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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2026
DATE ISSUED 16 JANUARY 2026

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4. SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

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ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 30 January 2026 at 16:00
To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, 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 is 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: DOA is an equal opportunity employer committed to promoting representativity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS

POST 01/01 : **SCIENTIST PRODUCTION GRADE A REF NO: 3/3/1/30/2025 (X2 POSTS)**
Directorate: Genetic Resources

SALARY : R761 157 per annum, (The salary will be determined in accordance with the OSD)

CENTRE REQUIREMENTS : Gauteng (Pretoria): Head Office
Bachelor of Science Honours or M Tech with Botany, Agronomy, Horticulture, Genetics and/ or Plant Biotechnology as a major subject. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: Three (3) years' post qualification in the field of botany, plant taxonomy, plant

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| | breeding or administration of legislation related to Agriculture. Job Related Knowledge: Plant Breeders' Rights Act. Plant Improvement Act. UPOV Convention. Plant morphology and physiology. Statistic. Crop specific knowledge. Planning and organising. Training. Finances. Job Related Skills: Planning skills. Problem skills. Research. Computer skills (MS Office). Communication skills (oral and written). Plant variety evaluations. Organising skills. Required to work under harsh environmental conditions. Travelling nationally and internationally. Valid driver's license (code EB). |
| <u>DUTIES</u> | Develop and implement relevant systems, and procedures. Verifying applications and technical questionnaires submitted by applicants in terms of the Plant Breeders' Rights Act and the Plant Improvement Act. Establishment of trials in collaboration with the directorate's farm Manager, applicant, or their appointed agent as applicable. Identify location of all candidates and comparative variety / liaise with the farm manager on field identification. Engage with clients on matters related to their applications and do site visits. Perform technical scientific analysis. Collect data on candidate and standard varieties according to prescribed guidelines. Observation and evaluation of candidates' varieties in accordance with the International Union for the Protection of New Varieties of Plants (UPOV) or National Test guidelines as applicable. Variety characterization and documentation. Data analysis on candidates and standard varieties. Compile variety description and DUS reports for candidates' varieties. Confirm that candidate's varieties comply to prescribed DUS requirements in terms of the relevant legislation. Data processing and entering of data into database. Provide technical support and advice. Collect and technically/scientific data, information and advice to registrars and Plant Improvement Organisations. Provide technical support and advice to applicants in relations to Technical Questionnaires submitted in terms of the Plant Breeders' Rights and the Plant Improvement Act. Research and Development. Draft and / or provide input to UPOV and / or national test guidelines. Review and study scientific publications, including internet searches, relevant to received PBR/VL applications. Participate at national, regional and international fora. Liaise with relevant scientific bodies on technical/science related matters and exchange of knowledge thereof. Ensure management of reference collections. Ensure proper management of filling system and crop and seed registers. Conduct or participate in research pertaining to variety characters or ring tests as applicable. |
| <u>ENQUIRIES</u> | Mr SJ Ndlazi Tel No: (012) 319 6084 /072 460 4582 |
| <u>APPLICATIONS</u> | Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPrecruit302025@nda.agric.za |
| <u>NOTE</u> | African and Indian Males and Coloured Females, and persons with disability are encouraged to apply. |
| <u>POST 01/02</u> | <p><u>SYSTEM DEVELOPER REF NO: 3/3/1/23/2025</u></p> <p>Directorate: ICT Service Management and Solution Development</p> |
| <u>SALARY</u> | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | Gauteng (Pretoria): Head Office |
| <u>REQUIREMENTS</u> | The applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Computer Sciences / Engineering / Information Technology /Software Development. 3 years' experience in Web Technologies and Scripting Tools (Java/ Java 2 Platform, Enterprise Edition (J2EE), Hyper Text Markup Language (HTML), Javascript, Extensible Markup Language (XML) e.g. Enterprise Java Beans (EJB) and Cascading Style Sheets (CSS), Java Server Pages (JSP), Java Beans, C#, .Net 4.0, ASP.NET, jQuery and Microsoft Power BI), with relevant database knowledge in MySQL, MS SQL and Oracle. Job related knowledge: Experience in Web Technologies and Scripting Tools (Java / J2EE, HTML, Javascript, XML e.g EJB and CSS, JSP, Java Beans, C#, .Net 4.0, ASP.NET, jQuery and Microsoft Power BI), with relevant database knowledge in MySQL, MS SQL and Oracle. Application Servers: JBOSS, WebLogic, Glassfish, Tomcat and Internet Information Services (IIS). Working knowledge in Object Oriented environment, must have a thorough understanding of using Model-View-Controller, exposure to NetBeans, Eclipse, WebSphere, Experience in System Development Life Cycle (SDLC) and reporting tools e. g itext, jasper report. Job related skills: Teamwork, Interpersonal skills, Oral skills, Writing communication skills, Presentation and Development skills. A valid driver's licence. |

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| <u>DUTIES</u> | : <p>Provision of Information and Communications Technology (ICT) applications and deploy them as per Directorate requirements. Describe desired features and operations in detail, including screen layouts, business rules, process diagrams and pseudo code. Perform hands-on software design and development. Develop object- oriented applications that span across multiple platforms. Implementation of national ICT strategies and policies. Analyse user requirements and participate on the creation of technical specification document. Produce system as built documentation and other required documents as per Software Development Life Cycle. Provide general and specialized advice on ICT to all levels of the organisation and sometimes stakeholders outside the DoA. Offer expertise on technical aspects of all application development LiveCycle. Research new trends in line with application development environment. Implement the effective utilization of ICT as a strategic resource through operational planning, control, quality assurance and intervention with a view to directly support service delivery to DoA clients. Conduct unit testing on the software that was developed to validate if the product addresses requirements from business. Perform maintenance and enhancement on existing applications.</p> |
| <u>ENQUIRIES</u> | : <p>Mr S Mahlangu Tel No: (012) 319 6184</p> |
| <u>APPLICATIONS</u> | : <p>Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SDrecruit232025@nda.agric.za</p> |
| <u>NOTE</u> | : <p>African Male or Female, Indian Female, Coloured Female and Persons with disability.</p> |
| <u>POST 01/03</u> | : <p><u>SCIENTIFIC TECHNICIAN PRODUCTION GRADE B REF NO: 3/3/1/24/2025</u> Directorate: Food Safety and Quality Assurance</p> |
| <u>SALARY</u> | : <p>R466 743 per annum, (Salary will be in accordance with the OSD requirements)</p> |
| <u>CENTRE REQUIREMENTS</u> | : <p>Western Cape (Stellenbosch Office) The Applicants must be in possession of a Grade 12 Certificate and a National Diploma or BSc Degree in Analytical Chemistry or Chemistry or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge of legal compliance. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job related skills: Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Networking.</p> |
| <u>DUTIES</u> | : <p>Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Conduct research and development. Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of</p> |

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| | practice. Supervise technical support and processes. Manage the performance management and development of staff. |
| <u>ENQUIRIES</u> | Ms X Tladi Tel No: (021) 809 1643 |
| <u>APPLICATIONS</u> | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STPreruit242025@nda.agric.za |
| <u>NOTE</u> | African and Coloured males and African and Coloured females and Persons with disabilities are encouraged to apply. |
| <u>POST 01/04</u> | <p><u>SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: 3/3/1/25/2025 (X3 POSTS)</u></p> <p>Directorate: Food Safety and Quality Assurance</p> |
| <u>SALARY</u> | R412 128 per annum, (Salary will be in accordance with the OSD requirements) |
| <u>CENTRE REQUIREMENTS</u> | The Applicants must be in possession of a Grade 12 Certificate and a National Diploma or BSc Degree in Analytical Chemistry or Chemistry or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge of legal compliance. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job related skills: Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Networking. |
| <u>DUTIES</u> | Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Conduct research and development. Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff. |
| <u>ENQUIRIES</u> | Dr A Seepe Tel No: (012) 319 6126 |
| <u>APPLICATIONS</u> | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STPreruit252025@nda.agric.za |
| <u>NOTE</u> | African and Coloured males and African and Coloured females and Persons with disabilities are encouraged to apply. |
| <u>POST 01/05</u> | <p><u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/3/1/26/2025</u></p> <p>Directorate: Food Safety and Quality Assurance</p> |
| <u>SALARY</u> | R397 116 per annum (Level 08) |
| <u>CENTRE REQUIREMENTS</u> | Gauteng (Pretoria): Head Office |
| | Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration/Public Management/Business |

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| <p>Administration/Business Management (NQF 6). Minimum of 2 years' experience in administration environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (written and verbal). Analytical skills. Problem solving skills. Financial management skills and Report writing skills.</p> | |
| <u>DUTIES</u> | Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, auditing and financial functions. Verify transport and subsistence, sundry and overtime payments. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials |
| <u>ENQUIRIES</u> | Dr M Mutegwe Tel No: (012) 319 6321 |
| <u>APPLICATIONS</u> | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SAOrecruit262025@nda.agric.za |
| <u>NOTE</u> | African and Coloured males and African and Coloured females and Persons with disabilities are encouraged to apply. |
| <u>POST 01/06</u> | <u>LIQUOR PRODUCT REGISTRATION CLERK REF NO: 3/3/1/28/2025</u> Directorate: Food Safety and Quality Assurance |
| <u>SALARY</u> | R269 499 per annum (Level 06) |
| <u>CENTRE</u> | Western Cape (Stellenbosch Office) |
| <u>REQUIREMENTS</u> | Applicants must be in possession of a Grade 12 Certificate. A certificate in Wine will be an added advantage. One (1) year relevant administration experience. Job Related Knowledge: Departmental policies and prescripts. Procurement procedures. Quality assurance practices. Cultural diversity. Knowledge of wine cultivars and different types of liquor products as defined in the Act. Job Related Skills: Literacy skills. Computer literacy skills. Planning and Organisation. Communication skills. Planning and organizing skills. Telephone etiquette. Customer service. Problem solving skills. Basic interpretation of legislation. Ability to drive. Valid Divers' license. Extended working hours. |
| <u>DUTIES</u> | Provide administration support service in the registration of liquor for import and export. Register, capturing, processing, and maintain on Wine Online of export and import documentation as per legislation requirements. Verify the documentation for compliance with procedures and processes. Print approved documents and invoice export documents. Collate and compile statistical data. Register and conduct preliminary evaluation of labels in terms of legislative prescripts to enable logging of liquor products samples for submission to the laboratory. Compare and validate the South African Wine Industry Information System (SAWIS) in terms of the legislative prescripts of the Wine of Origin Scheme. Address Laboratory Information Management System (LIMS) and SAWIS interface errors where applicable to enable certificate information to flow between the various linked databases in order to facilitate the issue of export certificates as required by the Act. Assist with the maintenance of the vinotheque and discarding of samples according to set periods. Compile the wine tasting list and conduct the presentation of the sensorial evaluation of |

liquor products to ensure compliance with the minimum quality and food safety requirements of the Liquor Products Act and export country standards. Transport samples to the Wine and Spirit laboratory and liaise with the laboratory with regards to logging of samples. Provide a helpdesk function and user support with regards to the Wine Online electronic certificate system. Provide advisory services and user support with regards to the Wine Online electronic certificate system. Provide advisory services to clients, assignees and other divisions regarding and import process and procedures in terms of Liquor Products Act. Maintain the Wine Online (WOL) helpdesk function (i.e., problem solving, maintenance and update of database information, answering and responding to queries). Provide support to officials with the validation of export certificates, the basic interpretation of import and export guidelines and procedures and to provide inputs to policy formulation. Identify and resolve blacklisted clients on WOL to ensure adherence to legislative prescripts. Provide support in the update and maintenance of the database and information related to the following: Registration or cancellation of A and B codes for liquor products in terms of Regulation 40 of the Act. Invoicing of A and B code numbers. Provide administration support services in the registration of liquor operators, maintain and improve internal business processes. Receive and process applications. Verify application information received. Capture information and allocate a registration number. Print and submit the certificate for verification and signature. File documentation and maintain information databases. Effective operation of switchboard and ensuring relief services at switchboard. Report/ escalate and follow up on problems with fax machine and copier. Adhere to waste management and occupational health and safety requirements. Maintain/ update asset register.

ENQUIRIES
APPLICATIONS

: Ms WJ Hanekom Tel No: (021) 809 0037
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email LPRCrecruit282025@nda.agric.za

NOTE

: African Males and persons with disability are encouraged to apply.

POST 01/07

: **CHIEF AUXILIARY SERVICES OFFICER REF NO: 3/3/1/31/2025**
Directorate: Genetic Resources

SALARY
CENTRE
REQUIREMENTS

: R269 499 per annum (Level 06)
: Gauteng (Pretoria): Roodeplaat
: Applicants must be in possession of a Grade 12 Certificate with Biology as a passed subject.

DUTIES

: Manage candidate seed and standard varieties submitted. Prepare information sheet for each variety received. Capture data from information sheet into relevant database. Forward seed and information sheet to relevant official. Manage and record all seed into relevant database. Update and maintain database of seed number allocations and seed removed. Load all updated database into the local network. Liaise with offices of the Registrars and seed companies. Compare information on Variety Listing (VL) and Plant Breeders' Rights (PBR) Register with information in databases. Communicate with respective offices regarding any seed/variety discrepancies. Send requests for new seed sources to companies. Process seed samples received for trade and post control. Assist with the typing of seed labels. Assist with labelling of seeds. Monitor that all seed cooling equipment is functioning at the correct temperature. Check all seed cooling systems regularly. Report any malfunction of the seed cooling system to relevant official.

ENQUIRIES
APPLICATIONS

: Mr SJ Ndlazi Tel No: (012) 319 6086
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CASOMrecruit312025@nda.agric.za

NOTE

: African Males and African Females and persons with disability are encouraged to apply.

POST 01/08

: **ADMINISTRATIVE CLERK REF NO: 3/3/1/27/2025**
Chief Directorate: Food Safety and Quality Assurance

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum (Level 05)
: Gauteng (Pretoria): Head Office
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well

as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filling system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Dr M Mutegwe Tel No: (012) 319 6321

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACRecruit272025@nda.agric.za

NOTE : African, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.



CLOSING DATE
NOTE

: 30 January 2026

: Please forward your application, quoting the relevant reference number, to the link quoted in the specific advertisement below. This link requires applicants to use a Google account. Applications must be submitted with two attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website (Z83 editable) and 2. A recently updated comprehensive Curriculum Vitae. Each post advert must be accompanied by its own application form for employment and must be fully completed, initialed and signed by the applicant. Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense (only when shortlisted). Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates 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 will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The CVs submitted will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Note for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to the finalization of the appointment, is a requirement for all SMS positions. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment, using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

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| <u>POST 01/09</u> | : | <u>CHIEF DIRECTOR: POSTAL, FINANCIAL INCLUSION AND DIGITAL COMMERCE REF NO: CDPFIDC</u> |
| | | Nature Of Appointment: Permanent The purpose of the post is to oversee the review, development and implementation of policies, innovative strategic reforms and plans to govern and support the delivery of postal and financial inclusion. |
| <u>SALARY</u> | : | R1 494 900 per annum (Level 14), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Commerce / Economics / Public Policy / Digital Transformation or relevant field. A minimum of five (5) years' experience at a senior managerial level in the Information Communication Technology (ICT) Sector / postal services, financial inclusion / digital commerce / state owned entity / policy development or related field. Skills / Competencies And Knowledge: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; and Stakeholder Engagement and Relationship Management. Technical Competencies required: Postal and Financial Inclusion Industry Expertise; Digital Commerce and Trade Development; Public Policy knowledge; Knowledge (postal, financial inclusion, digital economy); Policy Formulation and Implementation; and Good corporate governance practices. |
| <u>DUTIES</u> | : | The successful candidate will lead and provide oversight and support to entities within the Chief Directorate's purview, relating to postal sector and financial inclusion to ensure accountability. Oversee the development of postal and financial inclusion policies. Lead and monitor the development and implementation of strategic plans and policies to promote innovation, inclusivity, and accessibility in the postal, financial inclusion, and digital commerce sectors. Manage and create an enabling environment, and strategic reforms to govern and support the delivery of postal services and postal financial services, and other services mandated under law to be carried out by SAPO. Manage and create an enabling environment and support strategic reforms to govern and support the delivery of digital platforms and trade services that create opportunities for value creation and exchange. Collaborate with stakeholders to identify and address financial barriers, focusing on digital solutions to extend financial services to remote and underserved areas. Develop and manage strategies that ensure the sustainability of postal services in a digital age, focusing on adapting to emerging technologies and consumer needs. Monitor and ensure compliance with governance and performance standards and where necessary. |
| <u>ENQUIRIES</u> | : | Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : | Link <u>Chief Director: Postal, Financial Inclusion and Digital Commerce</u> |
| <u>POST 01/10</u> | : | <u>DIRECTOR: AUDIO VISUAL MEDIA COPYRIGHTS AND SUSTAINABILITY REF NO: DIRAVMCS</u> |
| | | Nature Of Appointment: Permanent The purpose of the post is to manage and create an enabling environment and strategic reforms that promote audio visual media copyrights and sustainability. |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Media Studies / Journalism / Copyright or relevant field. A minimum of five (5) years of experience at middle/senior managerial level within the Media Studies / Journalism / Copyright or related field. Skills / Competencies and Knowledge: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial |

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| | Management; Change Management, Innovation and Problem-solving; and Critical thinking. Technical Competencies: Identifying areas of dispute or requiring protection in relation to copyright; Broadcasting industry expertise; Service delivery innovation; Stakeholder engagement; and Relationship management. |
| <u>DUTIES</u> | : The successful candidate will: advice and assist with the development of the master plan, for the audio-visual industry that ensures promotion of media diversity and plurality in South Africa through copyright protection and promotion; advice on mechanisms to govern audio-visual media intellectual property rights, i.e. registration, dealing with disputes, commercial negotiations and enforcing licencing agreements and copyrights to ensure fair use, limitations and exceptions; promote sustainable practices and ensure economic sustainability of the audio-visual industry, by fostering entrepreneurship, innovation, collaboration and supporting the development of business models and revenue streams; mobilise resources, development of schemes and funding model policy for the audio-visual media industry; collaborate with key stakeholders to raise awareness about audio visual media copyright laws and responsibilities and assist users and the public in understanding the rights and obligations under copyright law. |
| <u>ENQUIRIES</u> | : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : Link Director: Audio Visual Media Copyrights and Sustainability |
| <u>POST 01/11</u> | : <u>DIRECTOR: COMMUNITY MEDIA SERVICES REF NO: DIRCMS</u> Nature Of Appointment: Permanent The purpose of the post is to manage and create an enabling environment, policy framework and strategic reforms that promote Public and Community Media Services. |
| <u>SALARY</u> | : R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : Pretoria, Hatfield An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Degree in Law/ Public Policy / Media Studies / Journalism / Communication or relevant equivalent qualification. Five (5) years of experience at middle/senior managerial level in Law / Public Policy / Media Studies / Journalism / Communication or related field. Skills / Competencies And Knowledge: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Problem-solving and Critical Thinking Technical Competencies: Policy analysis and development, Broadcasting industry expertise, Service delivery innovation, Business analysis, Stakeholder management and Relationship management. |
| <u>DUTIES</u> | : The successful candidate will: establish a conducive environment to enable community broadcasting growth and expansion; establish a conducive environment to public media broadcasting growth and expansion; define approaches to promote social cohesion, national values and identity, transparency, accountability, and media freedom; conduct market research and gap analysis and recommend areas for improvement to inform strategic reforms; support the creation of platforms and the creation and dissemination of content relevant to the communities; identify and support initiatives to empower public and community media organisations that promote dialogue, debate and sharing of local stories and content; review plans to ensure alignment, analyse the reports, highlight issues and risks, and monitor the performance of the entity/entities to ensure financial viability, sustainability, and impact on service delivery. |
| <u>ENQUIRIES</u> | : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : Link Director: Community Media Services |

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| <u>POST 01/12</u> | : | <u>DIRECTOR: PUBLIC BROADCASTING SERVICES REF NO: DIRPBS</u> |
| | | Nature of Appointment: Permanent |
| | | The purpose of the post is to manage and create an enabling environment that promote and support Public Broadcasting Services and exercise oversight over public broadcasting State Owned Entity. |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield |
| | | An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Media Studies / Commerce / Finance / Economics / Journalism / Communication or relevant field. Five (5) years of experience at middle/senior managerial level within Media Studies / Journalism / Commerce / Finance / Economics / Communication or related field. Skills / Competencies and Knowledge: At an advanced level in Strategic Capability and Leadership, Government Administrative Processes, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Innovation and Problem-Solving and Critical Thinking. Technical Competencies: Policy Analysis and Development, Service Delivery innovation, Broadcasting Industry Expertise, Digital Technologies and Strategy, Service Delivery Innovation, Business Analysis, Stakeholder Management and Relationship Management. |
| <u>DUTIES</u> | : | The successful candidate will: manage and promote the delivery of public services media services, providing oversight and assessment of SOE's operational and financial performance; oversight services to ensure the performance, financial viability and sustainability of the entities; facilitate the accountability of public service media organisations and support the development of public service media globally and ensure financial viability and sustainability of the entities; establish mechanisms to ensure that public service media is accessible to all population segments, including marginalised communities; foster innovation and creativity and promote collaboration and engagements with other media organisations, content creators, and key industry stakeholders; monitor the performance of the public service media organisations, address concerns and provide recommendations where required; and review plans to ensure alignment, analyse the reports, highlight issues and risks, and monitor the performance of the entity/entities to ensure financial viability, sustainability, and impact on service delivery. |
| <u>ENQUIRIES</u> | : | Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : | Link <u>Director: Public Broadcasting Services</u> |
| <u>POST 01/13</u> | : | <u>DIRECTOR: RAPID DEPLOYMENT OPERATIONS REF NO: DIRRDO</u> |
| | | Nature of Appointment: Permanent |
| | | The purpose of the post is to manage and create an enabling environment to govern and support the delivery of rapid deployment programmes, services and initiatives. |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield |
| | | An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Communications / Public Administration / Information and Communication Technology (ICT) or relevant related qualification. A postgraduate qualification in a relevant discipline will be an advantage. Five (5) years' experience at middle/senior managerial level within communications / Public Administration / Information and Communication Technology (ICT) or related field. Skills / Competencies And Knowledge: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Problem-solving and Critical Thinking. Technical competencies: Policy Analysis, Telecommunications Infrastructure Knowledge, Operations Management, Regulatory and Compliance Expertise, Digital Technologies and Strategy, Service Delivery Innovation, Business Performance Analysis, Organisational Analysis, Stakeholder Management. |

