THE PRESIDENCY

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

APPLICATIONS : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za

FOR ATTENTION : Ms M Malele

CLOSING DATE : 20 November 2026 (16:30 walk ins and 00:00 on email)

NOTE : Applications must include only Two (2) documents (a fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed 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 when requested. Please ensure that your application reaches the Department before the closing date as no late applications will be considered. Due to the large number of applications expected, 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to submit the requested two (2) documents on application, will result in your not being considered. In addition, the successful candidates will be required to disclose their financial interests. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret" as well as enter into a performance agreement. In addition, the successful candidates may be required to disclose their financial interests depending on their job.

OTHER POSTS

POST 40/154 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: ADPMDS/PRES/2026**
Directorate: Organisational Development

SALARY : R487 197 per annum (Level 09), (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma /or Advanced Certificate OR an equivalent qualification on NQF level 6. A minimum of 3-4 years experience as Senior Human Resource Practitioner (PMDS). 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. Knowledge Management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Performance Management.

DUTIES : Management and administration of Performance Agreements, Mid-term review and Performance Assessments. Proper administration of the moderations process. Policy and process development maintenance and communication. Provide support on the implementation of the online performance management system. Coordinate the implementation of performance management outcomes. Develop Annual Operational Plans (AOP). Analyse the performance management trends and reports. Write and quality assurance submissions. Manage the PMDS online system. Handle grievances, disagreements, and disputes related to performance management. Conduct and coordinate PMDS workshops and Training. Manage daily employee performance and ensure timely Performance Contracting, Review and Assessments of all subordinates. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Assist in the development of the Department MTEF Human Resource Planning and Implementation Report. Management of probation. Management of subordinates.

ENQUIRIES : Mr Wandile Dube Tel No: (012) 300 5861

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

POST 40/155 : **CHIEF NETWORK CONTROLLER REF NO: CNC/PRES/2026**
Directorate: Information Technology

SALARY : R413 001 per annum (Level 08), (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma/Advanced Certificate in Information Technology or an equivalent qualification on NQF level 6. A minimum of 3 to 4 years' applicable ICT experience. Core competencies: Knowledge of LAN/WAN infrastructure, Windows Server, Microsoft Exchange; transversal systems, backups, and restoration. Advanced troubleshooting and fault-finding skills; communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Problem-solving and analysis. Project management. Public Service Regulatory Framework. Policy formulation process with government. Monitoring and evaluation methods, tools, and techniques.

DUTIES : Configuration of Windows Server operating system (Microsoft) and ensuring maximum performance data/information backups and restores. Maintenance and support of WAN/LAN infrastructure. Maintenance and support of Microsoft Exchange Servers. Maintenance and support of specialised hardware and software technologies (e.g. VMware, Dell VXRail storage). Maintenance and support of Cisco infrastructure (e.g. Routers, Core switches, Access Switches and Call Managers). Maintenance and support of the Transversal system (BAS, PERSAL, Logis). Draft and update network infrastructure standard operating procedures and network configuration documentation. Provide 3rd-line support to the Presidency staff, including the principals. Also, support the principals with video conference facilities during virtual meetings. Assist in the implementation and testing of network security measures and the Disaster Recovery plan. Implement computer and server network policies and other projects. Compile and maintain network configuration and disaster recovery documentation. Ensure updates of anti-virus software and security patches for servers. Keep up to date with server, and network technology. Ensure maximum uptime of network equipment through accurate and early response. Be prepared to travel and work after hours, including Saturdays, Sundays, and public holidays when required. Must be prepared to be on standby

ENQUIRIES : Mr Tsepo Ramosebi Tel No: (012) 300 5548

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

POST 40/156 : **SUPERVISOR HOUSEKEEPING REF NO: SH/PRES/2026**
Directorate: Accommodation and Household

