

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.



- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 18 August 2026
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at <https://www.dpsa.gov.za/newsroom/psvc/>. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. 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.

OTHER POSTS

- POST 27/68** : **DEPUTY DIRECTOR: INSTITUTIONAL ASSESSMENTS REF NO: DPSA 13/2026**
- SALARY** : R932 292 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 098 195 per annum is possible, subjected to satisfactory performance. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria
- : A Senior Certificate, a minimum qualification at NQF Level 7 in Operations Management / Management Services / Industrial and Organisational Psychology / Public Administration / Public Management as recognised by SAQA. 3 years' experience in Assistant Director level/first-level management. 5 years' experience in organisational development/monitoring and evaluation/strategic planning environments. Knowledge of government legislative frameworks. knowledge of public service legislative and policy frameworks (PSAs). knowledge of government programmes such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government; knowledge of public policy development processes; and knowledge of public policy analysis. Functional Skills: Written and verbal communication, stakeholder management and coordination, analytical skills, and programme and project management. Generic Skills: Problem-solving, decision-making, computer literacy, knowledge management, change management and interpersonal relations. Technical (Specialisation) Skills:

		Knowledge of the Public Service Act and Framework, Knowledge of Public Service Operations Management Framework, Basic research skills and basic monitoring and evaluation, including data analysis skills. Attributes: Problem-solving and innovation skills, planning and organising, teamwork, and working independently operations and analysis and improvement. Adapts and responds well to change. Manages pressure effectively and copes well with setbacks; ability to persuade, influence and lead; ability to maintain confidentiality; and ability to manage time and multiple target dates.
<u>DUTIES</u>	:	Develop and monitor implementation of policies and prescripts on Organisational Functionality Assessments, provide technical support to provincial and national departments on the institutionalization of the organizational functionality assessment Directive, conduct monitoring and evaluation of compliance and impact assessment on the Directive on OFA and provide support in all the Operations, Systems and Processes of the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. K.P. Segale Tel No: (012) 336 1124
	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert132026@dpsa.gov.za
<u>POST 27/69</u>	:	<u>DEPUTY DIRECTOR: ICT GOVERNANCE REF NO: DPSA 14/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 098 195 per annum is possible, subjected to satisfactory performance. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate, a minimum qualification at NQF Level 7 in Information Communication Technology (ICT) as recognised by SAQA. Minimum 8 years' experience in an ICT environment. Knowledge of the Constitution of the Republic of South Africa and knowledge of the government legislation framework. Knowledge of public service legislative and policy frameworks. knowledge of government programmes such as the National Development Plan. Knowledge of the key strategic priorities of government. A sound understanding of ICT management and operations and an understanding of governance of ICT. Understanding of business and ICT alignment planning and its implementation. Understanding of Enterprise Architecture. Understanding of change control and management and understanding of emerging technologies. Analysis, development, implementation and monitoring and evaluation of ICT policies, norms, standards, controls, frameworks and related means and mechanisms. Problem solving and analysis, planning and organising, team leadership, financial management, change management, communication and coordination, stakeholder management and service delivery innovation. Job knowledge, acceptance of responsibility, quality of work, reliability, initiative, good interpersonal relations, planning and execution, facilitation, ethical conduct, adaptability, flexibility, confidentiality, presentation and report writing.
<u>DUTIES</u>	:	Develop and implement prescripts on ICT Governance. Conduct research for the development of ICT prescripts. Provide implementation support to departments. Draft audits or assessments of ICT governance systems conducted within departments. Provide technical support and advice as required. Provide capacity building and/or make contributions to the development of capacity development programmes by the relevant institutions. Monitor implementation and compliance. Conduct evaluation and impact studies as required. Provide support in all operations, systems, and processes of the directorate. Draft information and advice for the MPSA, Cabinet, Parliament and other internal and external stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Zaid Aboobaker Tel No: (012) 336 1059.
	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert142026@dpsa.gov.za