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| <u>DUTIES</u> | : | The successful candidate will: contribute insights to or recommend elements for inclusion in relevant policies, strategies and plans to promote competition and infrastructure sharing; oversee the full operational rapid deployment coordination centre and advise on mechanisms to improve funding and resource mobilisation; coordinate infrastructure rollout and participate in other infrastructure coordination forums, such as SIPs Infrastructure South Africa (ISA), amongst others, to support the planning and deployment of infrastructure; support the implementation of the Model By-Law, which deals with establishing a standard automated wayleave application system based on understanding common information requests across various bodies; forge collaboration with stakeholders and relevant industry bodies dealing with the rapid deployment of digital infrastructure and the implementation of the Presidential DDM; facilitate alignment of entities plans with departments, government priorities, strategic focus and provide advice and recommendations. |
| <u>ENQUIRIES</u> | : | Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : | Link Director: Rapid Deployment Operations |
| <u>POST 01/14</u> | : | <u>DIRECTOR: ONLINE CONTENT CLASSIFICATION REF NO: DIROCC</u> Nature of Appointment: Permanent The purpose of the post is to manage and create an enabling environment, policy framework strategic reforms that promote Online Content Classification. |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Media Studies / Journalism / Communication or relevant related qualification. Five (5) years of experience at middle/senior managerial level within Media Studies / Journalism / Communication or related field. Skills / Competencies and Knowledge: At an advanced level in Strategic Capability and Leadership, Government Administrative Processes, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management. Technical Competencies: Policy Analysis, Broadcasting Industry Expertise, Service Delivery innovation, Digital Technologies and Strategy, Business Performance Analysis, Stakeholder Engagement and Relationship Management. |
| <u>DUTIES</u> | : | The successful candidate will: provide policy framework, plans and strategies to shape the regulatory landscape and set standards for social media content classification; drive processes to define criteria, codes, and standards for classifying social media and online content and co-regulate; working with the designated regulatory body, facilitate collaboration with social media companies to develop industry-wide standards and best practices for social media usage and content classification, moderation, and expertise; collaborate with partners, the international community, and industry stakeholders to address social media content classification issues and raise awareness about the importance of responsible social media usage; manage the implementation of the policies - such as policy owners, implementers, beneficiaries, and accountability mechanisms. |
| <u>ENQUIRIES</u> | : | Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : | Link Director: Online Content Classification |
| <u>POST 01/15</u> | : | <u>DIRECTOR: LEGAL ADVISORY SERVICES REF NO: DIRLAS</u> Nature of Appointment: Permanent The purpose of the post is to manage and provide legal advisory and support services to the Department. |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in LLB or relevant related field. Be an Admitted Attorney. Five (5) years of experience at middle/senior managerial level in the |

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| <p>relevant field. Skills / Competencies and Knowledge: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Problem-solving and Critical Thinking. Technical Competencies: Court Processes and Procedures, Legal Administration, Legal Advisory and Interpretation, Legal Compliance, Legal Research, Litigation and Dispute Resolution.</p> | |
| <u>DUTIES</u> | : The successful candidate will: manage the review of legal processes and procedures; manage and provide legal guidance and advisory services and assess legal risks to protect the department's legal interest and reputation; advise and assist in interpreting laws and regulations and ensure that the department's decisions align with legal requirements; provide oral or written legal opinions regarding actions and documents with possible legal implications; provide advice and support in litigations and legal disputes processes; engage with the State Attorney and State Law Advisor on provision of legal opinions; manage and collaborate with external counsel/legal representation in preparing legal strategies; and represent the department's interest in legal proceedings. |
| <u>ENQUIRIES</u> | : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : Link <u>Director: Legal Advisory Services</u> |
| <u>POST 01/16</u> | <p><u>DIRECTOR: CONTRACT MANAGEMENT ADVISORY SERVICES REF NO: DIRCMAS</u></p> <p>Nature of Appointment: Permanent The purpose of the post is to manage and monitor the provision of contract management services.</p> |
| <u>SALARY</u> | : R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Law / Legal contract management or relevant equivalent qualification i.e. LLB. Admitted Attorney. Five (5) years' experience at middle/senior managerial level within the relevant field. Skills / Competencies and Knowledge: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Problem-solving and Critical Thinking. Technical Competencies: Legal Administration, Legal Advisory and Interpretation, Legal Compliance, Contract Management, Legal Records and Related Systems, Legal Research, Stakeholder Engagement and Relationship Management. |
| <u>DUTIES</u> | : The successful candidate will manage and drive the provision of a legal contract management framework and support services to assist the department in the creation, approval, execution and maintenance of contracts. Manage and drive contract negotiation and dispute resolution support to ensure that contracts and service-level agreements align with the department's interests. Manage and drive the review of contracts and service level agreements to identify potential legal risks and ensure consistency and efficiency. Drive and monitor contract life cycle and conduct risk assessment to ensure improvements in the design and execution to reduce liabilities and add value to the benefits of contractual agreements. Manage and drive the establishment and maintain a contract repository. Provide advice in contract negotiation and review processes. Manage and drive the provision of legal advice on legal matters and vetting of legal instruments related to SOEs. |
| <u>ENQUIRIES</u> | : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : Link <u>Director: Contract Management Services</u> |

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| <u>POST 01/17</u> | : | <u>DIRECTOR: DIGITAL DEVELOPMENT REF NO: DIRDD</u> |
| | | Nature of Appointment: Permanent |
| | | The purpose of the post is to manage, facilitate and monitor the implementation of strategies and programmes to create an enabling environment for digital transformation. |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield |
| | | An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Public Policy / Digital Development or relevant equivalent qualification. Five (5) years of experience at middle/senior managerial level in Public Policy / Digital Development or related field. Skills / Competencies and Knowledge: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Innovation and Problem-solving; Critical Thinking. Technical Competencies: Government and ICT Public Policy Knowledge, Stakeholder Engagement, Relationship Management; Financial Acumen, Compliance and Governance; Digital transformation Roadmap and Strategies design; Knowledge of Digital Platforms; and Digital Skills capacity building. |
| <u>DUTIES</u> | : | The successful candidate will: manage the development and implementation of digital transformation strategies, programmes, and initiatives that promote equitable access to digital infrastructure, skills, and services. Implement, and monitor digital development programmes that bridge the digital divide and enhance digital literacy across sectors. Collaborate with internal and external stakeholders to support the smooth execution of digital programmes. Advice and assist with initiatives that promote digital skills development to support innovation, entrepreneurship, and participation in the digital economy. Develop and manage partnerships with educational institutions, industry leaders, and non-governmental organisations to facilitate training and capacity-building programmes. Establish and maintain relationships with key stakeholders, including government entities, industry players, and international bodies to promote digital transformation. |
| <u>ENQUIRIES</u> | : | Ms T Beukes 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : | Link <u>Director: Digital Development</u> |
| <u>POST 01/18</u> | : | <u>DIRECTOR: DIGITAL AND PERFORMANCE INTERNAL AUDIT SERVICES REF NO: DIRDPIAS</u> |
| | | Nature of Appointment: Permanent |
| | | The purpose of the post is to manage and drive the delivery of independent, objective risk-based assurance and consulting services. |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield |
| | | An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Information Communication Technology Auditing / Auditing / Performance Auditing field Five (5) years' experience at middle/senior managerial level within information communication technology auditing / auditing / performance auditing environment. Certification such as CA/ CIA/ CISA/ CGEIT/ CRMA will be an added advantage. Skills / Competencies and Knowledge: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Innovation and Problem-Solving; Critical Thinking; and Stakeholder Engagement and Relationship Management. Technical Competencies: Strategic Leadership and Advance Analytical thinking. Digitation of processes, process auditing. Cyber Security, ICT Infrastructure, Broadcasting, Data Analytics. Corporate Governance and Business Acumen. Compliance, ICT, Performance Audit. Risk Management and Quality Assurance. Evaluation of IT Controls – IT Governance, General Controls and Applications. Excellent written and verbal communication skills. |

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| <u>DUTIES</u> | : | The successful candidate will: provide strategic support to the Chief Audit Executive and ensure the establishment and implementation of a systematic, disciplined approach to evaluate and improve the effectiveness of the DCDT Governance, Risk Management, and Control processes. Manage the conducting of the independent, risk based and objective assurance Digital (ICT Governance, General and Application Controls, etc.), Specialised, and Performance & Performance Information (Effectiveness Efficiency and Economy and Departmental Planning and Performance Reporting) Internal Audit Services. Manage the conducting of the Implementation of Continuous Auditing and Data Analytics. Manage the conducting of the provision of independent risk-based advice, insight and foresight - Consulting Services - (Information Technology, Specialised, Performance). |
| <u>ENQUIRIES</u> | : | Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : | Link Director: Digital and Performance Internal Audit Service |
| <u>POST 01/19</u> | : | <u>DIRECTOR: MONITORING AND EVALUATION REF NO: DIRME</u> Nature of Appointment: Permanent The purpose of the post is to manage, facilitate and drive the delivery of organisational performance monitoring and reporting services and processes. |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : | An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in monitoring and Evaluation/ Business Administration / Business Leadership / Operations Management or relevant equivalent qualification. Five (5) years of experience at middle/senior managerial level within operations management / strategic planning, monitoring, evaluation and reporting or compliance environment. Skills / Competencies and Knowledge: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Innovation and Problem-Solving; Critical Thinking; and Stakeholder Engagement and Relationship Management. Technical Competencies: monitoring and evaluation framework systems; Business Performance Reporting, Qualitative and quantitative data analysis; Data visualization; Data collection and Quality Assurance. |
| <u>DUTIES</u> | : | The successful candidate will manage the review and design of robust policies, processes, procedures and governance structure to enable the delivery of integrated monitoring and evaluation services and programmes. Manage maintenance and operationalisation of Departmental Monitoring and Evaluation Plan and system. Manage the development of Departmental Monitoring and Evaluation Reports. Manage the conducting and assessment of the Department's effectiveness and efficiency in supporting the attainment of service delivery outcomes. Advice and assist with monitoring the execution of the strategy and report on business performance to assist the Department in achieving its business objectives and attaining its vision. Evaluate and consolidate business performance reports based on the inputs provided by the business units. Facilitate and assist with reporting on department and portfolio performance. Coordinate and assist the implementation and reporting of the Service Delivery Improvement Plan (SDIP) and initiatives. Monitor and evaluate the effectiveness of standard operating procedures to support the achievement of APP targets. |
| <u>ENQUIRIES</u> | : | Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : | Link Director: Monitoring and Evaluation |

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| <u>POST 01/20</u> | : | <u>DIRECTOR: DIGITAL INFRASTRUCTURE MAPPING REF NO: DIRDIM</u> |
| | | Nature of Appointment: Permanent |
| | | The purpose of the post is to manage, drive and monitor the development implementation and maintenance of a comprehensive digital infrastructure and connectivity map for South Africa. |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield |
| | | An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Geographic Information Systems (GIS) / Information Technology / Geography, Cartography / Survey / Environmental or relevant related qualification. Five (5) years of experience at middle/senior managerial level in digital infrastructure development / geographic information systems / telecommunications with a focus on data mapping and analysis environment. Registration with South African Geomatics Council (SAGC) as a Geographic Information Science Technician/ Technologist/ Professional or relevant registration. Skills / Competencies and Knowledge: At an advanced level in Strategic Capability and Leadership, Government Administrative Processes, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Stakeholder Engagement and Relationship Management. Technical Competencies: Geographic Information Systems (GIS) platforms, systems and software. Data mapping and database management. Digital Infrastructure Planning and mapping. Special mapping information technologies. Policy and Regulatory compliance. Structured Query Language Server skills. Relational Database Management System. Innovation and Emerging technologies. Analytical and Mapping visualisation. |
| <u>DUTIES</u> | : | The successful candidate will: develop and manage the implementation, and continuous enhancement of a comprehensive GIS platform to map and monitor digital infrastructure across South Africa, ensuring accuracy, functionality, and accessibility. Manage and drive the collection, capturing, and integration of data from multiple formats and sources; manage the creation, validation, and maintenance of spatial data topology and attributes to ensure reliability and usability. Manage and facilitate collaboration with key stakeholders including product owners, project managers, telecom operators, municipalities, and government bodies to enhance project delivery, improve data quality. Manage the provision of technical support, training, and guidance to GIS users, internal teams, and external stakeholders to strengthen GIS knowledge, ensure effective use of software and data, and build long-term capacity. Manage access to spatial mapping information for internal and external stakeholders; produce reports, dashboards, and visualizations that support evidence-based planning, service delivery, and decision-making. Design relevant functional policy and ensure compliance and alignment of digital infrastructure mapping strategies with national ICT policies, frameworks, and regulatory requirements. Monitor and update the digital infrastructure map to reflect new deployments and changes; implement continuous improvement initiatives to optimize systems and processes. Provide directorate leadership, ensure adherence to government systems and processes, model the culture of the Department and manage Directorate risks. |
| <u>ENQUIRIES</u> | : | Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144 |
| <u>APPLICATIONS</u> | : | Link <u>Director: Digital Infrastructure Mapping</u> |
| <u>POST 01/21</u> | : | <u>DIRECTOR: BROADCASTING TECHNOLOGIES AND STRATEGIES REF NO: DIRBTS</u> |
| | | Nature of Appointment: Permanent |
| | | The purpose of the post is to manage and drive the planning, coordination and implementation of national broadcasting infrastructure technologies, strategies and programmes. |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules). |
| <u>CENTRE</u> | : | Pretoria, Hatfield |

REQUIREMENTS : An appropriate NQF level 7 qualification as recognized by the South African Qualifications Authority in Broadcasting / Telecommunications / Information Communication Technology (ICT) / Engineering or relevant related qualification. Five (5) years of experience at middle/senior managerial level in broadcasting technologies or related field Added advantage qualification: Postgraduate qualification in Broadcasting / ICT or Telecommunications. / Competencies And Knowledge: At an advanced level in Strategic Capability and Leadership, Government Administrative Processes, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Innovation and Problem-solving, Critical Thinking. Technical Competencies: Emerging Broadcasting Technologies, Spectrum Management, Stakeholder Engagement, Relationship Management; Monitoring and Evaluation.

DUTIES : The successful candidate will be responsible for spectrum management to ensure efficient utilization of broadcasting spectrum, optimize service quality, and facilitate nationwide digital migration in accordance with regulatory frameworks. Develop, review, and implement technical standards to ensure compliance with national priorities and international broadcasting frameworks. Foster partnerships and collaboration with public and private broadcasters, regulatory bodies (e.g., ICASA), content creators, and international broadcasting organizations to advance broadcasting infrastructure and strategies. Promote the sustainability of broadcasting services by exploring innovative revenue models, supporting content diversity, Expand broadcasting reach to rural and underserved communities. Provide technical leadership and capacity building by offering expert guidance on broadcasting technologies, supporting skills development initiatives. Ensure that the broadcasting sector maintains international competitiveness and standards compliance. Provide entity oversight services to ensure performance, financial viability and sustainability. Provide directorate leadership, adherence to government systems and processes, model the culture of the Department and manage Directorate risks.

ENQUIRIES : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

APPLICATIONS : Link [Director: Broadcasting Technologies and Strategies](#)

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

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| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>NOTE</u> | : | <p>Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za, click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. 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. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management 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/. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.</p> |

MANAGEMENT ECHELON

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| <u>POST 01/22</u> | : | <u>DIRECTOR: INTEGRATED MONITORING AND REPORTING SYSTEM REF NO: D-IMRS-01</u> |
| <u>SALARY</u> | : | R1 266 714 per annum. (Level 13), (An all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44. |

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| <u>CENTRE REQUIREMENTS</u> | : <p>Pretoria A National Senior Certificate and an undergraduate qualification in Monitoring and Evaluation/ Public Administration/ Social Sciences or equivalent qualification (NQF 7 as recognised by SAQA). A minimum of 5 years' experience at middle/ senior managerial level in the monitoring and evaluation or related field. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.). The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Core Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge in: Municipal Systems Act. Municipal Structure Act. Programme monitoring, reporting and evaluation. Government Programme of Action.</p> |
| <u>DUTIES</u> | : <p>The successful candidate will perform the following duties: Oversee the development and implementation of policy and regulatory frameworks to strengthen monitoring and reporting. Oversee the development and implementation of a regulated standardized set of performance indicators for municipalities. Oversee the coordination of the development of the municipal performance report. Manage the process of conducting the assessments of provincial and municipal performance. Oversee development of systems, processes, and tools to ensure monitoring and reporting of performance of local government across the three spheres of government.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : <p>Ms M Leta at 071 353 4678 Applications must be submitted electronically via email to: dcoq8@tttrecruitment.co.za For application enquiries contact: To the T Recruitment at 067 391 7387.</p> |
| OTHER POSTS | |
| <u>POST 01/23</u> | : <p><u>DEPUTY DIRECTOR: MUNICIPAL FUNCTIONS, POWERS, AND INTERVENTIONS SUPPORT REF NO: DD003</u></p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : <p>R896 436 per annum (Level 11) Pretoria A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Public Administration/ Law or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in related field. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.). A valid driver's license. Intensive travelling Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: South African Constitution. National, Provincial and Local Government legislation and systems. Policy development and review. Research, analysis and interpretation skills. Intergovernmental and stakeholder relations. Data management, analysis and interpretation.</p> |
| <u>DUTIES</u> | : <p>The successful candidate will perform the following duties: Manage the implementation of policy and regulatory framework on decentralization of powers and functions to local government. Manage the configuration of powers and the functions across the three spheres of government and between districts and local municipalities. Manage the process of the invocation and application of section 100 and 139 of the Constitution. Manage the coordination of parliamentary questions, research, queries, legal opinions, substantive and procedural requirements on applications of sections 100 and 139 of the Constitution.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : <p>Mr T Khasi at 083 8914 565 Applications must be submitted electronically via email to: response@multilead.co.za For application enquiries contact: Mr. S Ndlovu Tel No: (011) 763 1103/04</p> |

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| <u>POST 01/24</u> | <u>DEPUTY DIRECTOR: RESEARCH AND EVALUATION COORDINATION</u> <u>REF NO: DD RE 001</u> |
| <u>SALARY</u> | : R896 436 per annum (Level 11) |
| <u>CENTRE</u> | : Pretoria |
| <u>REQUIREMENTS</u> | : A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Political Science/ Development Studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in policy research, evaluation, or government/ municipal sector or related field. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and willing to undertake Intensive travel. Additional Requirements (Advantage) Familiarity with data analysis software (e.g. SPSS, STATA or Power BI) Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Research Methodology. Policy analysis and development. Monitoring and evaluation. Methods to analyse issues and trends pertinent to the mandate of Cooperative Governance. |
| <u>DUTIES</u> | : The successful candidate will perform the following duties: Manage the implementation of policy analysis and policy development projects. Manage the process of conducting policy research using a variety of analytical methods and analysis techniques. Manage the development and refinement of memoranda, issue papers, policy papers or draft legislation. Manage preparation of written reports, presentations and/or short study briefs for non-research audiences. Conduct research as identified on the Departmental Annual Performance Plan. |
| <u>ENQUIRIES</u> | : Mr T Plank Tel No: (012) 065 3062 |
| <u>APPLICATIONS</u> | : Applications must be submitted electronically via email to: raec@ntirho.co.za For application enquiries contact Vanessa Cox Tel No: (010) 593 1998 |
| <u>POST 01/25</u> | <u>ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT PLANNING</u> <u>REF NO: AD LED</u> |
| <u>SALARY</u> | : R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : Pretoria |
| <u>REQUIREMENTS</u> | : A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Development Planning/ Economics or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). Driver's License and travelling. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management Communication (verbal and written). Technical Competencies: Local Economic Development. LED Policy. Development Planning. Economic Development Trends. Public Administration. |
| <u>DUTIES</u> | : The successful candidate will perform the following duties: Coordinate development of economic development policy and strategies across government to support implementation of LED. Facilitate the alignment of Local and Provincial plans and policies to national priorities and local economic development initiatives. Facilitate LED programmes through collaborative partnerships. Assist in mobilizing donor funding and coordinating donor activity in LED. Monitor implementation of the LED policy framework to strengthen implementation of local economic development programs in Municipalities. |
| <u>ENQUIRIES</u> | : Ms V Sibelekwana at 064 8508 841 |
| <u>APPLICATIONS</u> | : Applications must be submitted electronically via email to: led@ntirho.co.za For application enquiries contact Vanessa Cox Tel No: (010) 593 1998 |

ANNEXURE D

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

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| <u>APPLICATIONS</u> | : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 3 Martin Hammerschlag Way, Fore trust Building, Foreshore, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email. |
| <u>CLOSING DATE</u> | : 30 January 2026, 16:00 |
| <u>FOR ATTENTION</u> | : Human Resource Management |
| <u>NOTE</u> | : must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to be processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. |

OTHER POSTS

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| <u>POST 01/26</u> | : <u>SCIENTIST PRODUCTION GRADE A: STOCK ASSESSMENT REF NO: FIM12/2025</u> |
| <u>SALARY CENTRE</u> | : R761 157 per annum, (OSD) : Cape Town (Foretrust Building) |

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| <u>REQUIREMENTS</u> | : | BSC (Hons) in Science /Natural or relevant qualification (NQF Level 8), 3 years post qualification experience in natural science or relevant field and Compulsory registration with SACNASP as a Professional Natural Scientist. Knowledge: Practical knowledge of Modeling and stock assessment techniques; Application of relevant software, including statistical and modeling software (e.g., R, ADMB). Programming skills relevant to building, improving, and running fisheries stock assessment models and related Statistical and Mathematical. Skills: Data analysis and statistics; Computer-aided scientific applications. Strong quantitative focus; programme and project management. Ability to gather and analyse information. Ability to work individually and in a team. Ability and willingness to work at sea. |
| <u>DUTIES</u> | : | Perform scientific analysis and regulatory functions: Conduct analysis of scientific data (statistical analysis and modelling) fisheries stock assessment on a broad range of fisheries resources; Apply Operational Management Procedures to generate information and scientific advice for sustainable fisheries management. Develop and implement methodologies, policies, systems and procedures: Identify gaps and develop appropriate interventions; Develop working relations with fisheries industry, small scale fisheries, all fisheries right holders. Research and development: Conduct basic and applied research on fisheries stock assessment and management procedures; Perform research/literature studies to improve expertise; Publish and present research findings. Provide scientific support and advice: Provide scientific data, information and advice when required; Develop scientific advice and documentation for sustainable fisheries management. Human capital development: Train, mentor and develop junior personnel on data-analysis related queries; Supervise scientific work and processes. Supervise scientific data archiving and retrieval as appropriate. |
| <u>ENQUIRIES</u> | : | Ms Z Jika at 082 332 7943 |
| <u>APPLICATIONS</u> | : | FIM12-2025@dfpe.gov.za or eRecruitment@environment.gov.za |
| <u>POST 01/27</u> | : | <u>CHIEF ACCOUNTING CLERK REF NO: FIM13/2025</u> |
| <u>SALARY</u> | : | R325 101 per annum |
| <u>CENTRE</u> | : | Cape Town (Foretrust Building) |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF 6) or higher in Accounting/Financial Management or relevant equivalent qualification. Experience of 1 year in revenue management or relevant field. Experience in ORACLE and MAST financial systems. Knowledge of Revenue management processes, strategic planning, accounting and business practices. Sufficient knowledge of specific computer software packages. Knowledge of the relevant legislations (PFMA, Treasury Regulations, Departmental Financial Instructions, GRAP, GAAP and Accrual Accounting). Excellent communication skills and the ability to work under pressure. |
| <u>DUTIES</u> | : | Ensure bank deposit payments are captured accurately and timeously on financial system, continuous monitoring of unreconciled bank statement lines and unreconciled receipt, perform daily receipt reconciliation, review and submit all reconciliation relate to bank deposits. Processing of debit and credit memo and/or journals, monitor incomplete invoices, monitor and maintain the unapplied and unresolved receipts register. Verify levy compliant of fishing rights holders, manage and distribution of incoming levies, ensure levies are captured accurately, conduct levy verification and issuing of levy clearance letter. Perform levies and landing reconciliation at the end of the fishing season. Supervise the debt collection: issuing of letter of demands and handing over the non-responsive debtors to the state attorney. Assist with the compilation of revenue month-end reports. Assist with preparation of year-end processes and compilation of lead schedules for Annual Financial Statements (AFS). Attend to general enquiries relate to revenue management of MLRF. |
| <u>ENQUIRIES</u> | : | Mr Zamuxolo Qhanqisa Tel No: (021) 402 3554 / 082 782 7173 |
| <u>APPLICATIONS</u> | : | FIM13-2025@dfpe.gov.za |
| <u>POST 01/28</u> | : | <u>SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: FIM14/2025</u> |
| <u>SALARY</u> | : | R397 116 per annum |
| <u>CENTRE</u> | : | Cape Town (Foretrust Building) |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF 6) or higher in Supply Chain Management/ Inventory Management or relevant equivalent qualification. 2 years' experience in Supply Chain Management or Inventory Management or relevant. Knowledge of |

Marine Living Resources Act, GRAP, PFMA, Treasury Regulations, Public Service Act and Supply Chain Management Procedures. Leadership skills, Peoples management skills, Analytical thinking, Innovative and creativity, Communication (verbal, writing and other), Computer literacy and the ability to work under pressure.