SALARY : R338 016 per annum (Level 07), (all-inclusive remuneration package)
CENTRE : Durban
REQUIREMENTS : A Senior Certificate plus a minimum NQF level 6 (Diploma/Advanced Certificate) with 1-2 years of Supervisory experience in a high-profile organisation/ environment. Competencies: Communication both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended/irregular hours, when necessary. Knowledge Management: Problem solving and analysis. Public Service Regulatory Framework. Monitoring and evaluation methods, tools and techniques. Knowledge of the relevant general public service-wide legislation. Knowledge and understanding of all phases of Protocol Ceremonial and Guesthouses. Comprehensive knowledge of policies and practices related to hospitality industry. Knowledge of sanitation practices. Knowledge of basic cleaning. Knowledge of cleaning equipment and machine operating procedure. Conformity to health and safety standards.

DUTIES : Supervise the Housekeeping subordinates: Allocate responsibilities to subordinates; supervise and assist, when necessary, with the day-to-day cleaning activities of the residence, paying particular attention to hygiene directives. Supervise and assist, when necessary, with all valet and laundry requirements on a daily basis. Responsible for key control and proper handovers between different shifts in laundry and general cleaning areas of the residence. Ensure teamwork within the housekeeping department. Monitor the attendance register and advice on leave credits. Ensure personal and subordinates' uniform and dress code to approved standards and regulation. Implement disciplinary processes and procedures where necessary. Conduct performance reviews with subordinates. Assist with banquets and all functions including service of the principals and guests when required. Assist with training of stuff and advice on training needs in collaboration with the household management. Provide cleaning services in the official residence: Schedule and assign rooms to be cleaned to the housekeepers, Supervise the day-to-day cleaning by inspecting each room to review the work, Ensure that ail furniture and Interior items are correctly maintained and cared for, Issue cleaning supplies on hand and ensure enough cleaning supplies are provided and that waste is minimised for cleaning the residence, Report defects in the residence management, Register and keep track of any personal items and belongings of residents and guests, Ensure that store rooms are kept clean and tidy at all times, Ensure all housekeeping equipment is clean, Implement and maintain health and safety standards In accordance with relevant standards, Conduct regular inspections to ensure compliance to health and safety regulations, Adhere to Hazard Analysis Critical Point (HACCP), and Maintain tidiness in the residence compliance to health and safety regulations. Provide laundry services In the Official Residence: Conduct routine checks in the rooms, Check cleanliness of all linen, Ensure safe-keeping the linen, Compile laundry inventory list and conduct routine audit, Conduct stock level verification as per list on departure of the guest and maintain records of such, Record and report losses and damages, Compile a list of worn-out linen for disposals and replenishment purposes, Establish and maintain optimum stock level as per determined room ratio, Facilitate dry-cleaning and ironing services for the residents and guest, Provide Valet services for the residents and guest, Ensure the residents and guest laundry is safe and care of, Ensure the staff uniforms are maintained, laundered and issued correctly. Perform administration duties in respect of household and maintenance services: Ensure Performance Agreements are developed, signed and submitted to the Housekeeping Manager, Order, store and issue amenities, materials and linen, Liaise closely with catering and household management regarding functions and day-to-day at the residence in order to ensure relevant linen requirements are met, Conduct stock taking of cleaning equipment and linen and ensure stock is readily available, Liaise with suppliers of cleaning equipment, Conduct stocktaking of all bed-linen, table-linen and towelling, and Conduct regular stock taking of all furniture, artworks within the residence and assist with the update of asset reports, Ensure that health and safety standards are maintained in the Residence, Attend to residents, guest's personal requests and advise accordingly i.e. ironing of shirt etc., Report equipment malfunctions to the Housekeeping Manager, Produce periodic reports, Safe-keep and

household stores and store rooms, Assist management with compiling and maintaining of standards (accommodations/services), Assist in compiling of monthly overtime reports, and Assist Housekeeping Manager to compile monthly shift rosters.

ENQUIRIES : Mr. M Singh Tel No: (031) 324 8000

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