Durban Ref No: KZN 2026/03/86
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/223</u>	:	<u>ADMINISTRATION CLERK: TRANSIT/ WAREHOUSE (LOGISTICS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Eastern Cape Region: Kirkwood Ref No: EC 2026/03/87 Mthatha Ref No: EC 2026/03/88
	:	Western Cape Region: West Coast Ref No: WC 2026/03/159
<u>REQUIREMENTS</u>	:	Grade 12. Relevant working experience will be an added advantage. Computer literate. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Administer transit functions. Plan and manage the receipt of stock and equipment. Ensure safe keeping, storage and proper care of stock and equipment. Maintain and update bin cards. Package and dispatch items to relevant sections. Verify the quality and quantity of items received, delivered and distributed. Manage assets.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotiyibi Tel No: (021) 558 0518.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/224</u>	:	<u>PERSONNEL CLERK: HR ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Eastern Cape region; Sada Ref No: EC 2026/03/89
	:	Limpopo, Mpumalanga and North West Region:
	:	Regional Office Ref No: LMN 2026/03/140
	:	Free State and Northern Cape Region:
	:	Regional Office Ref No: FSNC 2026/03/125
	:	Goedemoed Ref No: FSNC 2026/03/126
	:	Kimberley Ref No: FSNC 2026/03/127
	:	Upington Ref No: FSNC 2026/03/128
	:	Gauteng Region:
	:	Modderbee Ref No: GP 2026/03/180
	:	Western Cape Region:
	:	Allandale Ref No: WC 2026/03/160
	:	Brandvlei Ref No: WC 2026/03/161
	:	Overberg Ref No: WC 2026/03/162 (X2 Posts)
	:	Breede River Ref No: WC 2026/03/163 (X2 Posts)
	:	Pollsmoor Ref No: WC 2026/03/164 (X2 Posts)
	:	Regional Office Ref No: WC 2026/03/165
<u>REQUIREMENTS</u>	:	Grade 12. Relevant working experience and knowledge of PERSAL will be an added advantage. Computer literate. Competencies And Attributes: Knowledge of PERSAL. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Administer and process promotions, PERSAL awards, achievement bonuses, remuneration control, housing subsidies, official accommodation, leave, transfers, medical boards, appointments, terminations of service and disciplinary matters. Manage assets.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882 Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/225</u>	:	<u>ADMINISTRATION CLERK: LEGAL SERVICES</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Free State and Northern Cape Region:
	:	Regional Office Ref No: FSNC 2026/03/129
	:	Western Cape Region:
	:	Regional Office Ref No: WC 2026/03/166
<u>REQUIREMENTS</u>	:	Grade 12. Knowledge and experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Assist with investigations relating to escapes, assaults and injuries involving offenders and staff. Arrange and coordinate disciplinary hearings. Compile and type memoranda, reports and presentations. Perform general office and

		administrative duties. Manage the electronic document tracking system and acknowledge receipt of documents. Maintain and manage diaries and schedule appointments. Record, compile and distribute meeting minutes. Exercise inventory control and maintain asset records. Arrange transport and book accommodation when required. Coordinate and arrange work sessions and workshops with relevant stakeholders. Assist with the consolidation and submission of reports/returns. Process staff claims. Maintain duty registers and process leave applications. Ensure proper management and control of assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/226</u>	:	<u>ADMINISTRATION CLERK: LOGISTICS</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Eastern Cape Region: Mthatha Ref No: EC 2026/03/90
	:	Limpopo, Mpumalanga and North West Region: Witbank Ref No: LMN 2026/03/141
<u>REQUIREMENTS</u>	:	Grade 12. Experience in purchasing management, logistics, supply chain management, stores and inventory management will be an added advantage. Computer literate. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
<u>DUTIES</u>	:	Implement logistical policies within the Management Area. Monitor and control assets while overseeing the overall administration of logistical activities. Ensure effective asset management and compliance with logistical procedures and regulations.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/227</u>	:	<u>ACCOUNTING CLERK: VOUCHER CONTROL REF NO: EC 2026/03/91</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Eastern Cape Region: Mthatha
<u>REQUIREMENTS</u>	:	Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Oversee and manage the infrastructure supporting finance related practices to ensure smooth operations. Plan and coordinate finance related activities. Review and verify all documentation for correctness before data capturing to maintain data integrity. Receive, organize and file all captured documentation in accordance with policies and procedures. Monitor, track and manage assets relevant to finance operations to ensure proper accountability.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.