DUTIES

: Ensure bank deposit payments are captured accurately and timeously on financial system, continuous monitoring of unreconciled bank statement lines and unreconciled receipt, perform daily receipt reconciliation, review and submit all reconciliation relate to bank deposits. Processing of debit and credit memo and/or journals, monitor incomplete invoices, monitor and maintain the unapplied and unresolved receipts register. Verify levy compliant of fishing rights holders, manage and distribution of incoming levies, ensure levies are captured accurately, conduct levy verification and issuing of levy clearance letter. Perform levies and landing reconciliation at the end of the fishing season. Supervise the debt collection: issuing of letter of demands and handing over the non-responsive debtors to the state attorney. Assist with the compilation of revenue month-end reports. Assist with preparation of year-end processes and compilation of lead schedules for Annual Financial Statements (AFS). Attend to general enquiries relate to revenue management of MLRF.

: Ms Leticia Nel Tel No: (021) 402 3432 / 066 471 1287

: FIM14-2025@dfpe.gov.za

ENQUIRIES
APPLICATIONS

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE : 30 January 2026 before 12h00 noon

NOTE : No late applications will be considered. Take note of the disclaimer mentioned on each advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not being considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but are not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 share the same score both technical exercises as an additional criterion in the interview process. The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

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| <u>POST 01/29</u> | <u>CHIEF DIRECTOR: EB OPERATIONS AND FINANCE REF NO: CHI-DIRE/EB-OPS/2026/01-1P</u> |
| | Permanent The purpose of the role is: To ensure the provisioning of benefits payment processing for GEPF members and beneficiaries. One position of Chief Director: EB Operations and Finance is currently available at Employee Benefits Unit in GPAA. This position will be filled as a permanent position |
| <u>SALARY CENTRE REQUIREMENTS</u> | R1 494 900 – R1 787 328 per annum (Level 14), (all-inclusive package) Pretoria Head Office A relevant Degree/BTech in Finance / Business Administration / Management / Public Administration) (NQF Level 7) with 5 years' experience at senior managerial level in financial services, preferable in Employee Benefits, Pension Fund and Retirement Benefits Administration. Proven track record as a business unit lead. Computer literacy which includes a good working knowledge of Microsoft Office products (Word, Excel and PowerPoint). Knowledge of Pension Fund Regulations and rules. Knowledge of Customer relationship management (Channel management). Knowledge of compliance management. Knowledge of Benefits administration. Knowledge of financial management including budgeting and forecasting. Industry knowledge. Knowledge of relevant systems. Programme and Project management skills. Change Management skills. Service delivery innovation skills. Problem solving and analysis skills. Knowledge management. People management and empowerment skills. Strategic capability skills. Good communication skills (both verbal and written). Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. |
| <u>DUTIES</u> | The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Ensure the implementation of the employee benefits processing strategy for GEPF and beneficiaries: Develop, implement and monitor achievement of an effective strategic plan. Facilitate development, implementation and maintenance of Program policies, procedures, and processes, in accordance with best practice. Negotiate and monitor error management, SLA monitoring, SLA implementation and reporting. Develop an effective medium term expenditure framework (MTEF) and medium-term strategy framework (MTSF) operating strategy for the Program. Analyse Program trends and prepare management reports. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Oversee the provision of best practice regarding Program functions to all stakeholders. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Assess the provision of Program support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Program policies and procedures. Monitor compliance with relevant legislation throughout all Program functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Represent the Program at all relevant committees and forums. Proactively identify risks and mitigation thereof. Oversee the analysis of trends and forecasting. Undertake benefits financials and operations management reporting. Ensure benefits payment processing for GEPF members and beneficiaries: Facilitate the processing, validation and payments of claims. Manage the admission, maintenance and payment of special projects members. Administer payment of funeral benefits. Manage and maintain pensioner information. Ensure admission and maintenance of GEPF members & beneficiaries: Manage the admission and Exit processes of membership. Administer the maintenance and reconciliation of client information. Manage the cleansing of member and beneficiary data. Ensure management and collection of contributions for GEPF: Manage additional liabilities and purchase of service. Manage the enrolment and collection of contributions. Manage the confirmation of pensionable salary of members upon exit from service. Manage all the resources in the Program: Ensure the development and management of staff within the Program. Implement and maintain a relevant management approach to support effective business results within the Program. Develop and sustain |

a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Program. Ensure projects within the Program are defined and implemented.

ENQUIRIES
APPLICATIONS

- : Mapule Mahlaba Tel No: (012) 399 2639
- : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email.

POST 01/30

- : **CHIEF DIRECTOR: CLIENT RELATIONSHIP MANAGEMENT REF NO: CHI-DIRE/CRM/2026/01-1P**
Permanent
The purpose of the role is: To ensure customer satisfaction and to build suitable business relationship by providing efficient and effective interface between the GEPF and NT's members, pensioners, employers and Government. This position will be filled as a permanent position

SALARY
CENTRE
REQUIREMENTS

- : R1 494 900 – R1 787 328 per annum (Level 14), (all-inclusive package)
Pretoria Head Office
- : Relevant Degree/BTech in Finance / Business Administration / Management / Public Administration (NQF Level 7 or equivalent qualification with 5 years' experience at senior Managerial level in financial services, preferable in Employee Benefits, Pension Fund and Retirement Benefits Administration. Proven track record as a business unit lead. Computer literacy which includes a good working knowledge of Microsoft Office products (Word, Excel and PowerPoint). Knowledge of Benefits Administration. Knowledge of Relevant Legislative Requirements and GPAA policies and procedures. Knowledge of Pension Fund Regulations and Rules. Knowledge of Industry. Knowledge of Compliance Management. Knowledge of Customer Relationship Management (Channel Management). Knowledge of Programme and Project Management. Knowledge of Relevant Systems. Service delivery innovation skills. Programme and project management skills. Strategic capability skills. Client orientation and customer focus skills. Financial Management skills. People management and empowerment skills. Knowledge management skills. Problem solving and analysis skills. Change management skills. Communication skills. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player.

DUTIES

- : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Ensure the implementation of the Client Service Strategy: Develop and implement and monitor achievement of an effective strategic plan. Facilitate development, implementation and maintenance of Program policies, procedures, and processes, in accordance with best practice. Negotiate and monitor error management, SLA monitoring, SLA implementation and reporting. Develop an effective medium term expenditure framework (MTEF) and medium-term strategy framework (MTSF) operating strategy for the Program. Analyse Program trends and prepare management reports. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Oversee the provision of best practice regarding Program functions to all stakeholders. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Assess the provision of Program support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Program policies and procedures. Monitor compliance with relevant legislation throughout all Program functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Represent the Program at all relevant committees and forums. Proactively identify risks and mitigation thereof. Oversee the analysis of trends and forecasting. Undertake CRM management reporting. Ensure management of Regional Employer, Client and Stakeholder interactions: Ensure fixed and mobile points of access for employers, clients and stakeholders. Build and maintain regional stakeholder relations. Manage the actioning the necessary interventions to improve service levels and

payment turnaround times. Ensure the effective resolution of queries and complaints management. Ensure the process to receive documents and verify if they are correctly filled. Ensure the process of scanning and indexing all incoming documents. Ensure outreach education on benefits administered by the GPAA. Manage client contact and ensure that a good experience is created: Ensure management of inbound and outbound call centre services for the Department. Provide a single point of contact to the employer community to enable responsive, efficient and effective service delivery by EB Operations and CRM. Ensure quality assurance of calls of agent services and provide advice and measures to improve service. Manage all the resources in the Program: Ensure the development and management of staff within the Program. Implement and maintain a relevant management approach to support effective business results within the Program. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Program. Ensure projects within the Program are defined and implemented

ENQUIRIES
APPLICATIONS

: Allerah Mashiane on Tel No: (012) 319 1218
: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email.

POST 01/31

: **DIRECTOR: INFORMATION SECURITY MANAGEMENT REF NO: DIR/IS/2026/01-1P**
Permanent
The purpose of the role is: To ensure customer satisfaction and build sustainable business relationships, by providing an effective and efficient interface between the GEPF and NTs' members, pensioners, employers and Government. One position of Chief Director: Client Relations Management currently available at Client Relations Management unit in GPAA. This position will be filled as a permanent position.

SALARY
CENTRE
REQUIREMENTS

: R1 266 714 – R1 492 122 per annum (Level 13), (all-inclusive package)
: Pretoria Head Office
: A relevant Degree/BTech in Computer Science/Information Technology/ Cyber Security (NQF level 7) or equivalent qualification as recognised by SAQA with 5 years' experience at middle/senior managerial level in Performing IT management or cyber security with a strong background in incident management, risk management and security architecture. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of Benefits Administration. Knowledge of relevant Legislative requirements and GPAA policies and procedures. Knowledge of the industry. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund regulations and rules. Compliance management. Knowledge of relevant systems. Strategic capability. Cloud and wireless security. Service frameworks, standards and technologies. Programme and project management. People management and empowerment. Risk management. Compliance frameworks and control best practices. Anti-virus, anti-spam, internet filtering and patch management tools. Intrusion detection/prevention systems. System technology security testing (vulnerability scanning and penetration testing). Documenting security architecture and plans. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player. Analytical.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage the implementation of the Information Security Management strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Compliance and reporting in line with ISO/IEC 27001 and the applicable DPSA directive. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with

relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trends analyses and forecasting. Manage the Security of Organisational information: Collaborate with relevant internal and external stakeholders to identify, monitor and manage Information Security risk proactively. Develop and manage the implementation of appropriate mitigation strategies, achieving stipulated objectives. Ensure that GPAA is appropriately protected against unforeseen events, losses, and damage, to recover Information Infrastructure where required. Conduct operational risk assessments for the Information Security department, in line with the GPAA's risk management framework, to develop and maintain adequate internal operations controls and standards. Oversee the operations of the business unit: Assess the provision of Information Security Management support and advice to line managers to ensure that line managers are fully equipped to deal with Information Security Management strategy related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Information Security Management policies and procedures. Monitor compliance with relevant legislation throughout all Information Security Management functions. Manage planning of resource requirements for the organization to ensure sufficient resources are in place to meet service delivery demands. Analyse service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Proactively ensure the identification and mitigation of risk. Establish and manage agreed budgets in consultation with the Chief Information Technology Office and Budget Office, ensuring that costs are contained based on minimum requirements for security controls. Manage, coordinate and oversee the daily operational activities of the subunit to ensure that it functions effectively and efficiently. Proactively mitigate employee relations risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Manage and facilitate business partnering: Assist line managers to prepare business cases and budgets for new projects relating to provision of organizational information, motivating project viability and value to the GPAA. Provide Information Security support and advice to the Technology COE with regard to relevant IT solutions or problems raised by managers. Contribute to Client meetings, demonstrating Information Security capability when required. Establish sound working relationships with various third-party service providers, monitoring achievement of agreed service levels. Manage and develop the capacity requirements plan: Perform Information Security budget and expenditure reconciliations for the Technology COE to ensure prudent financial management of the department. Assist Technology COE to develop and report on cost of Information Security per employee to optimise and manage cost of service provided. Motivate for additional financial and staff resources to meet business requirements. Assess IT infrastructure requirements so that Information Security processes and procedures run smoothly. Manage third party contracts sufficiently to ensure maximum return of benefits to the organisation. Continuously manage the improvement of processes and procedures: Track new developments in the industry, to improve the effectiveness and efficiency of the Information Security function in the GPAA. Identify areas of improvement to meet organisational needs. Formulate process and technological improvement solutions to enhance efficiencies. Work in conjunction with relevant departments to implement changes, providing and integrated service. Manage project implementation evaluating progress in terms of set objectives. Execute IS governance requirements to ensure compliance with best practices. Manage all the resources in the Directorate: Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all resources (including IS, Assets, Infrastructure, etc.) within the Directorate.

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| <u>ENQUIRIES</u> | : | Felicia Mahlaba on Tel No: (012) 319 1455 |
| <u>APPLICATIONS</u> | : | It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email. |
| <u>POST 01/32</u> | : | DIRECTOR: INTERNAL AUDIT REF NO: DIRE/IA/2026/01-1P Permanent The purpose of the role is: To ensure provision of the Internal Audit services for GPAA. One permanent position of a Director: Internal Audit is currently available at the Government Pensions Administration Agency in the Internal Audit section |
| <u>SALARY</u> | : | R1 266 714 – R1 492 122 per annum (Level 13), (all-inclusive package) |
| <u>CENTRE</u> | : | Pretoria Head Office |
| <u>REQUIREMENTS</u> | : | A relevant Degree/BTech in Internal Audit (NQF level 7) or equivalent qualification as recognized by SAQA with 5 years' experience at middle/senior managerial level performing Internal Audit functions. Experience in Financial Services, preferable in Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Certification as CIA/CA/CCSA/CGAP or CISA will be an added advantage. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channel Management). Knowledge of relevant legislative requirements and GPAA policies and procedures. Knowledge of the industry. Knowledge of Financial Management including budgeting and forecasting. Knowledge of Pension Fund regulations and Rules. Knowledge of Compliance Management. Knowledge of relevant systems. Strategic capability skills. Service delivery innovation skills. Client orientation and customer focus. Financial Management skills. People management and empowerment skills. Programme and project management skills. Change management skills. Communication skills. Knowledge management skills. Problem solving and analysing skills. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team player. |
| <u>DUTIES</u> | : | The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Ensure the implementation of the Internal Audit Strategy: Develop, implement and monitor achievement of an effective business plan. Ensure the development, implementation and maintenance of division policies, procedures and processes in accordance with the best practice. Develop an effective medium- term expenditure framework (MTEF) and medium- term strategy framework (MTSF) operating strategy for the division. Contribute to the annual strategic plan. Analyse division trends and prepare management reports. Track new developments in practices to improve the effectiveness and efficiency of the division. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interests of the organisation. Assess the provision of division support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of division policies and procedures. Monitor compliance with the relevant legislation throughout all division functions. Ensure the provision of accurate and current advice regarding division functions to all stakeholders. Ensure analysis of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial strategies. Ensure quality of service provided to the internal and external customers/ clients/ stakeholders. Represent the division at all relevant committees and forums. Proactively ensure the identification and mitigation of risks. Ensure effective management of the Performance, Regularity and Financial Audit operations within GPAA: Develop and align the three-year rolling and annual plan for Performance, Regularity and Financial Audits. Provide direction and advice on Performance, Regularity and Financial Audits. Provide support services to the Audit committee. Ensure consulting and assurance audits. Ensure the submission of management reports on internal audit findings and make recommendations to the relevant stakeholders. Ensure the provision of IT& Project Audits: Develop and align the three-year rolling and annual plan for IT& Projects audits. Provide support services to the audit committee. Liaise with external auditors on the audit scope coverage. Ensure consulting audits. Ensure the submission of management reports on internal audit findings and make recommendations to the relevant stakeholders. Manage all the resources |

in the division: Ensure the development and management of staff within the division. Implement and maintain a relevant management approach to support effective business results within the division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in- line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the division

ENQUIRIES
APPLICATIONS

- : Alletah Mashiane Tel No: (012) 319 1218
- : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email.

ANNEXURE F

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (Ikhala Technical and Vocational Education and Training College)

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| <u>CLOSING DATE</u> | : | 30 January 2026 at 16H00 |
| <u>NOTE</u> | : | To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. 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. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities; Coloured female and African females are encouraged to apply. All Applications must be submitted through email addresses per position. |

OTHER POSTS

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| <u>POST 01/33</u> | : | <u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: AC1/1/26</u> |
| <u>SALARY</u> | : | R582 444 per annum (Level 10), plus benefits |
| <u>CENTRE</u> | : | Administration Centre |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent NQF level 4 qualification. An appropriate recognised National Diploma/Degree in Psychology or BA. Social Work (Major in Psychology) or relevant qualification (NQF 6/7). Three (3) to five (5) years-experience in Education/Teaching and Learning environment or related field. At least 3 years must be at a supervisory level. Computer literacy. Valid driver's license. Competencies: Knowledge of PSET and CET Act; Knowledge of Teaching and Learning; Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act; Knowledge of the National Student Financial Aid Scheme and related legislation; Knowledge of the Public TVET sector and its regulatory and legislative framework; Knowledge of the Ethical regulatory and legislative framework; Knowledge and understanding of the Higher Education sector; Knowledge of Education Act. Skills: Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership & People management. |
| <u>DUTIES</u> | : | Oversee administration of the student support services unit. Developing the annual Student Support Services (SSS) operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Developing and reviewing relevant SSS policies, processes, procedures, and job profiles. Ensuring and maintaining the compilation of learner progress reports, statement, results and student enquiries. Tracking the behaviour and academic performance of students participating in internal and external counselling programme. Managing student counselling across the college: Managing the implementation of counselling, guidance policy, procedure and best practice. Coordinating and monitoring the provision of counselling services across the college. Designing life skills programme as a proactive measure for counselling. Managing counselling services conducted by SSS to ensure that service is conducted at required standard and comply with code of ethics. Ensuring that individual counselling services take place including intervention programme on psycho-social issues that affecting students. Ensuring that counselling database system is designed and frequently updated for referral purposes. Providing student with career guidance, counselling and |

academic support: Developing and monitoring implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Vocational Programme Manager and relevant stakeholders in ensuring a well- developed system in providing the adequate workplace student experience. Monitor and control, direct and motive career guidance at the central office and campus level. Oversee and maintain the sport, recreation, arts and culture activities for student. Coordinate the implementation of sports and recreation programs. Ensuring that college sport coordinators are implementing sport activities and students participate fully on such activities at colleges. Ensuring that the colleges is represented on Provincial and National sport tournament as planned. Ensuring that there is Sport, Arts and Culture annual activity plan and budget. Facilitate student governance and student leadership development: Coordinating and monitoring annual SRC election processes. Coordinating training and mentoring on SRC roles, duties, protocols and practices. Facilitate regular reviews and update student Code of Conduct guidelines and SRC constitution. Monitoring the implementation of the student orientation and induction programmes. Managing mainstreaming of gender and disability within students. Managing all Human; Financial and other resources of the unit.

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| <u>ENQUIRIES</u> | : | Mr L. Malindi Tel No: (047) 873 8875 |
| <u>APPLICATIONS</u> | : | Email Address: asdsss126@ikhala.edu.za |
| <u>POST 01/34</u> | : | <u>ASSISTANT DIRECTOR: SUPPLY CHAIN & ASSET MANAGEMENT REF NO: AC2/1/26</u> |
| <u>SALARY</u> | : | R468 459 per annum (Level 09), plus benefits |
| <u>CENTRE</u> | : | Administration Centre |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent NQF level 4 qualification. An appropriate recognised National Diploma/Degree in Supply Chain Management or Logistics Management or relevant qualification (NQF 6/7). Three (3) to five (5) years-experience in Supply Chain Management (tender and logistics Management). At least 3 years must be at a supervisory level. Computer literacy. Valid driver's license. Competencies: Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Administrative. Skills: Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership & People management. |
| <u>DUTIES</u> | : | Developing, reviewing, implementing and monitoring SCM policies in line with relevant legislation: Ensuring the implementation and monitoring of Supply Chain policy. Introducing the systems for provisioning, procurement, stock control and reporting. Identifying preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. Conducting awareness on approved SCM policies. Overseeing the procurement of good and services for the college: Ensuring that all procurement is following the Supply Chain Management (SCM) policies and procedures of the college. Ensuring that all official orders are compiled and authorized within three days from the date of recipients of the quotations or comparative schedules. Aligning procurement plan, policies and strategies with the annual budget. Manage the revision on summary of quotations, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements. Ensure that purchase orders are generated, approved and processed. Ensuring that the receipt of goods and services are submitted to finance department for processing. Overseeing the development, maintenance and utilization of the central supplier database. Preparing and maintaining accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Overseeing the administration of demand and acquisition: Managing the administration of tender briefing session. Managing preparation of a tender document upon receipt from tender bid specification committee. Managing preparation of logistics for the Evaluation and Adjudication Committees. Serving as an observer in the Evaluation and Adjudication Committee. Ensuring that adjudication is monitored and aligned with the preferential procurement strategy. Establishing the bid specification, bid evaluation, bid |

adjudication committee and oversee the proper functioning of the committee. Ensuring the development and utilization of a supplier database and bid processes. Overseeing the management of assets for the college: Monitoring the implementation of the asset management plan of the college. Ensuring the barcoding of all existing and new assets are recorded on the relevant asset register. Reviewing the asset management register (hardcat), electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Providing guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the reallocation of redundant. Ensuring and monitoring the asset count, verifications and office inspections of all assets and asset storerooms. Coordinating the receipt, processing and distribution of new assets. Overseeing identification of asset for disposal. Facilitate and recording of loss, damage or mismanagement of asset. Responsible for asset verification. Establishing asset disposal committee. Coordinating the internal, external and unauthorized movements of assets. Validating loss control reports for quality and losses. Conducting loss analysis to identify trends, security shortcomings and investigating all losses. Ensuring an up-to-date database of service providers: Overseeing the development and utilization of a supplier database. Ensuring that manual records are kept for all documentation submitted by suppliers. Ensuring that all suppliers' information and documentation are confidential. Ensuring continuous maintenance of database. Monitoring the TVET college supplier's database on the pastel system. Managing staff development: Rendering management service to the staff. Ensuring completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES
APPLICATIONS

: M L. Malindi Tel No: (047) 873 8875
: Email address: asdscm326@ikhala.edu.za

POST 01/35

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: AC3/1/26**

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09), plus benefits
: Administration Centre
: Grade 12 or equivalent NQF level 4 qualification. An appropriate recognised National Diploma/Degree in Human Resource Management or relevant qualification (NQF 6/7). Introduction to PERSAL Certificate. Three (3) to five (5) years-experience in Human Resource Management and Development. At least 3 years must be at a supervisory level. Computer literacy. Valid driver's license. Competencies: Knowledge of Public Services legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL; IQUAL and Coltech Systems. Skills: Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership & People management.

DUTIES

: Overseeing Human Resource Management and Administration services: Rendering conditions of services. Overseeing the recruitment and selection processes as per departmental delegation. Managing HR Personnel records. Overseeing Human Resource Development services: Rendering Bursaries administration; Rendering Internship and Work Integrated Learning (WIL); Conducting Induction; Coordinating and facilitating the Training interventions; Developing and implementing Workplace Skills Plan (WSP); Administrating Performance Management and Development Systems (PMDS) and Integrated Quality Management System (IQMS). Providing Employee Health and Wellness (EHW) services: Implementing wellness programmes and service for the college; Coordinating and managing Health Awareness (HIV, AIDS, STI and TB services); Implementing health and safety working environment programmes; Promoting sport activities to encourage physical fitness and healthy lifestyle. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services; Coordinating, developing, reviewing, implementing and monitoring of the college HR plan ; Coordinating, developing, reviewing, implementing and monitoring of college EE plan; Submit college EE plan to Regional and Head Office for integration of the departmental plan; Employment Equity (EE) Report for submission to Regional and Head Office; Ensure the implementation of HR and EE Plan.