<u>POST 27/70</u>	:	<u>SENIOR LEGAL ADMINISTRATIVE OFFICER (MR-6) REF NO: DPSA 15/2026</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum, (Salary will be in accordance with OSD determination).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum qualification at NQF Level 7 in law, a Bachelor of Laws (LLB) or a Bachelor of Procuratoris (B Proc) as recognised by SAQA, at least 8 years' of appropriate post-qualification legal experience. Good knowledge of the South African legal system and a good understanding of legislative processes. Ability to draft legislation, conduct legal research, and work independently. Good interpersonal, problem-solving, and dispute resolution skills. Computer Literacy. Sound knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act, Public Administration Management Act, and Public Finance Management Act is required. Good communication and writing skills, willingness to travel is essential. Knowledge of public service legislative and policy frameworks.
<u>DUTIES</u>	:	To provide professional legal support and advice to the Department and Ministry. Drafting and scrutiny of public administration legislation. Provide guidance to the Department of Public Service and Administration in respect of legislative processes and participate in policy processes requiring reflection or entrenchment in legislation. Draft bills where drafting capacity does not exist elsewhere in the DPSA. Provide written or oral legal opinions on legislative matters pertaining to existing public administration related to legislative. Comment on draft legislation relating to the public administration. Provide oversight in respect of technical quality, adherence to best practice, and consistency with the constitution and other primary legislation of the DPSA. Review legislation administered by the Minister for the Public Service and Administration. Supervise and support the Legal Administration officer.
<u>ENQUIRIES</u>	:	Adv. Mmasetshaba Matlou Tel No: (012) 336 1638
<u>APPLICATIONS</u>	:	E-mail your application to Advert152026@dpsa.gov.za
<u>POST 27/71</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DPSA 16/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09). Annual progression up to a maximum salary of R573 897 is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate, a minimum qualification at NQF Level 6 in Records Management / Information Management / Science / Knowledge Management / Public Management / Public Administration as recognised by SAQA. Minimum 2 years' supervisory experience. A minimum of 3 years' experience in a records management environment. Knowledge Section 13(5) of the National Archives and Records Service Act, 1996, as amended; Personal Information Protection Act (POPIA); Minimum Information Security Standards (MISS); proficiency in Electronic Records Management Systems (ERMS); knowledge of environmental practices; and knowledge of relevant statutory and regulatory frameworks governing records management. Attributes: professionalism, flexibility, resourcefulness, ability to work under stressful situations and pressure, trustworthiness, hard work, ability to work independently, teamwork and self-motivation. Generic skills: interpersonal skills, patience, problem-solving skills, analytical skills, administrative skills, organisational skills, meticulousness, planning and time management, influencing, managing performance, managing people, accuracy and attention to details, capability of prioritising, ability to maintain the integrity of information and computer literacy. Management Skills: Management skills, communication skills, decision-making skills, leadership skills, change management, project management, people management, policy analysis and development. Technical skills: Record management principles, contract management and a driver's licence.
<u>DUTIES</u>	:	Develop, review, implement and monitor Records Management policies, guidelines and procedure manuals. Conduct research/benchmark on records management procedure manual, policies, and guidelines. Conduct awareness on approved records management policies and filing system. Provide reproduction, administer and safeguard documents. Supervise the rendering