<u>POST 10/228</u>	:	<u>ADMINISTRATION CLERK: CLUBS</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum KwaZulu Natal Region: Waterval Ref No: KZN 2026/03/87 Pietermaritzburg Ref No: KZN 2026/03/88 Western Cape Region: Brandvlei Ref No: WC 2026/03/167
<u>REQUIREMENTS</u>	:	Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking.
<u>DUTIES</u>	:	Manage mess and financial outlets. Oversee club and sub-club membership. Promote sport and recreation. Handle financial affairs of clubs and ensure proper management and safeguarding of assets.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/229</u>	:	<u>ADMINISTRATION CLERK: CLUB TREASURER</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Gauteng Region: Krugersdorp Ref No: GP 2026/03/181 Modderbee Ref No: GP 2026/03/182
<u>REQUIREMENTS</u>	:	Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking.
<u>DUTIES</u>	:	Receive stock from suppliers. Collect and deposit cash from all trading points. Pay creditors and maintain payments to SARS. Compile income statements and balance sheet reconciliations. Perform bank reconciliations. Update Pastel System. Conduct stock taking at different trading points. Order stock as needed. Attend club meetings and take minutes. Manage club assets.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/230</u>	:	<u>ADMINISTRATION CLERK: REGISTRATION (HR ADMINISTRATION)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Eastern Cape Region: St Albans Ref No: EC 2026/03/92 Free State and Northern Cape Region: Grootvlei Ref No: FSNC 2026/03/130 Sasolburg Ref No: FSNC 2026/03/131 Western Cape Region: Brandvlei Ref No: WC 2026/03/168 Southern Cape Ref No: WC 2026/03/169
<u>REQUIREMENTS</u>	:	Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies And Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking.
<u>DUTIES</u>	:	Oversee archives and registry section. Transfer records to archives and retrieve them as needed. Dispose of redundant files. Maintain and control a

		uniform filing system. Ensure safe keeping and proper organization of departmental files. Perform general filing tasks. Manage assets.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/231</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION WORKSHOP AND AGRICULTURE REF NO: FSNC 2026/03/132</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Free State and Northern Cape region: Regional Office Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking.
<u>DUTIES</u>	:	Provide comprehensive administrative and supportive services to the workshop. Register all work orders and manage administrative processes arising from requisitions. Update and maintain the Workshop Costing System. Enforce access control and maintain the neatness and organization of the safe, strong room and storeroom. Execute routine daily procedures to ensure smooth workshop operations. Manage and safeguard assets in line with policies and standards.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/232</u>	:	<u>HUMAN RESOURCE CLERK: RECRUITMENT AND APPOINTMENT REF NO: FSNC 2026/03/133</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Free State and Northern Cape Region: Regional Office Grade 12. Knowledge and experience in Human Resource Management and knowledge of PERSAL will be an added advantage. Computer literate. Competencies And Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking.
<u>DUTIES</u>	:	Implement HR provisioning policies. Facilitate the appointment of new entry-level staff, interns and contract workers on PERSAL. Ensure all appointment documentation is properly completed and signed. Maintain accurate filing and record keeping. Liaise with Management Areas regarding recruitment and appointments. Ensure vetting is completed upon assumption of duty. Manage assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/233</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Gauteng Region: Regional Office Ref No: GP 2026/03/183 Free State and Northern Cape Region: Bizzah Makhate: Development and Care (Ref: FSNC 2026/03/134) KwaZulu Natal Region: Regional Office: Secretariat (Tender Committee) Ref No: KZN 2026/03/89 Western Cape Region:

		Regional Office: Development and Care Ref No: WC 2026/03/170 Regional Office: Inspectorate Ref No: WC 2026/03/171 Southern Cape: Development and Care Ref No: WC 2026/03/172
<u>REQUIREMENTS</u>	:	Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Ability to work under pressure and telephone etiquette.
<u>DUTIES</u>	:	Opening, closing and addressing incoming and outgoing mail. Filing documents, safe keeping classified materials and forwarding documents from various components. Requisitioning supplies and obtaining quotations. Monitoring and managing stock and assets. Arranging transport and booking accommodation. Organizing work sessions and workshops for the Directorate. Facilitating fund reallocation and distribution. Processing staff claims and leave applications. Maintain duty register. Overseeing and managing assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/234</u>	:	<u>ADMINISTRATION CLERK: CORRECTIONS ADMINISTRATION REF NO: GP 2026/03/184</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Gauteng Region: Regional Office
<u>DUTIES</u>	:	Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing and facilitation skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact.
<u>ENQUIRIES</u>	:	Handle all incoming and outgoing correspondence for the Regional Head: Corrections. Draft and type documents on behalf of the Regional Coordinator: Corrections Administration. Arrange, schedule and administer meetings. Plan and manage activities for the Regional Coordinator: Corrections Administration. Handle internal and external calls professionally. Communicate on behalf of the Regional Coordinator. Manage classified information securely. Ensure sensitive information is shared only on a need-to-know basis. Perform logistical administration tasks. Coordinate monthly statistics reporting for the Regional Coordinator. Manage assets effectively.
<u>NOTE</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Appointment under the Public Service Act.
<u>POST 10/235</u>	:	<u>HUMAN RESOURCE CLERK: RECRUITMENT AND SELECTION</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Eastern Cape Region: Mthatha Ref No: EC 2026/03/93 Gauteng Region: Regional Office Ref No: GP 2026/03/185
<u>REQUIREMENTS</u>	:	Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing and facilitation skills. Time management. Confidentiality. Understanding of Public service policies and legislative

frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact.

DUTIES : Render clerical support for staff transfers and placements. Assist in processing and compiling appointment memoranda. Schedule interviews with prospective candidates. Assist in the interview and selection process. Present shortlisted candidates to selection panels. Compile memoranda for shortlists and interview panels. Secure storage of memoranda and confidential documentation. Control and manage personnel information. Retrieve mail from the registration office as required. Ensure proper management and control of assigned assets.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/236 : **ADMINISTRATION CLERK: COMMUNICATIONS REF NO: GP 2026/03/186**

SALARY : R228 321 per annum
CENTRE : Gauteng Region: Regional Office
REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing and facilitation skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact.

DUTIES : Assist with the alignment and communication of organizational policies. Assist with planning, organizing and overseeing events while maintaining proper protocol. Assist with profiles management to enhance public image and communication. Assist with management of corporate gifts. Assist with execution of publicity campaigns to enhance organizational visibility. Maintain and reinforce brand image and identity across all platforms. Assist with management of departmental museums. Assist with handling media relations. Ensure proper control and maintenance of all PR related assets.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/237 : **ADMINISTRATION CLERK: CAREER MANAGEMENT REF NO: GP 2026/03/187**

SALARY : R228 321 per annum
CENTRE : Gauteng Region: Modderbee
REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing and facilitation skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact.