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| <u>ENQUIRIES</u> | : | Mr L. Malindi Tel No: (047) 873 8875 |
| <u>APPLICATIONS</u> | : | Email address: asdhrm426@ikhala.edu.za |
| <u>POST 01/36</u> | : | <u>ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: AC4/1/26</u> |
| <u>SALARY</u> | : | R468 459 per annum (Level 09), plus benefits |
| <u>CENTRE</u> | : | Administration Centre |
| <u>REQUIREMENTS</u> | : | Recognised National Diploma/ Degree (NQF 6/7) in Public Management/ Public Administration/ Business Management/ Business Administration / Office Management and Technology/ Management Assistant or relevant qualification. 3-5 years relevant experience in strategic planning and administration environment. Computer literacy. Valid driver's license. Competencies: Knowledge of Public Service legislations and policies, knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration, Understanding of the Higher Education sector, understanding of corporate governance, Understanding Cost Centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management. |
| <u>DUTIES</u> | : | Render administrative/executive support services in the office of the Principal, Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal, Conduct research and provide expert administrative advice to the Principal and other officials in the college, Quality check letters, memoranda and submissions, Oversee and monitor the budget in the office of the Principal, Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements, Establish and implement effective records and document management systems in the office of the Principal, Follow up and collate progress reports on the implementation of the resolutions, Coordinate reports/presentations to all forums attended by the Office of the college. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures Co-ordinate and arrange all meetings, proceedings and activities of the above structures, Provide technical support during meetings, proceedings and activities of the above structures, Compile agenda, minutes, reports and other records of the above structures, Distribution of relevant documents for meetings of above structures, Keeping a register of resolutions and supporting all relevant Council, Members/Managers/Officials through continuous correspondence to remind them of what needs to be done, Ensure that approved minutes are signed off and safely kept, Prepare all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services, Facilitate and co-ordinate operational and strategic planning process, Coordinate and compile strategic and operational plans, Set research agenda, Facilitate the development and implementation of service delivery improvement plans and initiatives, Facilitate, coordinate and support the implementation of priority programs /projects, Coordinate and compile institutional performance and strategic reports, Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives, Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into outputs (good and services). |
| <u>ENQUIRIES</u> | : | Mr L. Malindi Tel No: (047) 873 8875 |
| <u>APPLICATIONS</u> | : | Email address: asdotp426@ikhala.edu.za |

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.

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| <u>APPLICATIONS</u> | : Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post. |
| <u>CLOSING DATE</u> | : 02 February 2026 |
| <u>NOTE</u> | : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. 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. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. |

ERRATUM: Kindly note that the post of Director: Family Advocate with Ref No: 48/25/NC/FA-KIM advertised in the Public Service Vacancy Circular 45 dated 05 December 2025 with the closing date of 22 December 2025, was advertised with wrong salary scale. The correct salary scale is R1 266 714 – R1 492 122 per annum. We apologize for any inconvenience caused.

OTHER POSTS

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| <u>POST 01/37</u> | <u>DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: 25/108/CS</u> |
| <u>SALARY</u> | : R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : National Office: Pretoria An NQF level 6 qualification as recognized by SAQA in Industrial and Organisational Psychology/ Management Services/ Operations Management/ Human Resource Management/ Public Management/ Public Administration; A minimum of 3 years' experience in a Change Management environment at managerial (Assistant Director) level; Knowledge of Corporate Governance of Policy Framework; Knowledge and understanding of Change Management systems; Knowledge and understanding of the Public Service statutory |

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| | frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy. |
| <u>DUTIES</u> | : |
| <u>ENQUIRIES</u> | |
| <u>APPLICATIONS</u> | : |
| <u>POST 01/38</u> | : |
| <u>SALARY</u> | : |
| <u>CENTRE REQUIREMENTS</u> | : |
| <u>DUTIES</u> | : |
| <u>ENQUIRIES</u> | |
| <u>APPLICATIONS</u> | : |
| <u>POST 01/39</u> | : |
| <u>SALARY</u> | : |
| <u>CENTRE</u> | : |

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| <u>REQUIREMENTS</u> | : | Tshivhenda Ref No: 25/132/CA (X1 Post); Xitsonga Ref No: 25/133/CA (X1 Post) and South African Sign Language Ref No: 25/134/CA (X1 Post) |
| <u>DUTIES</u> | : | An undergraduate qualification (NQF level 6) as recognized by SAQA in Language Practice/ Language Planning; A minimum of 3 years administration experience in Language practice/interpreting at functional level; Language requirements: (Tshivhenda, Xitsonga and South African sign language); Knowledge and understanding of the legislative framework: governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act; Knowledge of procurement process, Language stakeholders and their roles, interpretation of statutes; Knowledge and understanding of the legislative framework governing the language service in South Africa; Knowledge of office administration. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership; Computer literacy. |
| <u>ENQUIRIES</u> | : | Mr M Kgafela Tel No: (012) 315 1042 |
| <u>APPLICATIONS</u> | : | Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu |
| <u>NOTE</u> | : | Separate application must be made quoting the relevant reference number |
| <u>POST 01/40</u> | : | <u>ADMINISTRATIVE OFFICER (X5 POSTS)</u> |
| <u>SALARY</u> | : | R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Kimberley Magistrate Office Ref No: 15/25/NC/KIM (X1 Post); (This is a re-advertisement, applicants who previously applied are encouraged to re-apply) Kimberley Family Law Centre Ref No: 43/25/NC/KIM-FLC (X1 Post) Magistrate Office: Upington Ref No: 44/25/NC/UPT (X1 Post) Magistrate Office, Carnarvon Ref No: 45/25/NC/CAR (X1 Post) Office: Pretoria: Ref No: 2025/99/GP (X1 Post) |
| <u>REQUIREMENTS</u> | : | Three-year National Diploma/ Bachelor Degree in Public Administration/ Public Management or equivalent; Three (3) years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages; Knowledge of Case Flow Management will be an added advantage. Skills and Competencies: Computer Literacy (Microsoft packages); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations; People Management. |
| <u>DUTIES</u> | : | Key Performance Areas: Manage the financial and Human Resources of the section; Manage the Criminal and Civil administration sections; Manage the Family Law sections.; Manage Third Party Funds, Vote Accounts and Supply Chain Management for the office; Manage and administer support services to Case Flow Management and other court users. |
| <u>ENQUIRIES</u> | : | Northern Cape: Ms K. Fritz Tel No: (053) 8021300 Gauteng: Ms V Shiburi Tel No: (011) 332 9000 |
| <u>APPLICATIONS</u> | : | Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu Gauteng: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address: |

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| <u>NOTE</u> | : | Provincial Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg Or https://forms.office.com/r/X2XaVPasWu Separate application must be made quoting the relevant reference number |
| <u>POST 01/41</u> | : | <u>PRINCIPAL COURT INTERPRETER REF NO: 2025/95/GP</u> |
| <u>SALARY</u> | : | R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Magistrate Office: Germiston NQF level 4/Grade 12; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with a minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; A valid driver's license. Language requirements: English, Sepedi/Sesotho, IsiZulu and Tshivenda. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical Thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting. |
| <u>DUTIES</u> | : | Key Performance Areas: Interpret in court of Law (Civil and Criminal matters); Small Claim court; Pre-trial proceedings and consultation; Consecutive interpreting from source to target language during court proceedings; Pre-trial consultation; Quasi and judicial; Interpret non verbal gesture; Dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms R Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 Or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg Or https://forms.office.com/r/X2XaVPasWu |
| <u>POST 01/42</u> | : | <u>CHIEF ADMINISTRATION CLERK REF NO: 25/VA40/NW</u> |
| <u>SALARY</u> | : | R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Magistrate Office Atamelang Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy (MS Office); Planning and organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. PM Seletedi Tel No: (018) 397 7088/7106 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR https://forms.office.com/r/X2XaVPasWu |
| <u>POST 01/43</u> | : | <u>SENIOR COURT INTERPRETER (X3 POSTS)</u> |
| <u>SALARY</u> | : | R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Magistrate Johannesburg (Hillbrow) Ref No: 2025/94/GP (X1 Post) Magistrate Johannesburg Ref No: 2025/93/GP (X1 Post) Magistrate Heidelberg Ref No: 2025/92/GP (X1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification in the field of languages at NQF 5 and minimum of three years' practical experience in court interpreting or Grade 12 with ten |

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| <p>years' practical experience in court interpreting; Proficiency in English and two or more indigenous languages; A valid driver's license. Language requirements: Magistrate Johannesburg (Hilbrow): English, isiZulu, Setswana or Sesotho; Magistrate Johannesburg: English, Tshivenda, Xitsonga and or Sepedi and Magistrate Heidelberg: English, Afrikaans, isiZulu and Southern South. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.</p> | |
| <u>DUTIES</u> | : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate/ Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform Specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters. |
| <u>ENQUIRIES</u> | : Ms P Raadt Tel No: (011) 332 9000 |
| <u>APPLICATIONS</u> | : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or https://forms.office.com/r/X2XaVPasWu |
| <u>NOTE</u> | : Separate application must be made quoting the relevant reference number. |
| <u>POST 01/44</u> | : <u>OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: 25/122/CS</u> |
| <u>SALARY</u> | : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : National Office: Pretoria An NQF level 6 qualification as recognized by SAQA in Safety Management/ Environmental Management/Occupational Health and Safety; Registration with the relevant professional bodies for Occupational Health and Safety Practitioner/Occupational Health Hygienist/South African Institute of Occupational Safety and Health (SAIOSH)/South African Institute for Occupational Hygienist (SAIOH)/ South African Nursing Council for Occupational Health Practitioners; A minimum of 2 years' functional experience in Safety, Health Environment, Risk and Quality management environment; Knowledge on Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge of Occupational Health and Safety Act (OHSA), Basic Condition of Employment Act (BCEA), Employment Equity Act (EEA), Compensation for Occupational Injuries and Diseases Act (COIDA), National Environmental Management Act (NEMA), Safety at Sports and Recreational Events Act (SASREA), Disaster Management Act, DPSA Strategic Framework on Employee Health and Wellness (EHW); Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions; Knowledge of Departmental policies, SHER management standards and guidelines and data analysis; Ability to integrate with the Safety, Health and Environmental (SHE) team of specialists. Skills and Competencies: Concern of others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Computer literacy (MS Word); Communication (verbal and written) skills; Budgeting and financial management; Problem solving and decision making; Communication and information management; Team leadership. |
| <u>DUTIES</u> | : Key Performance Areas: Administer and implement SHER strategy and plan; Administer and implement risk management assessment and control; Administer and implement health and safety services; Administer and implement environmental management services; Manage human, finance and other resources. |
| <u>ENQUIRIES</u> | : Ms A van Ross Tel No: (012) 315 1094 |
| <u>APPLICATIONS</u> | : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.or Physical address: Application |

Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR <https://forms.office.com/r/X2XaVPasWu>

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| <u>POST 01/45</u> | : | <u>MAINTENANCE OFFICER: (MR1 – MR5) (X4 POSTS)</u> |
| <u>SALARY</u> | : | R252 855 – R1111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Magistrate Office: Atlantis Ref No: 81/2025/WC (X1 Post) Magistrate Office: Palm Ridge Ref No: 2025/96/GP (X1 Post) (Re-advert: candidate who previously applied are encouraged to re-apply) Magistrate Office: Springs Ref No: 2025/97/GP (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply) Magistrate Office: Tembisa Ref No: 2025/98/GP (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply) |
| <u>REQUIREMENTS</u> | : | An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance. Proficiency in the following languages Magistrate Palm Ridge – English, IsiXhosa and South Sotho; Magistrate Springs - English, IsiZulu and Sesotho and Magistrate Tembisa -English, Tshivenda, Sepedi and Xitsonga; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail. |
| <u>DUTIES</u> | : | Key Performance Areas: To perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for Maintenance enquiries; Guide Maintenance investigators in the performance of their functions; Implementation of Bench orders; Provide reports and compile statistics. |
| <u>ENQUIRIES</u> | : | Western Cape: Ms P Paraffin Tel No: (021) 462 5471 Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000 |
| <u>APPLICATIONS</u> | : | Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or https://forms.office.com/r/X2XaVPasWu Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical Address: Provincial Office—Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg Or https://forms.office.com/r/X2XaVPasWu |
| <u>NOTE</u> | : | Separate application must be made quoting the relevant reference number |
| <u>POST 01/46</u> | : | <u>ADMINISTRATION CLERK: COURT RECORDING TECHNOLOGY (CRT) (X2 POSTS)</u> |
| <u>SALARY</u> | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Springbok Magistrate Office Ref No: 46/25/NC/SPR (X1 Post) Upington Magistrate Office Ref No: 47/25/NC/UPT (X1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy (MS Office); Good interpersonal relations; Interpersonal relations; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management; Planning and organizations skills; Accuracy and attention to detail. |
| <u>DUTIES</u> | : | Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents. |
| <u>ENQUIRIES</u> | : | Mr N. Leshage Tel No: (053) 802 1300 |
| <u>APPLICATIONS</u> | : | Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment or |

<https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.

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| <u>POST 01/47</u> | : | <u>ADMINISTRATION CLERK (X5 POSTS)</u> |
| <u>SALARY</u> | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement |
| <u>CENTRE</u> | : | Master of the Western Cape: Cape Town Ref No: 84/2025/M/WC (X3 Posts) Office; Goodwood Ref No: 80/2025/WC (X2 Posts) |
| <u>REQUIREMENTS</u> | : | Grade 12 Certificate or equivalent. Skills and Competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Administrative and organization skill; Ability to work under pressure; Customer service; Document management and filing; Interpersonal relations. |
| <u>DUTIES</u> | : | Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component. |
| <u>ENQUIRIES</u> | : | Ms P Paraffin Tel No: (021) 462 5471 |
| <u>APPLICATIONS</u> | : | Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu |
| <u>FOR ATTENTION</u> | : | Ms P Paraffin |
| <u>POST 01/48</u> | : | <u>COURT INTERPRETER (X2 POSTS)</u> |
| <u>SALARY</u> | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Magistrate Office: Johannesburg Ref No: 2025/91/GP (X1 Post) Magistrate Office: Pretoria Ref No: 2025/100/GP (X1 Post) |
| <u>REQUIREMENTS</u> | : | NQF level 4/ Grade 12; Proficiency in one or more indigenous languages and English; Three months Practical experience and driver's license will be an added advantage. Magistrate: Johannesburg: Language requirements: English, IsiZulu, Sesotho, Sepedi or Setswana. Magistrate: Pretoria: Language requirements: English, Venda, Xitsonga and Sepedi Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure. |
| <u>DUTIES</u> | : | Key Performance Areas: Render interpreting services, Translate legal document and exhibits; Coin Words; Assist with reconstruction of Court Records; Perform Specific line and Administrative support Functions, |
| <u>ENQUIRIES</u> | : | Ms P Raadt Tel No: (011) 332 9000 or Ms V Shiburi Tel No: (011) 332 9000 |
| <u>APPLICATIONS</u> | : | Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 Or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu |
| <u>NOTE</u> | : | Separate application must be made quoting the relevant reference number |
| <u>POST 01/49</u> | : | <u>TELECOM OPERATOR REF NO: 82/2025/M/WC</u> |
| <u>SALARY</u> | : | R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Master of the Western Cape High Court, Cape Town |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. Appropriate experience as a telecom operator. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office) Good interpersonal skills; Good public relations skills; Ability to work under pressure and to solve problems; Customer service and document management. |
| <u>DUTIES</u> | : | Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required. |
| <u>ENQUIRIES</u> | : | Ms P Paraffin Tel No: (021) 462 5471 |
| <u>APPLICATIONS</u> | : | Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu |
| <u>FOR ATTENTION</u> | : | Ms P Paraffin |

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| <u>POST 01/50</u> | <u>MESSENGER REF NO: 83/2025/M/WC</u> |
| <u>SALARY</u> | : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : Master of the Western Cape High Court: Cape Town Grade 10 / Abet level 4 qualification; A valid drivers' licence. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Self-management; Ability to work in a Team; Technical proficiency. |
| <u>DUTIES</u> | : Key Performance Areas: Render Driver / Messenger support services; Collect correspondence, Distribute mail and parcels to the various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render Clerical support services. |
| <u>ENQUIRIES APPLICATIONS</u> | : Ms P Paraffin Tel No: (021) 462 5471 Please direct your applications to: Provincial Head: Private Bag X 9171 Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu |
| <u>FOR ATTENTION NOTE</u> | : Ms P Paraffin Shortlisted candidates will be subjected to a personnel vetting process. |
| <u>POST 01/51</u> | <u>FOOD SERVICE AID (X2 POSTS)</u> |
| <u>SALARY</u> | : R163 680 - R192 810 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : South African Law Reform Commission Ref No: 25/126/LD (X1 Post) Magistrate Commission Pretoria Ref No: 25/131/JM (X1 Post) |
| <u>REQUIREMENTS</u> | : Abet level 4/ grade 10; Skills and Competencies: Communication (verbal and written) skills; Planning and organizing skills; Customer service; Attention to detail; Interpersonal skills; Attention to detail; Ability to work under pressure; Conflict management. |
| <u>DUTIES</u> | : Key Performance Areas: Provide catering support services; Serve food and beverages during meetings; Clean kitchen utensils and equipment; Check cutlery, prepare and clean conference facility; Monitor supply of food and report waste and losses. |
| <u>ENQUIRIES</u> | : Ms. R Sema Tel No: (012) 315 1333: South African Law Reform Commission: Centurion Mr. S Kgafela Tel No: (012) 315 1042: Magistrate Commission: Pretoria |
| <u>APPLICATIONS</u> | : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu . |
| <u>NOTE</u> | : Separate application must be made quoting the relevant reference number. |

ANNEXURE H

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

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| <u>CLOSING DATE</u> | : | 30 January 2026 at 16:00 |
| <u>NOTE</u> | : | <p>To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Did not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, 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 is 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: DLRD is an equal opportunity employer committed to promoting representativity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right no to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.</p> |
| | | MANAGEMENT ECHELON |

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| <u>POST 01/52</u> | : | CHIEF RISK OFFICER REF NO: 3/1/1/2026/2 |
| <u>SALARY</u> | : | R1 494 900 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) |
| <u>CENTRE REQUIREMENTS</u> | : | Office of The Director-General: Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Risk Management / Internal Auditing / LAW (NQF Level 7) or related equivalent qualification and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. |

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| <u>DUTIES</u> | : <p>Minimum of 5 years of experience at a senior managerial level in risk management environment. Job related knowledge: Project management best practices, Risk based methodologies, procedures and software. Job related skills: Communication (verbal and written), Interviewing, Analytical and problem-solving ability, Staff and interpersonal, Project management, Computer, Business process analysis, Risk and control assessment skills. A valid driver's licence. Willingness to travel and work under pressure.</p> <p>Obtain develop and implement risk management mandate, commitment, framework, strategy and protocol. Present case for risk management to senior management / relevant committee and define the value proposition on risk management. Draft and present the mandate or terms of reference of the risk management function to senior management / relevant committee. Ensure design, development and implementation of a risk management framework and related protocols (policy, strategy and methodology). Define the internal and external context and stakeholder of the organisation. Develop risk management protocols (Risk management processes, procedures, tools and models, techniques, reporting). Ensure facilitation of risk management process. Facilitate the process of risk assessment and compile and maintain risk registers. Facilitate the embedding of risk management in the department's processes. Capacitate the organisation to execute risk management. Establish risk monitoring and evaluation system. Facilitate and establish a process for risk reporting. Assess the effectiveness of risk management. Compile risk management review report and present reports to relevant committees. Guide and maintain risk management processes. Obtain, develop and Implement compliance management mandate, commitment, framework, strategy and protocol. Present case for compliance management to senior management / relevant committee and define the value proposition of compliance management. Ensure design, development and implementation of a compliance management framework and related protocols (policy, strategy and methodology). Define the internal and external context and stakeholder of the organisation. Facilitate compliance management processes. Ensure development and implementation of compliance management performance plans. Ensure the monitoring and implementation of compliance plan and action plans. Evaluate the compliance management programme in all branches. Lead, direct and manage fraud prevention and anti-corruption measures and ethics management services using strategy protocol. Ensure design, development and implementation of a fraud prevention and anti-corruption framework and related protocols (policies, strategy and methodology). Promote ethics management. Coordinate and conduct fraud, ethics, Anti-corruption and Code of Conduct awareness workshop. Facilitate ethics management services (financial disclosures, remunerative work outside the public service, designated employee). Conduct fraud, ethics, Anti-corruption and Code of Conduct risk assessment processes. Ensure the monitoring of the action plans on all fraud risk registers. Ensure monitoring of the gift register. Compile monthly and quarterly reports for relevant oversight structures. Lead, direct and maintain the business continuity management programme using strategy and protocol. Ensure development, maintenance and testing of the organisation's business continuity programme. Ensure development and maintenance of the department wide business continuity planning (BCP) programme that addresses business recovery and emergency response management. Provide support and guidance in the development of BCP planning and goals. Ensure development, maintenance, and testing programs for all business plans, website, and other information / communication tools. Ensure facilitation and execution of the plans at the time of a crisis event. Manage financial and administrative support services. Facilitate performance and development. Undertake human resource and administrative function services. Establish, implement and maintain efficient and effective communication arrangement. Develop and manage the operational plan for the Chief Directorate: Governance, Risk and Compliance (GRC) and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams or committees as required. Manage procurement and asset management in the unit. Plan and allocate work. Quality control work delivered by subordinates. Provide technical advice and guidance.</p> |
| <u>ENQUIRIES</u> | : <p>Mr S Khumalo Tel No: (012) 312 8425</p> |

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| <u>APPLICATIONS</u> | : | Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post2@dlrrd.gov.za |
| <u>NOTE</u> | : | EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities. |
| <u>POST 01/53</u> | : | <u>DIRECTOR: COMPLIANCE MANAGEMENT SERVICES (REF NO: 3/1/1/2026/3)</u> Chief Directorate: Risk Management |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) Gauteng (Pretoria) |
| <u>CENTRE REQUIREMENTS</u> | : | Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Internal Auditing / Law / Risk Management (NQF 7) or related equivalent qualification and Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at a middle / senior managerial level. Extensive experience in compliance management practices, interacting at operational and strategic level. Job related knowledge: Corporate governance issues, Compliance management, Public Service environment, Public Finance Management Act and National Treasury Regulations. Job related skills: Dynamic leadership, Good Computer literacy in Microsoft Office, Proven project management, Excellent communication (verbal and written), Excellent facilitation, Public speaking / presentation and Negotiation. Result oriented. Ability to work under pressure. Customer focus. A valid driver licence. Team management. |
| <u>DUTIES</u> | : | Develop compliance management framework (policy, strategy, methodology plans) in the Department. Review compliance management policy and framework. Design and maintain a methodologies and processes to be followed by the compliance function. Update and manage the Departmental risk universe on an on-going basis. Develop a compliance risk management plan and develop an effective review process to evaluate the implementation of the compliance risk management plans throughout the department. Develop a monitoring plan and monitor in terms of the review process and report findings to the relevant role players. Ensure implementation of compliance framework in the Department. Conduct compliance risk assessments and maintain risk registers. Conduct compliance analysis in the department. Promote and influence compliance management culture in the department. Monitor compliance and assess the outcome to improve compliance. Participate in committees that serve advisory bodies in the area of compliance risk management. Facilitate monitoring and evaluation of the compliance management programmes in the Department. Research on the development or abolishment of regulatory prescripts applicable to the department and update department compliance universe. Providing guidance, advice and / or training and educational programs, to improve department's understanding of related laws and regulatory requirements. Evaluate the compliance management programme in all branches. Identify applicable legislation and develop compliance universe. Conduct compliance risk management. Conduct internal compliance review and monitoring to highlight area of non-compliance with laws, regulatory requirements, policies and procedures. Prepare report to the Chief Risk Officer (CRO), management or any relevant stakeholder to highlight non-compliance. Manage financial and administration of the directorate. Develop and manage the operational plan for the Directorate: Governance, Risk and Compliance (GRC) and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Undertake human resource and administrative function services. Establish, implement and maintain efficient and effective communication arrangement. |
| <u>ENQUIRIES</u> | : | Mr S Khumalo Tel No: (012) 312 8425 |
| <u>APPLICATIONS</u> | : | Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post3@dlrrd.gov.za |
| <u>NOTE</u> | : | EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities. |

