

### THE PRESIDENCY

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

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: [applications@presidency.gov.za](mailto:applications@presidency.gov.za)
- FOR ATTENTION** : Ms N Mshengu
- CLOSING DATE** : 10 July 2026 at 16h30 (walk-in) and 23:59 (online)
- NOTE** : Applications must quote the relevant reference number and include only TWO (2) documents (Z83 & CV). A fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed updated Curriculum Vitae. ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be required to enter into the SMS employment contract and a performance agreement. The requirements for appointment at Senior Management Service (SMS) level will be the successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> and a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Failure to submit the requested two (2) documents (the Z83 & CV) on application, will result in your not being considered. In addition, the successful candidates will be required to disclose their financial interests.

### MANAGEMENT ECHELON

- POST 22/269** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT (REF: DDG:CM/PRES/2026)**  
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 885 710 per annum (level 15) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus an appropriate postgraduate or equivalent qualification on NQF level 8 as recognised by SAQA. 8 years' experience at Senior managerial level. Proven experience in managing a wide range of strategic business operations. It is expected of the successful candidate to have advanced communication skills, both oral and writing. Client orientation and customer focus,

honesty and integrity, service delivery innovation, willingness to work extended hours, when necessary, problem solving and analysis, knowledge management, financial management, strategic capability leadership, program and project management, people management and empowerment, change management and business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. In depth understanding of the Public Service Regulatory Framework, good understanding of Policy formulation process within government, monitoring and evaluation methods, tools and techniques.

**DUTIES** : The key responsibilities are to provide efficient and effective leadership, management and administrative (operational) support services to the Principals and Branches of The Presidency. Assist The Presidency in the fulfilment of its mandate and responsibilities by managing all responsibilities as delegated by the Accounting Officer, Director-General and the Executive Authority. Determine the strategic direction for all the relevant Chief Directorates and Directorates within the Corporate Management Branch. Provide strategic advice and leadership through alignment of the Branch goals to that of The Presidency's strategic objectives to the following Chief Directorates: Human Resources Management and Development. Protocol, Ceremonial Services and Events Management; Corporate Services; Internal Communication and Research Services, including the Independent Commission; Financial Management and Legal and Executive Services. Facilitate the building of strategic partnerships with stakeholders. Implement a corporate management governance framework aligned with relevant legislations and regulations to mitigate identified risks. Contribute to an effective leadership development culture and capacity building for The Presidency.

**ENQUIRIES** : Ms Nonhlanhla Mshengu (012) 300 5895  
**NOTE** : NB: Email applications must on the subject line state ONLY the Reference number: **DDG:CM/PRES/2026** (with no spaces)

**POST 22/270** : **HEAD OF POLICY AND RESEARCH SERVICES (REF: PRS/PRES/2026)**  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R1 885 710 per annum (level 15) (All-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate plus an appropriate Hons Degree/Postgraduate or equivalent qualification on NQF level 8 as recognized by SAQA. 8-10 years' experience at Senior managerial level. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem solving and analysis. Knowledge management. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder Management. Knowledge: In depth understanding of the Public Service Regulatory Framework. Good understanding of government policies, programmes, strategies, projects and plans. Public Service Regulatory Framework. Government systems. Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and reviews techniques.

**DUTIES** : The successful candidate will be responsible for the following duties: Provide policy support and advise to the Political Principals in The Presidency. Facilitate policy coordination in government through the Cabinet system and FOSAD. Liaise with Senior Officials responsible for research and policy development in government as well as Think Tanks and Research Institutions to identify research gaps and outcomes that impact on public policy and use such to make recommendations on interventions required. Provide technical support to the structures chaired by the President and Deputy President. Conduct socio-economic impact assessments in respect of policy outcomes.