DUTIES : Administration of performance management and development system. Provide administration during moderation process and merit list. Monitoring of long service recognition and grade progression data base. Administration of pay progression and performance bonuses. Compiling of memoranda, faxes and taking minutes during meetings. Manage assets.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/238 : **ADMINISTRATION CLERK: TRANSPORT**

SALARY : R228 321 per annum
CENTRE : **Free State and Northern Cape Region:**
Kimberley Ref No: FSNC 2026/03/135
Gauteng Region:
Johannesburg Ref No: GP 2026/03/188 (X4 Posts)

Kgoši Mampuru II Ref No: GP 2026/03/189
Modderbee Ref No: GP 2026/03/190

- REQUIREMENTS** : Grade 12. Relevant experience in administration will be an added advantage. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel. Knowledge of Traffic Regulations. Basic knowledge and insight of the Public Service Financial legislation (PFMA and Financial Manual). Basic knowledge of financial functions and practices.
- DUTIES** : Issue and manage GG vehicles, including inspecting them prior to issuance and upon return. Facilitate vehicle maintenance by booking services, delivering vehicles to service points and recollecting them afterward. Liaise with G-Fleet officials to report vehicle conditions and register any issues. Oversee the cleaning and tidying of government vehicles. Ensure proper management of all associated assets.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
- NOTE** : Appointment under the Public Service Act.
- POST 10/239** : **ACCOUNTING CLERK: LEDGER, DEPARTMENT AND ACTIVITY REF NO: EC 2026/03/94**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
Eastern Cape region: East London
- REQUIREMENTS** : Grade 12. Experience in governmental financial system will be an added advantage. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
- DUTIES** : Ensure that all financial accounting systems and directives or policies are kept up to date and complied with. Maintain the integrity and accuracy of financial data and information. Exercise control over all financial accounting documents, records and registers. Monitor and control ledger accounts as well as related financial activities. Manage assets.
- ENQUIRIES** : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
- NOTE** : Appointment under the Public Service Act.
- POST 10/240** : **ADMINISTRATION CLERK: SOCIAL REINTERGRATION REF NO: EC 2026/03/95**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
Eastern Cape Region: Regional Office
- REQUIREMENTS** : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
- DUTIES** : Type and compile memoranda and presentations. Execute office and general administrative duties. Manage the electronic document tracking system. Acknowledge receipt of documents. Manage the diary and schedule

		appointments. Record and distribute meeting minutes. Exercise inventory control. Arrange transport, book accommodation and coordinate work sessions or workshops with relevant stakeholders upon request. Assist with the consolidation of returns. Process staff claims. Maintain duty registers and process leave applications. Manage assets.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/241</u>	:	<u>SECRETARY</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Eastern Cape Region: Regional Office: Office of the Regional Commissioner Ref No: EC 2026/03/96 St Albans: Office of the Area Commissioners Office Ref No: EC 2026/03/97
	:	Free State and Northern Cape Region: Regional Office: Office of the Regional Head: Facilities Ref No: FSNC 2026/03/136
	:	Gauteng Region: Regional Office: Office of the Regional Commissioner Ref No: GP 2026/03/191 Regional Office: Office of the Regional Head: Development and Care Ref No: GP 2026/03/192 Regional Office: Office of the Regional Head: Corporate Services Ref No: GP 2026/03/193 Johannesburg: Office of the Area Commissioner Ref No: GP 2026/03/194 Johannesburg: Office of the Area Coordinator: Development and Care Ref No: GP 2026/03/195 Leeuwkop: Office of the Area Commissioner Ref No: GP 2026/03/196)
	:	KwaZulu Natal Region: Regional Office: Office of the Regional Head: Development and Care Ref No: KZN 2026/03/90
	:	Limpopo, Mpumalanga and North West Region: Witbank: Office of the Area Commissioner Ref No: LMN 2026/02/142
	:	Western Cape Region: Allandale: Office of the Area Commissioner Ref No: WC 2026/03/173 Brandvlei: Office of the Area Commissioner Ref No: WC 2026/03/174 Overberg: Office of the Area Commissioner Ref No: WC 2026/03/175 Drakenstein: Office of the Area Commissioner Ref No: WC 2026/03/176
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literate. Competencies and Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027 Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179 KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/242 : **DRIVER/MESSENGER**