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| <u>POST 01/54</u> | : | <u>DIRECTOR: PROPERTY MANAGEMENT AND POLICY DEVELOPMENT</u> <u>REF NO: 3/1/1/1/2026/9</u> Chief Directorate: Property Management and Advisory Services |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). |
| <u>CENTRE REQUIREMENTS</u> | : | Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Property Management / Real Estates / Law (NQF 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience in middle / senior managerial level in the property management environment. Job related knowledge: Property management, Budgetary planning, Design and development of programmes, Expenditure reporting, Monitoring and evaluation, Infrastructure planning and implementation, Risk management, Strategic planning and Human resource management. Job related skills: Ability to prioritise multiple tasks while maintaining attention to detail, Ability to learn and master new products and concepts, Excellent communication (verbal and written), Microsoft Project Office, Ability to work efficiently and effectively in a team environment and interaction with functional teams. A valid driver's licence and a willingness to travel. |
| <u>DUTIES</u> | : | Develop policies, procedure and guidelines. Identify priority areas for policy development. Conduct research on relevant policy development initiative. Conduct stakeholder consultation. Draft property management policies. Facilitate and consolidate policy inputs for approval. Develop an immovable asset management plan. Coordinate the development of a portfolio strategy and management plan for departmental assets. Coordinate the development of management plans for individual immovable asset life cycle. Coordinate performance assessments of immovable assets. Coordinate the identification of maintenance activities required and the true costs of such activities. Develop a disposals strategy, where necessary. Monitor and evaluate policies, procedure and guidelines. Identify policy gaps. Monitor policy compliance and identify root causes for non-compliance, if any. Monitor the effectiveness of approved policy. Develop and provide capacity building and training. Identify training needs and requirements. Develop training manuals and promotional leaflets. Develop training programmes. Provide training to internal and external clients and stakeholders. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Adv V. Mngwengwe Tel No: (012) 312 9362 Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post9@dlrrd.gov.za |
| <u>NOTE</u> | : | EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities. |
| <u>POST 01/55</u> | : | <u>DIRECTOR: COMMUNAL PROPERTY INSTITUTIONS</u> <u>REF NO: 3/1/1/2026/10</u> Chief Directorate: Land Tenure Reform |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) |
| <u>CENTRE REQUIREMENTS</u> | : | Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Humanities / Social Science / Legal Qualification (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' relevant experience at a middle / senior managerial level in the management of various legal entities environment. Job related knowledge: Policy development, Communal Property Association (CPA) Act, Stakeholder management, Conflict resolution and Land Reform legislation. Job related skills: Panning and organising, Policy analysis and interpretation, Report writing, Computer literacy (Microsoft Word, Excel, PowerPoint, Project), Interpersonal relations, Negotiations, Project management, Presentation and |

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| | Communication (verbal and written. A valid driver's licence. Willingness to travel. |
| <u>DUTIES</u> | : Register Communal Property Institutions (CPI) (Entities). Review / manage the screening of the submissions for compliance. Approve compliant applications. Issue the registration Certificate. Ensure the update of the Communal Property Association (CPA) register. Develop CPI policy, procedures, systems and guidelines. Engage with different stakeholders (CPAs, other Government Departments, Municipalities, Community-based organisations, etc.) to identify policy, legislation and implementation gaps. Collate, analyse and consolidate information into a policy, legislation and implementation proposals. Prepare a draft submission to the policy unit. Design internal systems, procedures and guidelines. Ensure the dissemination of new policy, procedures and legislation to stakeholders (internal and external). Provide implementation support to the Provincial Offices. Ensure that the CPA members and implementers are trained both at District and Provincial levels. Ensure that all the Director-General, Ministerial and Presidential Hotline enquiries are attended to. Develop / review the CPA Strategy. Ensure the vetting of Land Rights Management Facility (LRMF) submissions. Ensure the production of CPA annual report. Ensure collection and collation of information from provinces on the functionality of CPA's. Submit CPA reports to the Director-General, Registrar, Deputy Minister and Minister. Establish and maintain CPA register. Ensure the registration of all CPAs in both electronic Land Administration Web (LAW) and hard copy register. Ensure update of the CPA files. |
| <u>ENQUIRIES</u> | : |
| <u>APPLICATIONS</u> | Mr B Zulu Tel No: (012) 312 8153 |
| | : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post10@dlrrd.gov.za |
| <u>NOTE</u> | : |
| | EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities. |
| <u>POST 01/56</u> | : |
| | <u>DIRECTOR: LAND RIGHT POLICY AND SYSTEM DEVELOPMENT REF NO: 3/1/1/2026/11</u> |
| | Chief Directorate: Land Tenure Reform |
| <u>SALARY</u> | : |
| | R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) Gauteng (Pretoria) |
| <u>CENTRE REQUIREMENTS</u> | : |
| | Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Law / Social Sciences or any other related equivalent qualification (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at a middle / senior managerial level in the land rights management environment. Job related knowledge: Policy and legislation development, Research analysis, Strategic management, Content development, Interpretation of statutes relative to land rights, Land administration, Mediation and dispute resolution, Contract management, Project management, Budgetary planning, Litigation, Land rights policy and legislation, Tenure security policy and legislation, Land rights procedures, products and guidelines, Tenure security procedures, products and guidelines, Design and development of programmes, Expenditure reporting, Monitoring and evaluation, Infrastructure planning and implementation, Risk management, Planning and Human resources management. Job related skills: Communication (verbal and written), Strategic planning and leadership, Presentation and facilitation, Report writing, People management, Financial management, Business management, Monitoring and evaluation, Negotiation and conflict resolution, Customer focus, Computer literacy, Analytical, Problem solving and decision making, Trading and development, Planning and organising. A valid driver's licence. Willingness to travel and to work overtime. |
| <u>DUTIES</u> | : |
| | Oversee the registration section. Oversee the workload, workflow processes and Manage the development of policy, products, procedures and guidelines. Identify policy and legislation needs on land rights policy and products. Research conducted and analysis on land rights policy, legislation and products. Draft policy, products, procedures and guidelines. Conduct policy, legislation and products on land rights workshops and awareness. Administer and maintain land rights policy, legislation and products. Monitor, evaluate |

implantation of policy, legislation and products on land rights. Manage the development and the implementation strategies and mechanisms on land rights. Consult with stakeholders on the design of the implementation strategy. Develop implementation strategy framework. Monitor, evaluate and review the implementation strategy. Manage the development of capacity building and awareness on land rights policies, legislation and products. Identify capacity building and awareness needs. Develop capacity building and awareness programmes and manuals. Conduct and capacitate capacity building and awareness programmes. Monitor, evaluate and review the capacity building and awareness programmes. Manage compliance to land rights policies, legislation and products. Establish and manage Land Rights Management Facility (LRMF). Develop and administer land rights legal and mediation mechanisms. Develop and implement effective land rights infringements monitoring mechanisms. Develop and administer referrals guidelines. Provide support to Provinces in the establishment and management of the LRMF panels. Compile regular reports on land rights infringements and trends analysis.

ENQUIRIES
APPLICATIONS

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POST 01/57

SALARY

CENTRE REQUIREMENTS

DUTIES

: Mr B. Zulu Tel No: (012) 312 8153

: Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post11@dlrd.gov.za

: EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

: **DIRECTOR: LAND ACQUISITION AND WAREHOUSING (REF NO: 3/1/1/2026/12)**
Chief Directorate: Land Redistribution

: R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) Gauteng (Pretoria)

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Minimum of 5 years' relevant experience at a middle / senior managerial level. Job related knowledge: Land Reform: Provision of and Assistance Act 126 of 1993 as amended, Labour Tenants Act 3 of 1996, Restitution of Land Rights Act 22 of 1994, Extension Security of Tenure Act 62 of 1997 as amended, State Land Lease and Disposal policy, Beneficiary Selection and Land Allocation Policy, Post settlement support programmes, Agrarian transformation as well as key priorities of government, Comprehensive Rural Development Programmes (CRDP), Land Reform Prescripts and other relevant departmental prescripts, National Development Plan and Medium Term Development Plan. Job related skills: Communication (verbal and written), Strategic management, Negotiation, Computer literacy, Stakeholder relationship, Facilitation / coordination, Presentation, Financial management, Project management and Interpersonal relations. Willingness to travel. Ability to work under pressure, long and irregular hours. A valid driver's licence.

: Facilitate engagements for purposes of developing Memorandum of Agreements (MOAs) for land reform with various financial and other relevant Institutions regarding access to suitable land. Identify and engage stakeholders and liaise with relevant unit for purposes of drafting MOAs. Identify and map strategically located land in collaboration with provinces. Conduct physical inspections to verify strategic location of the land. Develop strategic intervention tools on land acquisitions. Develop Standard Operating Procedures (SOPs) for different land acquisition methods (auction, deceased estates, foreclosure and donations). Contribute to the development of policies and legislation related to strategic land acquisition, beneficiary selection and land allocation. Provide capacity building and training on land acquisition. Conduct training needs assessments. Develop training and capacity building programmes. Develop user and training manuals. Manage the training and capacity building interventions. Develop national land acquisition plan and budget projections. Facilitate provincial inputs on strategically locate land to be

acquired and the related costing. Consolidate provincial project registers into a national project register. Submit the national project register for approval. Monitor progress on the project register as well as expenditure. Provide land acquisition and allocation support services. Conduct quality assurance on land acquisitions and allocations submissions for purposes of approval. Lead secretarial services of the National Quality Assurance structure on land acquisitions and allocations. Facilitate submissions on land acquisitions and allocations to national approval structures. Provide support to provincial structures in addressing land acquisitions and allocations challenges. Maintain and track property valuations register.

ENQUIRIES
APPLICATIONS

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- : Mr R. Shilote Tel: (012) 312 8132
- : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post12@dlrrd.gov.za
- : EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

OTHER POSTS

POST 01/58

- : **CHIEF PROFESSIONAL SURVEYOR REF NO: 3/1/1/2026/1**
Directorate: Examination, State and Land Reform Surveys Services

SALARY

- : R1 099 488 per annum, (The salary will be determined in accordance with the OSD)

CENTRE REQUIREMENTS

- : Limpopo (Polokwane)
- : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with the South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with SAGC as a Professional Surveyor to perform cadastral Surveys. Minimum of 6 years post-qualification survey experience required. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance and knowledge, Mobile equipment operating, Survey design and analysis, Research and development, Computer-aided survey applications, Creating high-performance culture, Technical consulting, Survey and professional judgment. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Communication (verbal and written), People management, Planning and Organising, Conflict management, Negotiation and Change management. A valid driver's licence.

DUTIES

- : Design, plan, and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost-effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey-related matters to minimise possible survey 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective

resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES
APPLICATIONS

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POST 01/59

SALARY
CENTRE
REQUIREMENTS

DUTIES

: Ms M Sibanda Tel No: (015) 495 1991

: Applications can be submitted by hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700 or by email to Post1@dlrrd.gov.za

: EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

: **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/1/1/2026/6 (X2 POSTS)**
Directorate: OR Tambo and Sarah Baartman District

: R468 459 per annum (Level 09)

: Eastern Cape (East London)

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration / Public Management / Human Resource Management / Human Resource Development (NQF Level 6) as recognised by the South African Qualifications Authority (SAQA). Minimum of 3 years' working experience in the youth development field. Job related knowledge: Project management life cycle, Skills Development Act, South African Qualification Act and Youth Development. Job related skills: Planning and organising, Financial management, Decision-making, Communication (verbal and written) and interpersonal, Computer literacy (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development. Willingness to travel. A valid driver's licence.

: Coordinate and facilitate the recruitment of NARYSEC participants into the NARYSEC programme within the district. Engage local stakeholders regarding NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Arrange orientation of new NARYSEC participants into NARYSEC programme. Facilitate recruitment of NARYSEC participants who meet criteria and submit required documents to human resource unit. Facilitate signing of contract with recruited NARYSEC participants. Coordinate vetting of successful applicants through security services. Capture NARYSEC participants on to NARYSEC information management system. Coordinate management of NARYSEC participants enrolled in the NARYSEC Programme within the district. Monitor NARYSEC participants participation in the programme and compile monthly reports. Update records of NARYSEC participants in different training colleges and leadership training. Provide support in the coordination of community services for NARYSEC participants from the district. Facilitate and coordinate logistical arrangements for NARYSEC participants attending training, meetings and events. Administer attendance registers during training for the payment of top up stipends. Administer payment of top up stipends. Compile monthly report on NARYSEC participants that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Coordinate and facilitate skills development of the NARYSEC participants within the districts. Facilitate and coordinate career guidance sessions through the Deputy Director: Skills Development. Facilitate NARYSEC participants signing of training commitment letters. Educate and explaining to the NARYSEC participants on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring attendance, training progress and compile reports. Coordinate, facilitate and support economic opportunities for the NARYSEC participants. Facilitate stakeholder identification and engagements for economic opportunities. Facilitate partnerships for NARYSEC economic opportunities. Link NARYSEC participants to identified internal and external

ENQUIRIES
APPLICATIONS

: economic opportunities. Facilitate and coordinate business support for NARYSEC enterprises.

: Ms N Dlamini Tel No: (012) 312 9295

: Applications can be submitted by hand delivered during office hours to: Ocean Terrace, Coner Moore and Coutts Street, Block H, Quigney, East London, 5201 or by email to Post6@dlrrd.gov.za

NOTE

: EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

POST 01/60

: **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/1/1/2026/7**

: Directorate: National Rural Youth Service Corps (NARYSEC)

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)

: Limpopo (Polokwane)

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration / Public Management / Human Resource Management / Human Resource Development (NQF Level 6) as recognised by the South African Qualifications Authority (SAQA). Minimum of 3 years' working experience in the youth development field. Job related knowledge: Project management life cycle, Skills Development Act, South African Qualification Act and Youth Development. Job related skills: Planning and organising, Financial management, Decision-making, Communication (verbal and written) and interpersonal, Computer literacy (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development. Willingness to travel. A valid driver's licence.

DUTIES

: Coordinate and facilitate the recruitment of NARYSEC participants into the NARYSEC programme within the district. Engage local stakeholders regarding NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Arrange orientation of new NARYSEC participants into NARYSEC programme. Facilitate recruitment of NARYSEC participants who meet criteria and submit required documents to human resource unit. Facilitate signing of contract with recruited NARYSEC participants. Coordinate vetting of successful applicants through security services. Capture NARYSEC participants on to NARYSEC information management system. Coordinate management of NARYSEC participants enrolled in the NARYSEC Programme within the district. Monitor NARYSEC participants participation in the programme and compile monthly reports. Update records of NARYSEC participants in different training colleges and leadership training. Provide support in the coordination of community services for NARYSEC participants from the district. Facilitate and coordinate logistical arrangements for NARYSEC participants attending training, meetings and events. Administer attendance registers during training for the payment of top up stipends. Administer payment of top up stipends. Compile monthly report on NARYSEC participants that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Coordinate and facilitate skills development of the NARYSEC participants within the districts. Facilitate and coordinate career guidance sessions through the Deputy Director: Skills Development. Facilitate NARYSEC participants signing of training commitment letters. Educate and explaining to the NARYSEC participants on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring attendance, training progress and compile reports. Coordinate, facilitate and support economic opportunities for the NARYSEC participants. Facilitate stakeholder identification and engagements for economic opportunities. Facilitate partnerships for NARYSEC economic opportunities. Link NARYSEC participants to identified internal and external economic opportunities. Facilitate and coordinate business support for NARYSEC enterprises.

ENQUIRIES
APPLICATIONS

: Ms N Dlamini Tel No: (012) 312 9295

: Applications can be submitted by hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700 or by email to Post7@dlrrd.gov.za

NOTE

: EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

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| <u>POST 01/61</u> | : | <u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/1/1/2026/13</u> |
| | | Directorate: Restitution Finance and Supply Chain Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) Gauteng (Pretoria) |
| | : | Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Accounting / Cost and Management Accounting / Financial Management or related equivalent qualification (NQF Level 6). Minimum 3 years' supervisory experience in the financial management field. Job related knowledge: Policies, procedures and prescripts, Financial systems including Basic Accounting System (BAS), Public Financial Management Act, Treasury regulations, Budget and reporting procedures. Job related skills: Financial management, Supervision, Corporate governance, Communication (verbal and written), Ability to produce management reports and presentations, Supervision and Interpersonal. Willingness to travel. A valid driver's licence. |
| <u>DUTIES</u> | : | Control and coordinate the budget. Manage and coordinate the Medium-Term Expenditure Framework (MTEF), drawings, budget adjustment and Estimates of National Expenditure (ENE) process. Ensure that the appropriate budget of the branch is correctly allocated to the relevant responsibilities / cost centres. Realign the budget in line with operational needs for the branch. Manage the funds shift process. Manage restitution households and current payment. Ensure compliance to internal and external financial prescripts when processing payments. Verify and authorise payments inline with the delegated responsibilities. Ensure that payments are processed within the laid down time frames and correctly in terms of SCoA allocations. Manage expenditure. Analyse and monitor the expenditure trends against the spending plans and drawings. Ensure that the expenditure of the branch is in line with allocated budget of the branch. Take effective and appropriate steps to avoid unauthorised, irregular and fruitless and wasteful expenditures. Compile and coordinate financial reports. Report on spending against the monthly cash flow projections (IYM) and spending plans for the branch. Provide expenditure reports and projects analysis reports to line managers. Provide financial management information and advice to line managers. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr M Mampholo Tel No: (012) 407 4475 Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post13@dlrrd.gov.za |
| <u>NOTE</u> | : | EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities. |
| <u>POST 01/62</u> | : | <u>PERSONAL ASSISTANT REF NO: 3/1/1/2026/8</u> |
| | | Branch: Rural Development |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Gauteng (Pretoria) |
| | : | Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management or relevant equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures, Telephone etiquette, Basic knowledge on financial administration. Job related skills: Sound organisational, Computer literacy (Microsoft Office), Good interpersonal relations, High level of reliability. Communication (verbal and written), Language, Ability to communicate well with people at different levels and from different backgrounds, Ability to do research and analyse documents and situations, Ability to act with tact and discretion, Good grooming and presentation, Self-management and motivation. Willingness to work extended hours. Classified Secrets Security Clearance. |
| <u>DUTIES</u> | : | Provide a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machine and photocopies are in good working order. Record the engagements of the senior manager. Utilises discretion to decide whether to accept / decline |

or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g: Progress reports, Monthly reports and management reports. Scrutinises routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES
APPLICATIONS

: Ms N Notshe Tel No: (012) 312 9332

: Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post8@dlrrd.gov.za

: EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

NOTE

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations, and maintenance. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria, and other provinces. Candidates should therefore possess managerial skills at different levels of proficiency of the posts. Shortlisted candidates could be expected to complete management competency assessments.

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| <u>CLOSING DATE</u> | : | 02 February 2026 |
| <u>NOTE</u> | : | <p>Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/ "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 qualifications, only shortlisted candidates will submit proof of permanent residence. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment 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. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). Note for SMS posts - prior to appointment, a candidate will be required to complete the Nyukela Programme, a pre-entry certificate to Senior Management Services is an online course offered by the National School of Government (NSG). For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. 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. For Professional Engineers posts, please indicate province of preference. Applications Enquiries: Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305 / 5305 / To The T Recruitment: 067 391 7387</p> |

MANAGEMENT ECHELON

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| <u>POST 01/63</u> | : | <u>DEPUTY DIRECTOR-GENERAL: TECHNICAL SUPPORT SERVICES (TSS)</u> <u>REF NO: MISA/DDG-TSS/01</u> |
| <u>SALARY</u> | : | R1 813 182 per annum (Level 15), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structure according to the personal needs within a framework. |
| <u>CENTRE REQUIREMENTS</u> | : | <p>MISA Head Office - Centurion</p> <p>An appropriate Degree in Finance, Built Environment- Engineering, Law, Public Administration/Management or equivalent relevant qualification at NQF level 8 as recognised by SAQA with 8 extensive years' experience at senior managerial level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical</p> |

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| <p>competencies: In depth knowledge and understanding of: Infrastructure Planning and programme and project management. Municipal infrastructure planning process. Comprehensive infrastructure plans. Spatial planning and Provincial Growth and Development Strategies. Local socio-economic infrastructure. Construction Industry.</p> | |
| <u>DUTIES</u> | : The successful candidate will perform the following duties: Oversee the provision of technical support and capabilities to enhance the delivery of municipal infrastructure programmes. Coordinate the provision of technical support and assistance to municipalities in conducting infrastructure assessment and analysis. Coordinate the provision of technical support and expertise to municipal infrastructure delivery, planning, maintenance and land use management services with relevant stakeholders. Coordinate the development of technical skills to support the delivery of municipal infrastructure programmes. |
| <u>ENQUIRIES</u> | : Ms Kenosi Mathole & Mr Josephat Makuba Tel No: (012) 848 5382/5367 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : Please forward your application, quoting the relevant reference number, to misa4@tttrecruitment.co.za |
| <u>POST 01/64</u> | <u>DEPUTY DIRECTOR GENERAL: INFRASTRUCTURE DELIVERY MANAGEMENT SUPPORT SERVICES (IDMSS) REF NO: MISA/DDG-IDMSS/02</u> |
| <u>SALARY</u> | R1 813 182 per annum (Level 15), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured according to the personal needs within a framework. |
| <u>CENTRE REQUIREMENTS</u> | : MISA Head Office, Centurion An appropriate Degree in Built Environment- Engineering, Law, Public Administration/Management, Finance or equivalent relevant qualification at NQF level 8 as recognised by SAQA with 8 years' extensive experience at senior management level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical competencies: In depth knowledge and understanding of: Government and private sector infrastructure development approaches; Public Private Partnership and other alternative Infrastructure Delivery Models. Stakeholder Management; Infrastructure Procurement and Contract Management, and Infrastructure Financing. |
| <u>DUTIES</u> | : The successful candidate will perform the following duties: Oversee the provision of infrastructure management support on projects, operations and maintenance of municipal infrastructure; provide infrastructure programme coordination; Coordinate the development and implementation of the National Framework for contracting municipal infrastructure services and Facilitate processes to support innovation and source funding (e.g. grants, donor funds, loans, PPP, etc.) for infrastructure development. |
| <u>ENQUIRIES</u> | : Ms Kenosi Mathole & Mr Josephat Makuba Tel No: (012) 848 5382/5367 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : Please forward your application, quoting the relevant reference number, to misa5@tttrecruitment.co.za |
| <u>POST 01/65</u> | <u>PROVINCIAL MANAGER LIMPOPO AND EASTERN CAPE REF NO: MISA/PM/05 (X2 POSTS)</u> |
| <u>SALARY</u> | : R1 266 714 per annum (Level 13) |
| <u>CENTRE REQUIREMENTS</u> | : Limpopo – Polokwane & Eastern Cape – East London An appropriate BTech or Degree in Built Environment, Engineering or equivalent relevant qualification at NQF level 7 as recognised by SAQA with five (5) years' work experience in middle/senior managerial level in a related field and exposure in Local Government. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). Core competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial |

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| <p>Management and Change Management. Technical competencies: In depth knowledge and understanding of: Contract Management. Programme and Project Management. Government Systems and Structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.</p> | |
| <u>DUTIES</u> | : The successful candidate will perform the following duties: Provide leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at all levels including sector departments, provincial departments, and local government. Facilitate the identification of technical support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA. |
| <u>ENQUIRIES</u> | : Ms Ziph Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : Please forward your application, quoting the relevant reference number, to misa8@tttrecruitment.co.za |
| <u>POST 01/66</u> | <u>DIRECTOR: KNOWLEDGE & INFORMATION MANAGEMENT REF NO: MISA/D-KIM/06</u> |
| <u>SALARY</u> | : R1 266 714 per annum (Level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework. |
| <u>CENTRE REQUIREMENTS</u> | : MISA Head Office - Centurion An appropriate BTech or Degree in Information Systems /Information Systems/ Strategic Communications Management or equivalent relevant qualification at NQF level 7 as recognised by SAQA with five (5) years' experience at middle/senior management level. A relevant postgraduate qualification in Information Management will be an added advantage. Core Competencies: Applied Strategic Thinking. Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management. Project Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical Competencies: In depth knowledge and understanding of: Reporting Processes and Systems. Presentation and Writing skills. People management. Diversity management. |
| <u>DUTIES</u> | : The successful candidate will perform the following duties. Develop and implement an Information and knowledge management plans. Promote knowledge capture and reuse through operational and business processes. Monitor the usage to ensure compliance with Security policies and POPI. Collaborate with management and the IT department to improve security. Perform evaluation / tests to find any flaws. Provide knowledge training and best practices for information management. |
| <u>ENQUIRIES</u> | : Ms Ziph Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : Please forward your application, quoting the relevant reference number, to misa9@tttrecruitment.co.za |
| <u>POST 01/67</u> | <u>DIRECTOR: FRAMEWORK CONTRACTS & INFRASTRUCTURE PROCUREMENT REF NO: MISA/D-FC-IP/07</u> |
| <u>SALARY</u> | : R1 266 714 per annum (Level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework. |
| <u>CENTRE REQUIREMENTS</u> | : MISA Head Office - Centurion An appropriate BTech or Degree in Built Environment or equivalent relevant qualification at NQF level 7 as recognised by SAQA with a minimum of five (5) years' experience at middle/senior managerial level, of which a minimum of three (3) is in the public sector. A relevant postgraduate qualification in the Built Environment will be an added advantage. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Stakeholder Management. Programme and Project Management. Financial |

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| <p>Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical Competencies: In-depth knowledge and understanding of: Contract Management. Technical and Professional, legal and operational compliance. Built Environment and Professional judgement. Knowledge of Supply Chain Management and infrastructure procurement. Government systems and structures, knowledge of the Infrastructure Delivery Management System (IDMS) will be an added advantage. Cooperative governance systems and legislation. Local government transformation. Knowledge of local government socio-economic infrastructure.</p> | |
| <u>DUTIES</u> | : The successful candidate will perform the following duties. Responsible for the development of the strategic approach in supporting municipalities in the value chain of infrastructure procurement. Support the institutionalisation of Local Government Framework for Infrastructure Delivery and Procurement Management and Local Government Infrastructure Delivery Management System. Conduct monitoring and evaluation of the impact of the work of the Chief Directorate: - Track the expenditure of the municipalities on infrastructure projects; Monitors the progress on interventions by the unit; Conduct an assessment on the institutionalisation of the LG IDMS and MFMA Circular 106; Compile and consolidate the report of the Chief Directorate. Progress tracking and reporting to the Chief Director; Development of reporting templates; Collaborate with MISA Provincial Programme Manager on planned support and follow-up on meeting schedules and lead the development of the SOPs within the unit. |
| <u>ENQUIRIES</u> | : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : Please forward your application, quoting the relevant reference number, to misa10@ttrecruitment.co.za |
| <u>POST 01/68</u> | : <u>DIRECTOR: INFRASTRUCTURE ASSESSMENT AND ANALYSIS REF NO: MISA/D-IAA/20</u> |
| <u>SALARY</u> | : R1 266 714 per annum |
| <u>CENTRE</u> | : MISA Head Office, Centurion |
| <u>REQUIREMENTS</u> | : An appropriate BTech/ Degree in Built Environment (BSc Eng/BTech in Civil Engineering) or equivalent relevant qualification at NQF 7 as recognised by SAQA with 5 years' experience at middle/ senior managerial level in a related field and exposure in Local Government. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and currents trends in innovation and practices to be able to analyse and evaluate the feasibility of options and alternatives in delivery of quality services that comply with the statutory provisions. Advanced knowledge and understanding of relevant local government policies and legislations. Government Systems and Structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure. |
| <u>DUTIES</u> | : The successful candidate will perform the following duties: Provide technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance. Conduct the assessment on condition and the extent of municipal Infrastructure assets. Provide technical support to municipalities in assessing infrastructure maintenance requirements. Provide development support and / or intervention service delivery need. |
| <u>ENQUIRIES</u> | : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : Please forward your application, quoting the relevant reference number, to misa11@ttrecruitment.co.za |

OTHER POSTS

POST 01/69 : **DEPUTY DIRECTOR: KNOWLEDGE & INFORMATION MANAGEMENT**
REF NO: MISA/DD- KIM/08

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11)
: MISA Head Office - Centurion
: An appropriate National Diploma or Degree in Information Management/ Information Systems/Strategic Communications Management or equivalent qualification at NQF 6 as recognized by SAQA. A relevant postgraduate qualification in Information Management will be an added advantage. A minimum of 3-5 years' relevant experience in the field, preferably in the public sector, and at least two years' supervisory experience at Assistant Director level. Core Competencies: Analyse and present information. Problem Solving and Decision making. Planning and organising. Interpersonal relations and Communication. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills.

DUTIES : The successful candidate will perform the following duties: The successful candidate will perform the following duties: Implement effective knowledge and information management services in all offices of the branch. Support the development and implementation of strategies, tools and guidelines. Promote and monitor the use of knowledge and information management tools and assets. Maintain solutions that promote knowledge sharing and platforms that assist in informed decision making. Maintain knowledge bases, webpages and the electronic document management system and ensure controlled access and security to sensitive information and documents. Ensure compliance to guidelines and procedures and liaise with internal and external stakeholders to promote the culture of organisational learning, innovation and collaboration. Evaluate the value of knowledge management initiatives and produce reports and research briefings related to knowledge and information activities and projects. Provide functional support for quality reporting for the branch.

ENQUIRIES : Ms Ziphophetha & Nomziselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387

APPLICATIONS : Please forward your application, quoting the relevant reference number, to misa12@tttrecruitment.co.za

POST 01/70 : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: MISA/DD-SP/09**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11)
: MISA Head Office - Centurion
: An appropriate National Diploma or Degree in, Social Science, Monitoring and Evaluation, Developmental studies, Finance and Public Administration or equivalent qualification at NQF 6 as recognized by SAQA. A relevant postgraduate qualification in Strategic Planning and Management will be an added advantage. A minimum of 3-5 years' relevant experience in the field, preferably in the public sector, and at least two years' supervisory experience at Assistant Director level. Core Competencies: Diversity Management. Communication and Information Management. Human Resource Practices. Project Management. Developing others. Problem-solving and Decision Making. Process Competencies: Applied Strategic Thinking. Policy formulation. Organizational Strategy. Team Leadership. Constitutional, legal and institutional arrangements. Technical competencies: In depth knowledge and understanding of Government Planning and Reporting Processes and Systems. Presentation and Writing skills. People management. Diversity management. Legal and institutional arrangements.

DUTIES : The successful candidate will perform the following duties: The successful candidate will perform the following duties: Coordinate strategic and operational planning processes of the department. Support the development of process plan for annual performance planning process. Facilitate the development of technical indicator descriptions in consultation with programme and sub-programme managers. Facilitate the processes leading to an agreement of Portfolio of Evidence for each KPI in the APP. Support the process to develop the Department's Service Standard and Operational Plan for each financial year. Provide support in the alignment of the APP to the budget.

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| <u>ENQUIRIES</u> | : | Ms Ziph Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : | Please forward your application, quoting the relevant reference number, to misa13@ttrecruitment.co.za |
| <u>POST 01/71</u> | : | <u>DEPUTY DIRECTOR: ORGANISATIONAL EFFECTIVENESS & LABOUR RELATIONS REF NO: MISA/DD-OE-LR/10</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R896 436 per annum (Level 11) MISA Head Office - Centurion</p> <p>An appropriate National Diploma/ Degree in Organisational Development/ Management Services or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum of 3-5 years relevant experience of which at least 3-years should be experience at Assistant Director Level performing organisational development and Labour Relations Core competencies: Applied Strategic Thinking Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management. Project Management. Core Competencies: Knowledge management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and customer Focus. Communication. Technical competencies: In depth knowledge and understanding of Government Planning and Reporting Processes and Systems. Public Services Act. Public Service Regulations, 2016. Labour Relation Act. Basic Conditions of Employment Act. Human Resource Frameworks. Policy analysis and development. Organisational design and development. Presentation and Writing skills.</p> |
| <u>DUTIES</u> | : | The successful candidate will perform the following duties: Monitor and coordinate and the development and maintenance of departmental organogram/ s and Manage PERSAL Staff Establishment. Ensure PERSAL information integrity. Ensure the development of job descriptions and provide advice thereon. Manage the provision of process mapping and standard operating procedure (SOP) services. Manage job evaluation processes. Guide and manage the misconduct and disciplinary processes. Manage and facilitate grievance processes. Manage the appeals processes. Represent the employer in Chamber, Council and CCMA labour matters. Manage collective bargaining processes matters. |
| <u>ENQUIRIES</u> | : | Ms Ziph Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : | Please forward your application, quoting the relevant reference number, to misa14@ttrecruitment.co.za |
| <u>POST 01/72</u> | : | <u>DEPUTY DIRECTOR: CAPACITY BUILDING REF NO: MISA/DD-CB/11</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R896 436 per annum (Level 11) MISA Head Office - Centurion</p> <p>An appropriate National Diploma/ Degree in Human Resource Management/ Development or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum of 3-5 years relevant experience of which at least 3-years should be experience at Assistant Director Level performing capacity building management and/or stakeholder coordination. Understanding of the local government environment as well as training and development will be added advantages. Core competencies: Applied Strategic Thinking. Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management and conflict resolution. Project Management. Technical competencies: In-depth knowledge and understanding of Government Planning and Reporting Processes and Systems. Presentation and Writing skills. People management. Diversity management. Legal and institutional arrangements.</p> |
| <u>DUTIES</u> | : | The successful candidate will perform the following duties: Develop policies and implement action plan strategies for capacity building training and development programmes. Coordinate capacity building training for learners and municipal staff. Facilitate the rollout of capacity building programmes aimed at strengthening the capacity of local government to plan, deliver, operate and maintain infrastructure. |
| <u>ENQUIRIES</u> | : | Ms Ziph Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : | Please forward your application, quoting the relevant reference number, to misa15@ttrecruitment.co.za |

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| <u>POST 01/73</u> | : | <u>DEPUTY DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: MISA/DD-SFM/12</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R896 436 per annum (Level 11) MISA Head Office - Centurion</p> <p>An appropriate National Diploma/ Degree in Public Management/ Security Management/ Office management or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum of 3-5 years relevant experience of which at least 3-years should be experience at Assistant Director Level performing Security and Facilities Management. Core competencies: Applied Strategic Thinking. Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management and conflict resolution. Project Management. Technical competencies: In depth knowledge and understanding of Public Finance and Management Act and Public Service Regulations, Minimum Information Security Standards (MISS), Contract and Property Management. Occupational Health and Safety Act.</p> |
| <u>DUTIES</u> | : | The successful candidate will perform the following duties: Develop and implement security and facilities management policies, systems and procedures. Manage the security services in the organisation including access control, supervision of the security company, vetting and designation of security zones. Monitor physical security measures in line with the Minimum Information Security Standards (MISS). Manage the provisions of adequate facilities, including transport, office space, building maintenance, travel contract, cleaning services and refreshments in the organisation. |
| <u>ENQUIRIES</u> | : | Ms Ziph Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To the T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : | Please forward your application, quoting the relevant reference number, to misa16@ttrecruitment.co.za |
| <u>POST 01/74</u> | : | <u>ASSISTANT PROVINCIAL MANAGER REF NO: MISA/APM/13 (X3 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R896 436 per annum (Level 11) Northern Cape – Kimberley, Eastern Cape – East London & Free State - Bloemfontein</p> <p>An appropriate 3-year National Diploma or Degree in Built Environment or equivalent relevant qualification at NQF level 6 as recognised by SAQA with 3-5 years' experience in the relevant field and exposure in Local Government of which 3 years 'should be experience at Assistant Director level. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Intergovernmental Relations (IGR). Technical Competencies: Contract Management. Programme and Project Management. Government systems and structures. Co-operative governance systems and legislation. Local government systems and transformation. Knowledge of local socio-economic infrastructure. Understanding of Government Monitoring and evaluation Framework.</p> |
| <u>DUTIES</u> | : | The successful candidate will perform the following duties: Provide support to MISA Provincial Manager in a province. Manage and maintain relationships with key stakeholders. Manage the Technical Support Plans to municipalities in a province. Monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Report, manage and mitigate the identified risks within MISA. |
| <u>ENQUIRIES</u> | : | Ms Ziph Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : | Please forward your application, quoting the relevant reference number, to misa17@ttrecruitment.co.za |
| <u>POST 01/75</u> | : | <u>PROFESSIONAL ENGINEERS (CIVIL) REF NO: MISA/PE-CIV/03 (X6 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | <p>R879 342 per annum, (OSD) Limpopo – Sekhukhune Mpumalanga – Ermelo Northern Cape-Kimberley</p> |

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| | <p>North West - Vryburg (X2 Posts) Free State - Bloemfontein</p> |
| <u>REQUIREMENTS</u> | <p>An appropriate Degree in Civil Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7as recognised by SAQA with three (3) years post-qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering, legal and operational compliance. Engineering operational communication.</p> |
| <u>DUTIES</u> | <p>The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, operation, and Maintenance requirements of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project, and contract management. Support in the development, review, and the implementation of municipal sector master plans.</p> |
| <u>ENQUIRIES</u> | <p>Ms Ziph Thete & Nomiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387</p> |
| <u>APPLICATIONS</u> | <p>Please forward your application, quoting the relevant reference number, to misa6@tttrecruitment.co.za</p> |
| <u>POST 01/76</u> | <p><u>PROFESSIONAL ENGINEER: ELECTRICAL REF NO: MISA/PE-ELC/04 (X2 POSTS)</u></p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>R795 147 per annum, (OSD), total cost package Eastern Cape- Gqeberha & Limpopo- Waterberg An appropriate Degree in Electrical Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7as recognised by SAQA with three (3) years' post-qualification experience in Electrical Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Core Competencies: Strategic Capacity Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering. Legal and operational compliance. Engineering operational communication.</p> |
| <u>DUTIES</u> | <p>The successful candidate will perform the following duties: Provide support on Electrical Engineering services in accordance with South African Policies, Act, Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies. Design and Development, Implementation, Operation, and Maintenance including procurement, programme / project, and contract management. Support in the development, review, and the implementation of municipal sector master plans.</p> |
| <u>ENQUIRIES</u> | <p>Ms Ziph Thete & Nomiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387</p> |
| <u>APPLICATIONS</u> | <p>Please forward your application, quoting the relevant reference number, to misa7@tttrecruitment.co.za</p> |

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| <u>POST 01/77</u> | <u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: MISA/ASD-IC/14</u> |
| <u>SALARY</u> | : R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : MISA Head Office - Centurion |
| <u>REQUIREMENTS</u> | : An appropriate National Diploma or Degree Auditing/Accounting/ Internal Audit/ Risk Management or equivalent relevant qualification at NQF 6 as recognised by SAQA. Minimum 3-5 years' experience of which 2 years should supervisory level in the risk and audit management field. Registration as a Certified Internal Auditor will be an added advantage. Core Competencies: People Management and Empowerment. Programme and Project Management. Risk Management and Internal Control. Change Management. Technical Competencies: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognized Accounting Practices (GRAP) and Pastel, VIP & PERSAL. Policy Development. Statistical and Qualitative analysis. Advanced computer proficiency in MS Office. General Ledger reconciliation and analysis. Research and/or audit report writing. |
| <u>DUTIES</u> | : The successful candidate will perform the following duties: Develop, implement and maintain internal control monitoring and evaluation mechanisms. Monitor the performance of internal control activities in compliance with relevant legislations, policies, regulations, framework, standards, guidelines, procedure manuals and delegations of authority. Conduct internal control, financial and related system (e.g., Pastel, VIP, PERSAL and supplier Database) inspections to identify ineffective internal controls in the department. Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Coordinate the assurance processes (e.g. response to external and internal auditor's queries, management responses) and facilitate the developmental and the implementation of departmental action plans to address the identified control deficiencies. Develop, implement and maintain a financial information retention/ repository system. Review supplier invoices for completeness and compliance. Monitor implementation of all applicable rules and regulations. Develop and maintain formal process for dealing with irregular, unauthorized, fruitless and wasteful expenditure, Conduct assessment and investigation on reported cases of irregular, fruitless and wasteful expenditure. |
| <u>ENQUIRIES</u> | : Ms Ziph Thete & Nomiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387 |
| <u>APPLICATIONS</u> | : Please forward your application, quoting the relevant reference number, to misa18@tttrecruitment.co.za |
| <u>POST 01/78</u> | <u>DATA TECHNICIAN (ASD LEVEL) REF NO: MISA/DT-ITC/15</u> |
| <u>SALARY</u> | : R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : MISA Head Office - Centurion |
| <u>REQUIREMENTS</u> | : An appropriate 3 years' National Diploma or Degree in Information Technology/Computer Science or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum 3-5 years' experience of which 2 years should supervisory level in Information Technology, SQL database environment, and applications development/enhancement using Visual Basic and .Net Framework programming language. General Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Developing others, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Maintenance and administration of websites, SQL Server; Data Migration Management; Installation and configuring MySQL using Xampp technology; Backup on the database. Ensuring and application of systems security measures. |
| <u>DUTIES</u> | : The successful candidate will perform the following duties: Manage MISA business applications and websites. Provide maintenance and support for bespoke and COTS systems. Estimate database capabilities and development methods for maintenance of database; Review and make recommendations for the current database environments; Design and create new tables and database; Maintain SQL-based reports and combining data from multiple data sources. |
| <u>ENQUIRIES</u> | : Ms Ziph Thete & Nomiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387 |

APPLICATIONS : Please forward your application, quoting the relevant reference number, to misa19@tttrecruitment.co.za

POST 01/79 : **COMMUNICATIONS OFFICER REF NO: MISA/CMS: COMMS/16**

SALARY CENTRE REQUIREMENTS : R397 116 per annum (Level 08)
 : MISA Head Office, Centurion
 : An appropriate National Diploma or Degree in Communications, Public Relations, Media Studies, Journalism or equivalent qualification as recognised by SAQA. 1- 2 years working experience in Communications, Media, or Public Relations environment within the public sector. A valid Code 8/10 drivers' licence is essential. Generic competencies: Applied Strategic Thinking. Problem Solving and Decision making. Project Management. Planning and organising. Developing others. Team management and conflict resolution. Diversity Management. Interpersonal relations. Communication and Information Management. Technical competencies: Excellent verbal and written communication skills. In-depth understanding of Government communication frameworks and public service prescripts. Knowledge of marketing, branding, and public relations principles. Proficiency in managing social media platforms and digital content. Understanding of corporate identity and branding within the public sector. Editing, proofreading, and multimedia production knowledge. Ability to work under pressure and meet tight deadlines. Willingness to work overtime.

DUTIES : The successful candidate will perform the following duties: Develop and implement internal and external communication strategies and media plans. Write, edit, and proofread content for departmental publications. Facilitate the procurement and quality control of marketing and promotional collateral. Establish and maintain good relations with the media. Organize departmental events, awareness campaigns, and public participation programmes. Provide multimedia and photographic services. Maintain and update MISA's online presence and social media platforms. Ensure compliance with government communication and corporate identity guidelines. Willingness to travel extensively.

ENQUIRIES : Ms Ziphophetho & Nomiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387

APPLICATIONS : Please forward your application, quoting the relevant reference number, to misa20@tttrecruitment.co.za

POST 01/80 : **BID ADMINISTRATOR REF NO: MISA/SCM/BA/17**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
 : MISA Head Office, Centurion
 : An appropriate National Diploma or Degree in Supply Chain Management/Finance/Commerce/ Public Management or equivalent qualification as recognised by SAQA. 1- 2 years working experience in Supply Chain Management/ Procurement. Core and Process Competencies: Reliability. Time Management. Planning and Organising, Communication (Verbal & Written) Interpersonal Relations. Teamwork. Client Orientation and Customer Focus. Problem Solving, and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes. Treasury Regulations, PFMA, PPPFA and BBBEE. Tender and Contract Administration.

DUTIES : The successful candidate will perform the following duties: Source quotations for goods and services. Prepare purchase orders for approval. Perform Bid Administration functions including compiling Bid documents, advertising of Bids, administering closing of Bid box, accurate recording of bids received and rendering secretariat services to Bid Committees. Maintain efficient and effective filing of Bid documents. Maintain electronic and manual filing of requisitions received and purchase orders issued. Perform other related functions as directed by the Manager.