**ENQUIRIES** : Ms Nonhlanhla Mshengu (012) 300 5895  
**NOTE** : NB: Email applications must on the subject line state ONLY the Reference number: **PRS/PRES/2026** (with no spaces)

**POST 22/271** : **CHIEF DIRECTOR: LEGAL AND EXECUTIVE SERVICES (REF: LES/PRES/2026)**  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R1 554 696 per annum (level 14) (All-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate plus an LLB Degree. A minimum of 5 years' Senior Management Services experience and 10 years' experience in the legal environment. Admission as an Attorney or Advocate. Process competencies: Advanced communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem solving and analysis. Knowledge management. Core competencies: Financial management. Strategic capability leadership.

Program and project management. People management and empowerment, Change Management. Knowledge management: Public Service Regulatory Framework, Policy formulation process within government, Business and management principles involved in strategic planning, resource allocation, human resources modelling and leadership technique. Sound and broad knowledge of legislation and case law. In-depth understanding of how the law works with a keen interest to stay abreast of current affairs in the profession. Technical Skills: Research Skills, Strong presentation and advocacy skills, the ability to present a point of view convincingly. Excellent academic ability and an aptitude for applying legal theory to practise. Ability to absorb, understand and analyse large amounts of information.

**DUTIES**

: The successful candidate will be responsible for providing efficient and effective legal and executive services within The Presidency and legal advice to Cabinet and its Committees. Support The Presidency in being compliant with its constitutional and legislative obligations. Ensure provision of legal, executive and administrative support to the President, Deputy President and Secretary of the Cabinet, in the performance of their executive and mandated functions. Provide strategic advice to the Director-General and President on legislative changes and providing research on legal implications. Ensure provision of legal inputs that relates to matters processed by the Director-General and Secretary of the Cabinet, as well as Forum of South African Director-General (FOSAD). Provide direction and oversight on the legal approach to cross cutting legal issues pertaining to government. Draft and review a wide variety of agreements pertaining to The Presidency and government wide. Manage litigation and representing The Presidency in labour, commercial and other disputes. Ensure provision of general advice to The Presidency. Oversee and manage the work of the Legal and Executive Services Unit. Identify, mitigate and manage commercial regulatory and other risks. Manage Strategic planning, Budgeting and MTEF processes of the LES Chief Directorate. Manage communications and Stakeholder Relations of the Unit. Ensure the Unit is properly resourced to execute on its mandate.

**ENQUIRIES  
NOTE**

: Mr Katlego Futhane (012) 300 5995  
: NB: Email applications must on the subject line state ONLY the Reference number: LES/PRES/2026 (with no spaces)

**OTHER POSTS**

**POST 22/272**

: **DEPUTY DIRECTOR: CHANCERY OF ORDERS (REF: DD:CO/PRES/2026)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R932 292 per annum (level 11)  
: Pretoria  
: A Senior Certificate plus an appropriate Bachelor's degree or equivalent qualification on NQF level 6. Minimum of 3 to 5 years' relevant experience. competencies: Be professional. highly motivated. initiative and critical thinker who will be able to gather and analyse information skilfully. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have excellent oral and written communication skills. Good office management skills. Be able to handle confidential matters and have integrity and be trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good understanding of Public Service Regulatory Framework.

**DUTIES**

: Administration of National Orders through Management of nominations for the National Orders including the register. Editing and reworking the bios of the nominees. Ensuring that the manual and electronic registers of the recipients are updated. Compilation of memos for approval acceptance and wearing of foreign awards. Administration of the unit through Monthly and quarterly compilation of reports of the Directorate. Administering and monitoring of the budget. Compilation of inputs for the Annual Report. Administering the State Official and Provincial Official Funeral manual through facilitation of documentation for the declaration of declared funerals. Oversee arrangements and documentation for official memorial services and funerals. Coordinating meetings of the Funeral Planning Committee. Providing secretariat support to the Presidential Advisory Council on National Orders. Coordinating administration relating to the Advisory Council. When necessary, assisting the Director in drafting and amending the Charter for the Advisory Council.

**ENQUIRIES  
NOTE**

: Mr Neo Mokganya (012) 308 1419  
: NB: Email applications must on the subject line state ONLY the Reference number: DD:CO/PRES/2026 (with no spaces)