SALARY : R193 359 per annum

CENTRE : **Gauteng Region:**

Regional Office: Office of the Regional Commissioner Ref No: GP 2026/03/197

Boksburg Ref No: GP 2026/03/198

Modderbee Ref No: GP 2026/03/199

Limpopo, Mpumalanga and North West Region:

Regional Office: Office of the Regional Commissioner Ref No: LMN 2026/03/143

REQUIREMENTS : Grade 12. Three (3) years' experience in driving. Completion of an advanced driver's course will be an advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Government regulations relating to Transport. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Collect and deliver documentation and related items in the Department. Make copies of documents and assist in the registry. Distribute documents in and outside of the Department. Maintain the vehicle allocated by ensuring it is kept clean, in good working condition and used in accordance with departmental policies and regulations. Keep accurate record of all the official trips and complete the logbook. Manage assets.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act

POST 10/243 : **DATA CAPTURERS**

SALARY : R193 359 per annum

CENTRE : **Gauteng Region:**

Modderbee Ref No: GP 2026/03/200

Boksburg (Juvenile) Ref No: GP 2026/03/201

REQUIREMENTS : Grade 12 with typing as a subject. Ability to type approximately 55 words per minute. Successful completion of a word processing course. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Project management, presentation, conflict management and report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Capture data from available records into the required formats such as databases, tables and spreadsheets. Verify queries of missing data and correct errors observed during data entry. Review and validate all captured data from records before submission. Make regular backups to ensure data safety. Update registers and statistics as required. Keep and maintain accurate records and files. Ensure that records and files are properly sorted and secured. Provide information to relevant components when required. Manage assets.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act

<u>POST 10/244</u>	:	<u>SWITCHBOARD OPERATOR</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum
	:	Eastern Cape Region: St Albans: PE Centre Ref No: EC 2026/03/98
	:	Gauteng Region: Modderbee: Nigel Ref No: GP 2026/03/202
	:	KwaZulu Natal Region: Pietermaritzburg Ref No: KZN 2026/03/91 Sevontein Ref No: KZN 2026/03/92 Umzinto Ref No: KZN 2026/03/93
	:	Limpopo, Mpumalanga and North West Region: Rustenburg Ref No: LMN 2026/03/144
	:	Western Cape Region: Allandale Ref No: WC 2026/03/177 Regional Office Ref No: WC 2026/03/178 Goodwood Ref No: WC 2026/03/179 Overberg Ref No: WC 2026/03/180 Voorberg Ref No: WC 2026/03/181
<u>REQUIREMENTS</u>	:	Grade 12. Experience in the operation of the switchboard. Good communication skills as well as a strong and friendly personality. Computer literate. Valid driver's licence will be an added advantage. Competencies and Attributes: Good communication, plan, organise, lead and control. Conflict management and report writing and time management skills. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Ensure the proper maintenance of switchboard equipment. Handle incoming telephone calls and redirect them to the appropriate individuals. Keep an updated telephone contact list. Record and maintain the register for security related matters. Manage assets.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882 Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/245</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1</u> (12 Months Contract)
<u>SALARY CENTRE</u>	:	R192 972 per annum, (plus 37% in lieu of benefits)
	:	Western Cape Region: Brandvlei Ref No: WC 2026/03/182 Breede River Ref No: WC 2026/03/183 Overberg Ref No: WC 2026/03/184 West Coast Ref No: WC 2026/03/185
<u>REQUIREMENTS</u>	:	Registration with the SA Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Computer literate. Competencies and Attributes: Report writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.
<u>DUTIES</u>	:	Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim. Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of

victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO's, religious care organizations, etc). Orientation of NGO's community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO's, community leaders and families of both the offender as well as the victim (s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel.

ENQUIRIES

: Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE

: Appointment under the Public Service Act