ENQUIRIES : Ms Ziphophetho & Nomiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387

APPLICATIONS : Please forward your application, quoting the relevant reference number, to misa21@tttrecruitment.co.za

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

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| <u>APPLICATIONS</u> | : All applications must be submitted to the relevant Recruitment Response E mails stated below. |
| <u>CLOSING DATE</u> | : 02 February 2026 |
| <u>NOTE</u> | : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies . From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. |

OTHER POSTS

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| <u>POST 01/81</u> | : | <u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (TRC) REF NO: RECRUIT 2026/01</u> National Prosecutions Services Re-advert |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 563 183 per annum (Level 14), (total cost package) Pretoria: Head Office |
| | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience or knowledge in TRC matters and related legislation will be an added advantage. High level of proficiency in prosecuting and presenting/arguing cases in court. Extensive knowledge of civil and/or criminal procedure. Proficiency in MS Word, Excel and PowerPoint, and MS Teams is required. Ability to act independently without constant supervision. Must have good administrative skills. Must be able to work under pressure, which may involve long working hours. An overall understanding of the work of all the NPS units will be an added advantage. Good interpersonal, analytical, problem solving, presentation and communication skills. General management skills. Computer skills. Valid driver's license. |
| <u>DUTIES</u> | : | Manage the portfolio assigned by the DNDPP or the supervisor. Manage, train and guide Advocates, Prosecutors, dedicated TRC investigators and stakeholders in respect of all TRC matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Study and consider the TRC recommendations (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the TRC hearings, inquest and trial proceedings) pertaining to allocated TRC matters. Investigate and prosecute cases and manage all TRC matters. Draft documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other departments, universities, non-governmental organisations and any other assistance as may be required by investigators. Conduct research, prepare reports, draft legal opinions, policies, legislation, legal documents and attend to representations and complaints arising out of the TRC matters. Make legal decisions in accordance with the law, NPA policies and directives. Assist with the preparation of charge sheets/indictments where applicable. Cooperate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Represent the NPA in stakeholder engagements and projects. Monitor, analyse and report on performance information and statistics. Map out strategic planning for the office and lead staff members towards achieving the strategic objectives. Development, performance management and assessment of staff members. Ensure that a high standard of professional work is being carried out. Assist with the development of strategic, operational and implementation plans. Perform other ad hoc assignments as required by the DNDPP and/or supervisor. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Gija Maswanganyi Tel No: (012) 845 6944 e mail: Recruit202601@npa.gov.za |
| <u>POST 01/82</u> | : | <u>SENIOR STATE ADVOCATE</u> Sexual Offences Community Affairs |
| <u>SALARY CENTRE</u> | : | R1 195 110 – R1 859 814 per annum (LP-9), (total cost package) Pietermaritzburg Ref No: Recruit 2026/02 Mmabatho Ref No: Recruit 2026/03 Mpumalanga (Nelspruit) Ref No: Recruit 2026/04 Bloemfontein Ref No: Recruit 2026/05 |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, |

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| | Accountable and with Credibility. Extensive experience in criminal and civil litigation as well as advocacy. Knowledge & expertise of the GBVF mandate of the SOCA unit in the areas of Child Justice, Sexual Offences, Maintenance, Trafficking in Persons, Domestic Violence & all other GBV matters generally is required. Positive security clearance. A valid driver's licence. |
| <u>DUTIES</u> | Manage the Domestic Violence portfolio at Head Office. Develop initiatives & interventions to improve the NPA's management of GBVF at all levels. Ensure National implementation of all GBVF initiatives & interventions. Attend to all Representations related specifically to the GBVF mandate as allocated by the SDPP. Research, develop & review training material & implement training for all prosecutors and external stakeholders on the GBVF mandate. Keep abreast with all National & International GBVF legislation, case law (reported & unreported), Protocols, and Research & trends & Develop Legal Opinions, directives, training modules thereto. Ensure dissemination of aforementioned information nationally. Manage, mentor & guide prosecutors, where required, on the GBVF mandate. Render advice on matters relating to GBVF generally. Provide Senior Management with legal opinions on parliamentary reports & enquiries as & when required. Participate in the development & amendment of current legislation on GBVF matters as & when required. Design, develop & maintain an accurate data management system relating to the civil & criminal aspects of GBVF matters. Analyse trends based on the statistics & develop interventions to be implemented with the approval of senior management. Develop, review and participate in the drafting of policies, procedures and related legislation in line with the SOCA mandate. Design, facilitate & implement ongoing Public Awareness campaigns in respect of GBVF campaigns generally. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Formalise ongoing Stakeholder Cooperation & engagement in respect of GBVF generally. Create & participate in GBVF fora provincially & nationally. Implement Performance Management in terms of the NPA policies. Institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature as & when requested by the SDPP. Study appeals and reviews, prepare opinions and heads of argument and argue GBVF cases as instructed by the SDPP. Perform all duties, including administrative and those assigned to by a duly delegated authority, in accordance with the Code of Conduct, policy and directives of the Public Service & the National Prosecuting Authority. Perform other duties and activities as requested by the SDPP in line with SOCA unit's mandate. Available to travel extensively when required. |
| <u>ENQUIRIES</u> | Pietermaritzburg Adv. Omashani Naidoo Tel No: (031) 334 5192 Mmabatho Adv. Joseph Phelane Tel No: (018) 381 9053 Mpumalanga (Nelspruit) Adv. Christa du Plessis Tel No: (013) 045 0652 Bloemfontein Adv Ernst Van Rensburg Tel No: (051) 410 6044 |
| <u>APPLICATIONS</u> | Pietermaritzburg e mail: Recruit202602@npa.gov.za Mmabatho e mail: Recruit202603@npa.gov.za Mpumalanga (Nelspruit) e mail: Recruit202604@npa.gov.za Bloemfontein e mail: Recruit202605@npa.gov.za |
| <u>POST 01/83</u> | STATE ADVOCATE Sexual Offences and Community Affairs |
| <u>SALARY CENTRE</u> | R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package) TCC: Tembisa (Masakhane) Ref No: Recruit 2026/06 TCC: Mankweng Ref No: Recruit 2026/07 TCC: Galeshewe Ref No: Recruit 2026/08 |
| <u>REQUIREMENTS</u> | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution in Criminal and/or civil litigation in regional court. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and expertise in the litigation of GBVF matters. Positive security clearance inclusive of the National Register for Sex Offenders (NRSO). Extensive knowledge of the law in respect of GBVF including Sexual offences, Domestic Violence, Child Justice, Trafficking in Person and |

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| <u>DUTIES</u> | Maintenance. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Skilled in the usage of Microsoft Power Point, Microsoft TEAMS, Microsoft word, Microsoft excel, Microsoft Outlook is mandatory. Strong Communication and Presentation Skills. High Court litigation experience will be an added advantage. A valid driver's licence. |
| <u>ENQUIRIES</u> | TCC: Tembisa (Masakhane) Carina Coetzee at 072 643 1073 TCC: Mankweng Patamedu Mogale Tel No: (015) 045 0292 TCC: Galeshewe Mooketsi Molaudi Tel No: (053) 807 4546 |
| <u>APPLICATIONS</u> | TCC: Tembisa (Masakhane) e mail: Recruit202606@npa.gov.za TCC: Mankweng e mail: Recruit202607@npa.gov.za TCC: Galeshewe e mail: Recruit202608@npa.gov.za |
| <u>POST 01/84</u> | <u>ASSISTANT DIRECTOR: ASSET, FLEET AND FACILITY REF NO: RECRUIT 2026/09</u> Office for Witness Protection |
| <u>SALARY CENTRE REQUIREMENTS</u> | R468 459 per annum (Level 09), (excluding benefits) Mpumalanga (Witbank) An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Knowledge of Witness Protection Act. Experience of Supply Chain Management Framework, Public Finance Management Act and National Treasury Practice Notes. Experience in Asset, Fleet and Facilities management, internal control and risk management. Experience in leasing of properties and lease contract management. Information Management. Knowledge of the constitution, Bill of Rights, National Prevention Strategy, Victims Charter and Batho Pele. Knowledge of the MISS document. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team. |
| <u>DUTIES</u> | Manage office and operational assets, fleet and facilities. Manage procurement services. Office Administration and Document Management. Compiling of the Asset Management and Procurement Plans. Assist to monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits when needed. Perform electronic banking transactions. Assist to manage cash book and petty cash. Conduct performance management with individual staff reporting to the position. Work under pressure and ensure adherence to timelines. |
| <u>ENQUIRIES</u> | S Davids Tel No: (012) 845 6616 |
| <u>APPLICATIONS</u> | e mail: Recruit202609@npa.gov.za |

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| <u>POST 01/85</u> | : | <u>THUTHUZELA CARE CENTRE: CO-ORDINATOR REF NO: RECRUIT 2026/10</u> |
| | | Sexual Offences and Community Affairs |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum (Level 08), (excluding benefits) TCC: Rietvlei |
| | : | An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Law/ Social Sciences or equivalent. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Good planning and supervisory experience. Leadership, people management and empowerment. Sound coordination, administrative skills and counselling experience. Strong Stakeholder Management experience. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). |
| <u>DUTIES</u> | : | Manage and prioritize matters. Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly and quarterly reports on work activities. Host a range of donors, government etc that will visit the Centre. Other related duties deemed necessary. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Adv. Omashani Naidoo Tel No: (031) 334 5194 e mail: Recruit202610@npa.gov.za |
| <u>POST 01/86</u> | : | <u>SENIOR HUMAN RESOURCES DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2026/11</u> |
| | | Strategy, Operations and Compliance: Human Resources Management and Development |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum (Level 08), (excluding benefits) Pretoria: Head Office |
| | : | An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Human Resources or equivalent. Minimum three (3) years' experience in Human Resource Development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service Administration Specifically Public Service Act, Labour Relations Act, EEA, Skills Development and Levies Act. Knowledge of Human Resources in general and information management. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on Persal. A valid driver's license. |
| <u>DUTIES</u> | : | Assist with managing effective bursary and induction administration. Develop and implement the Workplace Skills Plan. Ensure effective gathering and maintenance of the training and bursary databases. Assist with the Skills Auditing, needs identification and analysis. Ensure compliance with HRM&D policies and procedures. Coordinates and assist with learnership and internship programmes. Liaise with internal and external stakeholders. Coordinate performance management system in the NPA. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Themba Mnguni Tel No: (012) 845 6175 e mail: Recruit202611@npa.gov.za |

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| <u>POST 01/87</u> | : <p><u>SENIOR ADMINISTRATIVE OFFICER: ENTERPRISE RISK MANAGEMENT</u> <u>REF NO: RECRUIT 2026/12 (X2 POSTS)</u></p> |
| | Strategy, Operations and Compliance: Strategy and Enterprise Risk Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : <p>R397 116 per annum (Level 08), (excluding benefits)</p> |
| | : <p>Pretoria: Head Office</p> |
| | : <p>An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Commercial/Business Management/Internal Audit/Risk Management or equivalent. Minimum two (2) years working experience in risk management/auditing field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Previous work experience in risk management, administrative experience in legal environment will be an added advantage. Experience in any recognised Risk Management Software. Exposure to BCM process Administration capabilities/skills, Coordination skills, Communication, drafting of minutes, Customer Focus and Responsiveness, Planning and Prioritizing, Problem Solving and Decision Making. Willing to travel, able to work extended hours. Facilitation skills, Risk assessment, analysis and evaluation, Problem solving and negotiating skills, Task/time management skills, good communication skills (written and verbal). Computer skills – General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Literacy and numeracy – Able to understand profit and loss calculations and basic business finance.</p> |
| <u>DUTIES</u> | : <p>Conduct risk assessments to identify strategic and operational risks. Draft risk control action plans and strategies. Monitor and report on progress of risk mitigation in the risk control action plans. Maintain, report on risk registers and facilitate updates. Monitor risk profile. Conduct research on requested aspects of enterprise management. Attend to internal and external audit queries related to enterprise risk management. Provide support in the coordination of risk management training or workshop. Prepare training packs and any other logistical issues to ensure the smooth and effective delivery of training or workshop. Provide end-user support and guidance to all users of the ERM software tool.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : <p>Thapelo Molokomme Tel No: (012) 845 6375 e mail: Recruit202612@npa.gov.za</p> |
| <u>POST 01/88</u> | : <p><u>ADMINISTRATION OFFICER REF NO: RECRUIT 2026/13</u> Office for Witness Protection</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : <p>R325 101 per annum (Level 07), (excluding benefits)</p> |
| | : <p>Mpumalanga (Witbank)</p> |
| | : <p>An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations, National Treasurys' Central Supplier Database (CSD) and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.</p> |
| <u>DUTIES</u> | : <p>Provide asset, Fleet and Facilities management services. Provide financial operational support services. Provide office administration services and document management. Provide Human Resources management services.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : <p>S Davids Tel No: (012) 845 6616 e mail: Recruit202613@npa.gov.za</p> |
| <u>POST 01/89</u> | : <p><u>VICTIM ASSISTANT OFFICER REF NO: RECRUIT 2026/14</u> Sexual Offences and Community Affairs</p> |
| <u>SALARY CENTRE</u> | : <p>R325 101 per annum (Level 07), (excluding benefits)</p> |
| | : <p>TCC Rietvlei</p> |

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| <u>REQUIREMENTS</u> | : | An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Social Sciences/ Behavioural Studies or equivalent. Minimum one (1) year working experience in gender-based violence environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). |
| <u>DUTIES</u> | : | Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Access and respond to the need of victim and identify the victims needs for counselling and specific services. Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the site coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress of the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics. |
| <u>ENQUIRIES</u> | : | Omeshani Naidoo Tel No: (031) 334 5192 |
| <u>APPLICATIONS</u> | : | e mail: Recruit202614@npa.gov.za |
| <u>POST 01/90</u> | : | <u>MESSENGER/ DRIVER REF NO: RECRUIT 2026/15</u> National Prosecutions Service |
| <u>SALARY</u> | : | R193 359 per annum (Level 04), (excluding benefits) |
| <u>CENTRE</u> | : | DDPP: Thohoyandou |
| <u>REQUIREMENTS</u> | : | Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license. |
| <u>DUTIES</u> | : | Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DDPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office. |
| <u>ENQUIRIES</u> | : | Thuba Thubakgale Tel No: (015) 045 0285 |
| <u>APPLICATIONS</u> | : | e mail: Recruit202615@npa.gov.za |

ANNEXURE K

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



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| <u>APPLICATIONS</u> | : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment |
| <u>CLOSING DATE</u> | : 02 February 2026 at 12:00 pm (Midday) |
| <u>NOTE</u> | : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za . The National Treasury is compliant with the requirements of POPIA. |

OTHER POSTS

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| <u>POST 01/91</u> | <u>DEPUTY DIRECTOR: CONDITIONAL GRANT MONITORING REF NO: S122/2025</u> Division: Intergovernmental Relations (IGR) Purpose: To develop, maintain and analyse the monitoring and reporting of the intergovernmental grant system for local government. |
| <u>SALARY CENTRE REQUIREMENTS</u> | R1 059 105 per annum, (all-inclusive) Pretoria |
| | A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Public Finance or Administration or Economics or Accounting or Law. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in local government budgetary and grants allocation processing. Knowledge and experience of monitoring and evaluation in the management of the conditional grants. Knowledge of the Public Service Policy Framework governing conditional grants. |
| <u>DUTIES</u> | Legislative Framework: Understand and apply the Legal Framework in S.A, especially as it pertains to Local Government. Apply the principles and policies in the MFMA and annual DORA. Understand the linkages with the Constitution, MSA and other legislation affecting local government. Understand the intergovernmental fiscal system in S.A. Contribute towards drafting of annual Division of Revenue Bill. Budget Preparation and Support: Assist in the designing of the monitoring and reporting framework for local government conditional grants to all municipalities, provincial treasuries, and national departments. Assist in the Implementation of the monitoring and reporting framework for local government conditional grants to all municipalities, provincial treasuries, and national departments. Facilitate the publication of monthly / quarterly spending of local government conditional grants in consultation with the Director: Local Government Data Management. Assist in capacity building and support to departments in line with new reforms to the conditional grant system. Intergovernmental Co-ordination: Participate in meetings and play supporting role to the Directorate: Intergovernmental Policy and Planning in the formulation of the annual Division of Revenue Bill, including frameworks. Draft the Conditional Grant Practice notes for consideration and implementation. Assist in the publication of Local Government Gazettes, including additional allocations for local government emanating from the national Adjustments Estimates in a Government Gazettes. Provide updates on the implementation of conditional grants for purposes of SCOF hearings on conditional grant expenditure. Analyse, Monitoring and Evaluate: Assist in the monitoring of the implementation of the intergovernmental grant system as it pertains to Local Government. Update, maintain, analyse and monitor the implementation of annual local government payment schedules in terms of the annual Division of Revenue Act. Capture and update the quarterly reconciliations of local government conditional grant spending before publication of this information in a government gazette as part of Section 71 of the MFMA. Assist the Director to produce inputs and / or draft chapter on conditional grant spending for the publication of the annual Local Government Budget and Expenditure Review. |
| <u>ENQUIRIES</u> | enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za |
| <u>POST 01/92</u> | <u>DEPUTY DIRECTOR: MUNICIPAL FINANCE RECOVERY SERVICES REF NO: S123/2025</u> Division: Intergovernmental Relations (IGR) Purpose: To assess and monitor the state of municipal finances and support, guide, advice, monitor and develop municipal financial recovery plans and interventions related to financial problems in municipalities. |
| <u>SALARY CENTRE REQUIREMENTS</u> | R1 059 105 per annum, (all-inclusive) Pretoria |
| | A Grade 12 is required coupled with a Bachelor's degree (equivalent to NQF level 7) in Public Finance or Business Economics or Accounting. A minimum of 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained within a financial environment. Knowledge of challenges facing local government finances in the context of the Municipal Financial |

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| <u>DUTIES</u> | Management Act. Knowledge and understanding of the legislative framework on local government. |
| | Legislative framework: Provide assistance pertaining to legislative clarification of the S139 Constitutional Framework, MFMA, including governance, finance and institutional mandates. Supplement the review of the LG fiscal Framework with findings from the intervention process. Provide a framework of legal options for Intervention, Assist in the preparation of the financial recovery plans. Analysis and evaluation: Analysis of financial ratios and its interpretation for municipalities under financial recovery. Review and analyse annual financial statements, budgets, in year reports, audit and management reports, other financial reports, plans to detect problems. Conduct evaluation on financial and non-financial aspects, refine and develop recovery plans, Analyse sources of information required for FRP development. Conduct research, evaluation and advice on appropriate intervention and best intervention practices, Review request for facilitation of financial disputes and provide appropriate advice. Monitoring and reporting: Assess and monitor the state of municipal finances, Interpret data and analyse information, Articulate in reports findings from the assessment, Monitor the implementation of the financial recovery plan and prepare progress report. Rendering Advice: Draft submissions, letters, in the execution of advice to stakeholders, Provide advice to municipalities on intervention matters, Attend meetings relating to interventions and development of recovery plans. Draft and present proposed interventions on improved recovery mechanisms, Liaise with key stakeholders, other departments, creditors on recovery initiatives. |
| <u>ENQUIRIES</u> | |
| <u>POST 01/93</u> | enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p><u>SENIOR ECONOMIST: PERSONAL INCOME TAX ANALYSIS REF NO: S124/2025</u></p> <p>Division: Tax And Financial Sector Policy (TFSP) Purpose: To contribute to advice on the impact of current and proposed tax policy options to maintain and adjust efficient, effective, equitable and internationally competitive revenue raising machinery for Government, and provide economic and econometric analysis of tax policy initiatives to determine their macro-, micro economic, revenue and distributional impact.</p> |
| <u>DUTIES</u> | <p>R1 059 105 per annum, (all-inclusive)</p> <p>Pretoria</p> <p>A Grade 12 coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Finance or Taxation. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in economic analysis and research. Knowledge and experience of research on tax policy. Knowledge of the broader Tax Policy Framework pertaining to Personal Income Taxes. Knowledge and experience of Econometric and Statistical analysis and formulation.</p> <p>Evaluate Impact Analysis of Personal Income Tax (PIT) Reforms: Initiate the estimation of proposed tax adjustments for the National Budget and their fiscal impact. Propose tax adjustments to the individual income tax regime that will contribute to alleviate poverty and unemployment and provide adequate social assistance to vulnerable groups (children, sick, elderly and those with disabilities). Initiate appropriate adjustment of tax brackets, rebates and marginal tax rates for individual's personal income tax for the Budget. Personal Income Tax allowances: Conduct research on the effectiveness and fairness of tax allowances for individuals. Investigate and determine which transport and home office allowances should be deductible from personal income tax. Develop a new and appropriate framework for allowances and suggest the relevant legislative amendments in a discussion document. Social Security, Pension and Retirement Reform, and Other Savings (specifically as it relates to individuals): Conduct analysis and provide inputs on incentives, disincentives, potential behavioural consequences and distributional impacts resulting from the interaction of the tax system with savings and social security, pension and retirement reforms, Analyse savings and social security, pension and retirement reforms. Individuals and Personal Savings, wealth and investment: Initiate the development of discussion documents pertaining to tax-based incentives for non-retirement savings, wealth and investment taxation. Develop policy instruments and qualitative (research) and quantitative (econometric models) for the appreciation of taxpayer behaviour pertaining to taxation of wealth and investment and how it may impact savings. Engage and</p> |

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| | debate with internal and external stakeholders on personal savings initiatives, wealth taxation and investment behaviour. Respond to Parliamentary, Ministry, and Public Enquiries; and research on MTBPS and Budget: Prepare informed and concise written responses, in a timeous manner. Raise pertinent tax policy issues from correspondence or enquiries with line manager (and other relevant NT officials) and suggest the appropriate process to follow to address these issues. Contribute to the MTBPS and annual Budget preparations. |
| <u>ENQUIRIES</u> | enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za |
| <u>POST 01/94</u> | <p>ECONOMIST: SOCIO-ECONOMIC POLICY REF NO: S121/2025</p> <p>Division: Economic Policy and International Cooperation (EPIC)</p> <p>Purpose: To conduct research on trends in, mainly but not limited to, unemployment, inequality and poverty alleviation, to inform sound policy advice on macroeconomic issues and as inputs into the economic framework for the MTBPS and the Budget.</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>R582 444 per annum, (Excl. benefits)</p> <p>Pretoria</p> <p>A grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Economics or Econometrics or Finance or Statistics or Business Science or Data Science or Accounting or Mathematics. An NQF level 7, 8 and/or 9 will be an added advantage. A minimum 3 years' experience in policy analysis/academics or economic consulting environment. Clear understanding of principles of research methodology. Experience in research and analysis of economic trends. Knowledge of South African economic trends and sources of data and information. Basic analysis and report writing skills.</p> |
| <u>DUTIES</u> | <p>Economic research and policy analysis, and assessments of government policy proposals: Assist in the research and analysis of unemployment, inequality and poverty alleviation for integration into policy. Provide inputs into memoranda to the Minister and DG on recent economic developments in the economy. Compile own research papers on relevant issues. Commentary on economic data releases: Updated an extensive database of information relevant to the unit to inform research and respond to requests from other divisions in National Treasury and other departments. Provide reports of developments in the SA economy disseminated to internal stakeholders with specific focus on issues of employment, equality and poverty alleviation. Provide data in user-friendly format to users in National Treasury upon request. Support and build strong stakeholder relations, internally and externally, to advance the development of economic policy and the objectives of the National Treasury: Help to compile National Treasury policy discussion documents for consultation with stakeholders. Provide inputs into speeches, presentations and memoranda. Engage and participate in seminars on economic policy issues. Provide support to engagements with stakeholders on policy and related issues. Chapter 2 of Budget and MTBPS inputs and assumptions: Provide inputs into the Economic Chapter of Budget Review and Medium-term Budget Policy Statement. Assist with number checking and proof reading of Budget Review and Medium-term Budget Policy Statement Chapters. Inputs into the quarterly assumptions meetings.</p> |
| <u>ENQUIRIES</u> | enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za |

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998 and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

APPLICATIONS

: **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Free State Division of the High Court/Supreme Court of Appeal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

KwaZulu-Natal Division of the High Court: Durban/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000.