		of Messenger services and Mailroom services. Monitor service level agreements of contracts. Compile quarterly contracts performance management report. Provide records classification, indexing services, records keeping systems and disposal programme. Maintain the approved filing system and records storage systems. Ensuring that all electronic records are managed according to the requirements of the National Archives and good governance. Provide support in all the Operational, Systems and Processes of the Directorate. Address all audit findings by the approved due dates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J.M. Mkhathshwa Tel No: (012) 336 1595.
	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert162026@dpsa.gov.za
<u>POST 27/72</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC ADMINISTRATION ETHICS, INTEGRITY AND CONDUCT MANAGEMENT REF NO: DPSA 17/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09). Annual progression up to a maximum salary of R573 897 per annum is possible, subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria.
	:	A minimum qualification at NQF Level 6 in Public Administration / Public Management / Law / LLB as recognised by SAQA and Ethics Officer Certification. A minimum of 5 years' experience in the field of ethics management / monitoring / compliance environments. Government legislative framework, public service legislative and policy framework, government programs such as the National Development Plan, and key strategic priorities of government. Attributes: honesty, ethics, sensitivity, professionalism, reliability, loyalty, confidentiality, and diligence. Open to new ideas, innovative, able to make sound judgements based on legal grounding and able to communicate advice with authority. Ability to communicate effectively on highly sensitive issues with employees and managers at all levels, with particular emphasis on developing trust and demonstrating fairness. Interpersonal relations skills, team player Generic skills: Client orientation and customer focus, problem-solving, decision-making, written and verbal communication and information management, interpersonal facilitation, negotiation, presentation, report writing, computer literacy (at least Microsoft Word, PowerPoint and Excel), and project management. Technical skills: data analytics, organisational skills, policy analysis and development, and research skills.
<u>DUTIES</u>	:	Support the development of ethics, integrity & conduct management prescripts. Conduct research to support the drafting of Public Administration Ethics, Integrity & Conduct Management prescripts (policies, norms and standards, directives, circulars, frameworks, and guidelines). Draft of Public Administration Ethics, Integrity & Conduct Management prescripts (policies, norms and standards, directives, circulars, frameworks, and guidelines). Conduct pilots as part of the development of the prescripts, if required. Submit/communicate approved prescripts to departments for implementation. Provide implementation support to the departments. Requests for approval of requests and responses to inquiries are processed to the relevant approval authority within the unit and DPSA. Provide technical support and advise as required. Provide capacity building and make/contribute to the development of capacity development programs by the relevant institutions. Design advocacy programs to promote ethics in public administration. Monitor compliance with ethics, integrity & conduct management prescripts. Draft and maintain systems (e.g., collection and analysis of data) to monitor compliance. Assist in conducting evaluation and impact studies by implementing the approved instrument. Provide support in all the operations, systems, and processes of the directorate. Support systems for the effective and efficient functioning of the Directorate. Complete and submit inputs in the directorate budget by the stipulated due dates. Contribute to the effective and efficient management of the budget. Make inputs to audit findings by the approved due dates.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S.A. Matshego Tel No: (012) 336 1541
	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond

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<u>POST 27/73</u>	:	<u>CUSTOMER CARE AGENT REF NO: DPSA 18/2026</u>
<u>SALARY</u>	:	R280 278 per annum (Level 06). Annual progression up to a maximum salary of R330 162 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate, a minimum qualification at NQF Level 4 in Customer Care / Marketing / Communications / Human Resource Management as recognised by SAQA. Knowledge of Government Employees Housing Scheme and its product offering, knowledge of public service administration, knowledge of Batho Pele Principle, knowledge of Conditions of Service, knowledge of the Public Service Act and knowledge of Public Service Regulations. Generic skills: Written and verbal communication skills, facilitation skills, presentation skills, planning and organising skills, computer skills, customer orientation, conflict management, Interpersonal relationship skills, report writing skills, problem solving, and solution Orientated and Innovative. Attributes: Good telephone etiquette, resourceful, resilient and flexible, professional, confident, passionate and a team worker. Technical skills: Customer care and marketing skills.
<u>DUTIES</u>	:	Provide capacity building and support to government departments and employees on GEHS services and products. Respond to customer queries, complaints and disputes on GEHS products and services. Provide guidance and assistance to government departments and employees to resolve queries, complaints and disputes relating to housing allowance benefits. Assist government employees with the process of enrolling with the GEHS. Resolve incoming calls and emails from government employees and refer relevant queries to relevant officials. Provide capacity building to government departments through the GEHS education and outreach sessions. Develop project plans for the GEHS educational and outreach sessions. Provide support in content development on the GEHS branding and marketing materials and the update of the website.
<u>ENQUIRIES</u>	:	Ms. I.M. Selepe Tel No: (012) 336 1323
<u>APPLICATIONS</u>	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert182026@dpsa.gov.za
<u>POST 27/74</u>	:	<u>HUMAN RESOURCE CLERK: ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: DPSA 19/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05). Annual progression up to a maximum salary of R279 708 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or a minimum qualification at NQF Level 4 as recognised by SAQA. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture and collect statistics, Knowledge and understanding of the legislative framework governing the Public Service and knowledge of working procedures in terms of the working environment. Generic Skills: Computer skills, interpersonal relations, Flexibility and Teamwork. Technical (Specialisation) Skills: Planning and organisation, language and good verbal and written communication skills. Attributes: Analytical, Initiative, Openness and transparent.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Handle routine enquiries, type letters, and draft minutes and/or other correspondence for the Directorate. Provide a supply chain. Clerical support services within the component. Update and maintain the asset register of the component. Stock control of office stationery. Maintain the leave register for the component. Provide personnel administration clerical support services within the component and provide financial administration support services within the component.
<u>ENQUIRIES</u>	:	Mr. M.B. Leshabane Tel No: (012) 336 1372
<u>APPLICATIONS</u>	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond

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