Western Cape Provincial Service Centre/Division of the High Court: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town

30 January 2026

CLOSING DATE
NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of

Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

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| <u>POST 01/95</u> | <u>LAW RESEARCHER REF NO: 2025/372/OCJ</u> |
| <u>SALARY</u> | : R468 459 – R551 894 per annum (Level 09). The successful candidate will be required to sign a performance agreement |
| <u>CENTRE REQUIREMENTS</u> | : KwaZulu-Natal Division of The High Court, Durban Applicants should be in possession of a minimum of an LLB degree at NQF level 8; A minimum of two (2) years in the relevant field; Superior Court or litigation experience will be an added advantage; A valid driver's license will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : Provide support and legal research functions for the Judges and other court officials. Prepare and compile legal opinions. Provide support with drafting of clear, consistent and comprehensive judgements. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation. Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned. Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends. |
| <u>ENQUIRIES</u> | : Technical Related: Mrs K Marais Tel No: (031) 492 5562 |
| <u>APPLICATIONS NOTE</u> | : HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1721 : Applications can be sent via email to: 2025/372/OCJ@judiciary.org.za : OCJ will give preference to candidates in line with the departmental Employment Equity goals |
| <u>POST 01/96</u> | <u>SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2025/373/OCJ</u> |
| <u>SALARY</u> | : R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement |
| <u>CENTRE REQUIREMENTS</u> | : National Office: Midrand : Applicants should be in possession of a three-year National Diploma or equivalent qualification in Risk Management Business Continuity management |

or Public Management on NQF Level 6 (360 Credits) and related qualification on NQF level 6. A minimum of two (2) year experience in Enterprise Risk Management/Business Continuity management. Applicants must be members of the Institute of Risk Management South Africa (IRMSA). A Certified Risk Management practitioner certificate will be an added advantage. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Public Sector Risk Management Framework, Risk Appetite and Tolerance framework, Understanding of the enterprise risk management methodology, King reports, Treasury Regulations, Public Service Act, Fraud and Corruption Legislative Framework, Compliance Risk Management, Business Continuity Management. No criminal record, a valid driver's license. Knowledge and Skills: Planning and organizing, Presentation and communication, Facilitation. Client orientation and customer focus, Problem solving and analysis, Service delivery innovation, Programme and Project management. Conflict management. Research analysis and methodology. Operational knowledge of MS Office (Word, Excel and Outlook) and knowledge of the risk management solution. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Assist in preparing, reviewing and updating the Risk Management governance documents. Coordinating the operational risk assessments for the Department (identification, evaluation and mitigation measures). To assist in the evaluation and improve the effectiveness and efficiency of risk management practices including the utilization of the risk management system. Facilitate the embedding of Risk Management culture in the organisation. Assist in the implementation of business continuity management processes to ensure that the culture of continuity is embedded across the OCJ. Assist in monitoring and reporting on the progress on the implementation of the mitigation plans. Provide administration support in the RM Unit.

ENQUIRIES : Technical Related: Ms. V. Sevule Tel No: (010) 493 2509

APPLICATIONS : HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 8771

NOTE : Applications can be sent via email to: 2025/373/OCJ@judiciary.org.za

OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 01/97 : **JUDGE'S SECRETARY REF NO: 2025/374/OCJ (X3 POSTS)**

SALARY : R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Supreme Court of Appeal: Bloemfontein

Applicants should be in possession of a Grade 12, a minimum of one year secretarial experience. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree will serve as an added advantage (results must accompany the application). Secretarial experience in a legal/court environment will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Technical Related: Mr. V.Z J Zwane Tel No: (051) 492 4623

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| <u>APPLICATIONS NOTE</u> | HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523 Applications can be sent via email to: 2025/374/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals |
| <u>POST 01/98</u> | <u>HUMAN RESOURCE CLERK REF NO: 2025/375/OCJ</u> |
| <u>SALARY</u> | R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement |
| <u>CENTRE REQUIREMENTS</u> | KwaZulu Natal Local Division of The High Court: Durban Applicants should be in possession of a Grade 12 certificate or equivalent qualification, no experience required. a three-year National Diploma in Human Resource Management or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PERSAL Certificate will serve as an added advantage. Skills and Competencies: Knowledge of PERSAL system, knowledge and understanding of the legislative framework governing the Public Service, Communication skills (verbal and written), Administration skills, Planning and organizing skills, Computer skills, Time management skills, Basic numeracy skills, Interpersonal relations and Typing skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements |
| <u>DUTIES</u> | Facilitate administration of recruitment, selection and appointment processes with the province, provide administrative support service, Provide support to conditions of service, Provide administrative support for PMDS, Provide support to Human Resource records management. Implementation of Transactions on PERSAL system in respect of appointments, Injury on duty, Long service recognitions, pensions, transfers, Housing allowance, performance management, Training and Service termination. |
| <u>ENQUIRIES</u> | Technical Related: Mrs K Marais Tel No: (031) 492 4699 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723 |
| <u>APPLICATIONS NOTE</u> | Applications can be sent via email to: 2025/375/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals. |
| <u>POST 01/99</u> | <u>ADMINISTRATION CLERK (CRT) REF NO: 2025/376/OCJ</u> |
| <u>SALARY</u> | R228 321 - R268 950 per annum (Level 03). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | Free State Division of The High Court Applicants should be in possession of Grade 12 certificate or equivalent qualification (NQF 4). Operational knowledge in operating a CRT Machine will be an added advantage. A valid driver's license. Must be willing to travel. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | Perform digital recording of court proceedings and ensure integrity of such documents, including at circuit court. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees books. Completion and issuing of committal warrant of arrests. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any administrative support as required by the judiciary, court manager and or supervisor. |
| <u>ENQUIRIES</u> | Technical Related: Mr S.P Mathibeli Tel No: (051) 492 4623 HR Related Enquiries: Ms D. Peters Tel No: (051) 492 4523 |
| <u>APPLICATIONS NOTE</u> | Applications can be sent via email to: 2025/376/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals. |
| <u>POST 01/100</u> | <u>SECRETARY REF NO: 2025/377/OCJ</u> |
| <u>SALARY</u> | R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement |
| <u>CENTRE REQUIREMENTS</u> | Western Cape Provincial Service Centre Applicants should be in possession of a minimum of a Grade 12 certificate or equivalent qualification. The following will be considered as added advantage: |

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| <p>Secretarial qualification or equivalent, experience in secretarial and office management, valid driver's license. Knowledge and experience in the Human Resource environment. Shortlisted candidates may be subjected to a test in order to demonstrate their typing and computer skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.</p> | |
| <u>DUTIES</u> | : Administer an online and physical diary of the Director: Court Operations, manage information and data on behalf of the Director: Court Operations, Plan and schedule day-to-day tasks of the Director, Court Operations, Manage telephone calls and convey messages. Organize meetings/workshops/conference and functions, draft coherent submissions, executive reports, memorandum and letters, Type and edit correspondence, receive and attend to visitors, Serve refreshments to visitors and/or at identified meetings as indicated by the Director: Court Operations, handle travel arrangements / accommodation, flights tickets, subsistence and travel claims, money exchange and other tasks as directed by the Director: Court Operations, accompany/attend meetings with the Director: Court Operations and compile minutes and reports. |
| <u>ENQUIRIES</u> | : Technical Related: Ms RM David Tel No: (021) 469 4003 |
| <u>APPLICATIONS</u> | : HR Related Enquiries: Mr SD Hlongwane Tel No (021)- 469 4032 |
| <u>NOTE</u> | : Applications can be sent via email to: 2025/377/OCJ@judiciary.org.za |
| <u>OCJ will give preference to candidates in line with the departmental Employment Equity goals</u> | |
| <u>POST 01/101</u> | <u>USHER MESSENGER REF NO: 2025/378/OCJ</u> |
| <u>SALARY</u> | : R163 680 – R192 810 per annum (Level 03) per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : Western Cape Division of The High Court: Cape Town |
| <u>REQUIREMENTS</u> | : Applicants should be in possession of Grade 12 or equivalent qualification, a minimum of one (1) year' experience. in general administration will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Good communication skills, interpersonal skills, planning and organizing skills, computer skills (Intermediate). |
| <u>DUTIES</u> | : Escort Judges to court and attend proceedings, call the court to session, hand exhibits and documents between the counsel and Judge, assist in person litigants with court-on-line in the courtroom and in the general office, general messenger duties inside and outside of the court, collect and distribute post, parcels, files and documents, Photocopying of documents and Judgments, assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager. |
| <u>ENQUIRIES</u> | : Technical related enquiries, Ms N Hanekom Tel No (021) 480 2636 |
| <u>APPLICATIONS</u> | : HR Related Enquiries: Mr S Hlongwane Tel No (021) 469 4032 |
| <u>NOTE</u> | : Applications can be sent via email to: 2025/378/OCJ@judiciary.org.za |
| <u>OCJ will give preference to candidates in line with the departmental Employment Equity goals</u> | |
| <u>POST 01/102</u> | <u>FOOD SERVICE AID REF NO: 2025/379/OCJ</u> |
| <u>SALARY</u> | : R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : KwaZulu Natal Division of The High Court: Pietermaritzburg |
| <u>REQUIREMENTS</u> | : Applicants should be in possession of ABET (NQF level 2) or equivalent qualification. Experience in a hospitality environment will serve as an added advantage. Knowledge and Skills: Knowledge of relevant legislation. Good Interpersonal skills, Good Communication skills (verbal and written), Planning and organizing skills, Problem solving and analysis, Time management, Client Orientation and Customer focus, Decision making skills, Listening skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : Effective cleaning services. Render household duties. perform client satisfaction surveys and plate waste studies in line with the SOP for food services. Unpack of provisions into fridges, freezers and storage arrears. Clean |

kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Remove garbage disposal. Render household duties. Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Set up 79 and convey crockery, cutlery and equipment to dining areas. Serve food, beverages and wash dishes. Control food supplies and report waste and losses. Perform client satisfaction surveys and plate waste duties in line with the SOP for food services. Ensure serviceability of equipment and report any defects or shortage. Set tables including decoration. Ensure only authorized personnel have access to the kitchen and consume meals. Apply safety measures in the work environment. Adhere to elementary control measures and standard operating procedures. Remove all kitchen waste. Wash the freezer to ensure clean packing of food. Pack supplies received in the food storage areas.

ENQUIRIES

: Technical Related: Mr MN Zondi Tel No: (033) 343 8211
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS

NOTE

: Applications can be sent via email to: 2025/379/OCJ@judiciary.org.za
OCJ will give preference to candidates in line with the departmental Employment Equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

CLOSING DATE

: 30 January 2026 at Time 16H00

NOTE

: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as 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. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG) (submitted prior to appointment). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training> –course /sms-pre-entry programme/. Note: For emailed applications, please submit a SINGLE PDF document or One Attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

OTHER POSTS

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| <u>POST 01/103</u> | : | <u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/01</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R1 059 105 per annum Cape Town Regional Office</p> |
| | : | <p>A minimum of three-year tertiary qualification (NQF Level 6) in Property Management or Facilities Management. Appropriate years of experience in Properties Management or Facilities Management at Junior Management level/Assistant Director Equivalence. Knowledge and understanding of the maintenance of buildings, the Occupational Health and Safety Act, Building regulations and Environment Conservation Act. Good financial and budgeting skills. Knowledge of Government Procurement System. Project management and leadership skills. Ability to work well under pressure. Computer literacy. Valid driver's license. Sound analytical with Good communication skills verbal and written.</p> |
| <u>DUTIES</u> | : | <p>The effective facilities management of Electrical, Mechanical and Building. The implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services. Ensure compliance with Occupational health and safety Act. Provide guidance on the implementation of the policy. Monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprise-provide information on current requirements and suppliers to express an interest: ensure compliance with procurement procedures and legislation: assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties: utilise state expenditure to promote emerging black enterprise. Manage unplanned maintenance. Ensure the availability of sound functional, safe and habitable structures and services. Prepare and control the budget of unplanned maintenance. Provide and co-ordinate a preventative maintenance schedule. Ensure quality control of workmanship and material by means of inspections and corrective actions. Ensure that service contracts are in place. Ensure that services provided are value for money. The effective supervision of resources oversee the development and training of staff</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : | <p>Mr D Gqibela Tel No: (021) 402 2315 Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-01@dpw.gov.za</p> |
| <u>FOR ATTENTION</u> | : | <p>Ms. C Rossouw</p> |
| <u>POST 01/104</u> | : | <u>CHIEF ARTISAN (GRADE A): ELECTRICAL/ MECHANICAL: WORKSHOP REF NO: 2026/02</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R480 267 per annum, (All-inclusive package in accordance with OSD rules) Cape Town Regional Office (Oudtshoorn)</p> |
| | : | <p>Appropriate Trade Test Certificate in Electrical/ Mechanical. Ten (10) years post qualification Experience required as an Artisan/Artisan Foreman. Valid driver's license. Knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Technical/Engineering drawings. Must be computer literate.</p> |
| <u>DUTIES</u> | : | <p>The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job. The incumbent must have knowledge of all work shop equipment and knowledge of relevant trades.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : | <p>Mr. T Mudau Tel No: (082) 777 3368/ Mr. M. Gazi at (082) 889 0792/ Mr. M. Stephens at (082) 376 6005 Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at</p> |

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| <p>Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-02@dpw.gov.za FOR ATTENTION</p> | |
| <p>POST 01/105</p> | |
| <p>SALARY</p> | |
| CENTRE | R397 116 per annum |
| REQUIREMENTS | Cape Town Regional Office A minimum of three-year tertiary qualification (NQF Level 6) in the built environment disciplines, OR (N3 plus a passed trade test in the relevant environment plus 3 - 5 years technical experience in the built environment, Building management or maintenance). Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, valid code EB or C1 Driver's license, must be prepared to travel. Registration with a professional body in the built environment would be an added advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system, Knowledge and understanding of Project Management. Problem solving, willing to adapt work schedule in accordance with professional requirements. |
| DUTIES | Manage day-to-day general building maintenance project activities, to facilitate effective maintenance project (term contracts), execution in terms of cost, quality and time management on an existing State building. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, assist in the development of building program and conditional surveys in buildings and reporting regularly to management on the progress thereof. Conduct site inspections to ensure compliance to specifications set out by the Department, Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients. |
| ENQUIRIES | Mr R Majal Tel No: (021) 402 2300 |
| APPLICATIONS | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-04@dpw.gov.za |
| <p>FOR ATTENTION</p> | |
| POST 01/106 | CHIEF WORKS MANAGER: MECHANICAL REF NO: 2026/05 |
| SALARY | R397 116 per annum |
| CENTRE | Cape Town Regional Office |
| REQUIREMENTS | A minimum of three-year tertiary qualification (NQF Level 6)/(T/N/S streams) or related, or (N3 plus a passed trade test in the relevant environment, and 3-5 years related technical experience). Valid driver's license. Knowledge: Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards; Technical knowledge of the mechanical environment. Procurement process and systems, Property and facilities management. Skills: Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy, financial administration. Personal attributes: Resourceful; creative; ability to communicate at all levels; ability to work under stressful situations; assertive. Willing to adapt work schedule in accordance with office requirements. Willingness to travel and work irregular hours. Committed to designated tasks. Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Analyse and compile relevant project documentation for new and existing structures, through <i>inter alia</i> the following. Develop and interpret plans and sketches. Draw-up quotation documents and |
| DUTIES | |

compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Project sites: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES
APPLICATIONS

: Mr R Majal Tel No: (021) 402 2300
Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-05@dpw.gov.za

FOR ATTENTION

: Ms. C Rossouw

POST 01/107

: **CHIEF HORTICULTURIST: FACILITIES MANAGEMENT: HORTICULTURE SERVICES REF NO: 2026/06**

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum
: Cape Town Regional Office (Rondebosch)
: A minimum of three-year tertiary qualification (NQF Level 6) in Horticulture coupled with minimum of two years appropriate years of experience in the horticultural environment. Must be in possession of a valid code B driver's license. The applicant must be computer literate, have good communication skills, written and verbal and be able to work under stressful conditions. Must have knowledge of types and purposes of horticulture materials, Plant Fertilisation, Landscaping, Horticulture Practices, Procurement and tender regulations. Must be conversant in OHASA regulations, Human resource management principles and Procurement principles, Labour Relations Act, Public Finance Management Act, National Environmental Management Act, Agricultural Pests Acts. Willing to adapt work schedule in accordance with office requirements.

DUTIES

: Formulate, develop and implement horticultural plans and maintenance programs in collaboration with all stakeholders. Manage horticultural related maintenance activities at State properties. Manage and delegate work to a large component of staff in the Horticultural services unit. Supervision and administration of garden maintenance service contracts, including site inspections. Ensure staff complies with OHASA and other applicable legislation within the Horticultural sector. Prepare tenders to procure tools, equipment and materials used within the Horticultural unit. Exercise budget control as well as asset management. Be able to communicate with stakeholders. Provide administrative support within the Horticulture unit.

Ms. E Bessick Tel No: (021) 402 2406

: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-06@dpw.gov.za

FOR ATTENTION

: Ms. C Rossouw

POST 01/108

: **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2025/182**

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum
: Nelspruit Regional Office
: A minimum of three-year tertiary qualification (NQF Level 6) in Building /Civil/ Structural Engineering or Architect with relevant experience OR (N3 plus Trade Test in Plumbing/ Carpentry/ Bricklaying or related field with 3-5 years related technical experience). A valid driver's license is required. Extensive knowledge of Occupational Health and Safety Act and National Building Regulations (i.e SANS 10400 etc) and PFMA. Registration or candidacy with a profession body in the built environment would be advantageous. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Project management skills. Knowledge and

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| <u>DUTIES</u> | understanding of the government procurement processes (SCM directives and circulars) |
| | Manage day to day maintenance of state owned buildings. Facilitate effective project execution in terms of cost, quality and time in the state owned properties. Manage project costs and budgets. Conduct site inspections to ensure compliance with specifications set out by the department and laws. Ensure OHSA and regulations compliant. Assist in development of building programs and conduct conditional surveys and report regularly on the progress thereof. Render a coordinated and professional service at all levels regarding the maintenance and management of DPWI clients. Update asset register. |
| <u>ENQUIRIES</u> | Ms PN Bendlela Tel No: (013) 753 6361 |
| <u>APPLICATIONS</u> | Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit or email to: RecruitNEL25-04@dpw.gov.za |
| <u>FOR ATTENTION</u> | Mr E Nguyuza |
| <u>POST 01/109</u> | <u>ARTISAN FOREMAN GRADE A: REFRIGERATOR-WORKSHOP REF NO: 2026/03</u> |
| <u>SALARY</u> | R382 047 per annum, (all-inclusive package in accordance with OSD rules) |
| <u>CENTRE</u> | Cape Town Regional Office |
| <u>REQUIREMENTS</u> | A Trade Test in Refrigeration and Air Conditioning in terms of the provision of Section 13 (2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act. Five years post qualification experience as an Artisan. Valid driver's license. Computer literate, knowledge of Occupational Health and Safety Act, 85 of 1993 and relevant Regulations. Must have the understanding of engineering drawings. |
| <u>DUTIES</u> | The successful candidate must be able to compile material list per project, will be required to maintain all Government Buildings including new work to buildings. Must be willing to work overtime if and when required, and compile progress reports on projects and monitor/train/mentor Artisans, Artisan assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per Occupational Health and Safety Act, 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building & other Islands (Marion, Gough and Antarctica). |
| <u>ENQUIRIES</u> | Mr T Mudau Tel No: (021) 402 2333 |
| <u>APPLICATIONS</u> | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-03@dpw.gov.za |
| <u>FOR ATTENTION</u> | Ms. C Rossouw |
| <u>POST 01/110</u> | <u>ADMIN OFFICER: PHYSICAL SECURITY REF NO: 2026/07</u> |
| <u>SALARY</u> | R325 101 per annum |
| <u>CENTRE</u> | Mthatha Regional Office |
| <u>REQUIREMENTS</u> | A minimum of three-year tertiary qualification (NQF Level 6) in Security (Risk) Management/Safety Management, Public Management, Office management, Public Relations or Security relevant qualification with relevant years of experience in security or related field. Driver's License compulsory. Knowledge: Relevant legislation related to public security. Including the Minimum Information Security Standards Act (MISS). Disciplinary procedure and what constitute unprofessional conduct. National Information Security Policy. Risk and Threats management. Safety and Security Management and Administration, including (security Audit, physical security measures, contingency, planning, occupational health and safety, personnel security, document security, surveillance, information technology security fire regulation and fire protection and communication security). Security Environment (National Intelligence Agency, South African Policy Service, PSIRA). Skills: Computer literacy, Leadership and management skill, Effective communication at all levels, Report writing, Presentation Skills, Interpersonal and diplomacy skills, Detecting skills, Problem solving skills and Conflict Management. |

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| <u>DUTIES</u> | : Security related administration (Security registers, screening and payments). Attend to and report physical security incidents. Monitor security systems and equipment and ensure that they are always functional. Monitor and record the movement of movable assets entering the departmental premises. Monitor access control and key control procedure. Participate in disaster management plans. Inspect all security registers, irregularities and make an entry in the occurrence book and report to supervisor. Report all breaches or alleged breaches of security, or behaviour posing a security risk. Provides administrative and technical support to enhance parking operations. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : Mr MA Mapukata Tel No: (047) 502 7089 Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5009. Alternatively, hand deliver to Prd II Building 5th floor, Sutherland Street, Mthatha or email to RecruitMTH26-01@dpw.gov.za |
| <u>FOR ATTENTION</u> <u>NOTE</u> | : Ms. N Mzalisi Tel No: (047) 502 7005 Practical exercise/ assessment will form part of the selection process. |
| <u>POST 01/111</u> | <u>WORKS MANAGER: ELECTRICAL REF NO: 2026/08</u> |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | : R269 499 per annum Johannesburg Regional Office A three-year tertiary qualification in the Electrical Engineering field or Electrical Engineering N3 with passed trade test in the relevant environment, or Registration as an Electrical Engineering Technician, accompanied by basic knowledge of Electrical technical background. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. A valid Driver's license will be an added advantage. |
| <u>DUTIES</u> | : Oversee the work of electrical contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process of variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timous development of reports on problems emanating from projects. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Understanding of high voltage and low voltage. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : Mr KC Muthivheli Tel No: (011) 713 6097 Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB26-01@dpw.gov.za |
| <u>FOR ATTENTION</u> | : Mr M Mudau |
| <u>POST 01/112</u> | <u>ARTISAN PAINTER: WORKSHOP (GRADE A) REF NO: 2026/09</u> |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | : R243 597 per annum, (all-inclusive package in accordance with OSD rules) Cape Town Regional Office Appropriate Trade Test Certificate in Painting. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop. |
| <u>DUTIES</u> | : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the |

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| <u>ENQUIRIES</u> | incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat. |
| <u>APPLICATIONS</u> | Mr. E Rykliet at (066) 185 0207 Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-07@dpw.gov.za |
| <u>FOR ATTENTION</u> | Ms. C Rossouw |
| <u>POST 01/113</u> | <u>ARTISAN BRICKLAYER: WORKSHOP (GRADE A) REF NO: 2026/10</u> |
| <u>SALARY</u> | R243 597 per annum, (all-inclusive package in accordance with OSD rules) |
| <u>CENTRE</u> | Cape Town Regional Office |
| <u>REQUIREMENTS</u> | Appropriate Trade Test Certificate in Bricklaying. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop. |
| <u>DUTIES</u> | The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat. |
| <u>ENQUIRIES</u> | Mr. M Stephens Tel No: (021) 402 2334; Mr. M Jumba Tel No: (021) 402 2338; Mr. Mudau Tel No: (021) 402 2333 |
| <u>APPLICATIONS</u> | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-08@dpw.gov.za |
| <u>FOR ATTENTION</u> | Ms. C Rossouw |
| <u>POST 01/114</u> | <u>ADMINISTRATIVE CLERK: WORKSHOP MANAGEMENT REF NO: 2026/11</u> |
| <u>SALARY</u> | R228 321 per annum |
| <u>CENTRE</u> | Cape Town Regional Office |
| <u>REQUIREMENTS</u> | A minimum of Senior certificate/Grade 12/Matric. No experience required. Computer literate (Ms Word, Excel, Power point & Outlook). Must have the ability to communicate well with people at different levels. Ability to act with tact and discretion. Sound organizational skill. Basic numeracy, interpersonal skills, planning and organizing. Knowledge of: Relevant legislations, basic financial administration and good telephone etiquette. Ability to adopt to working schedule in accordance to office requirements. |
| <u>DUTIES</u> | Render general clerical support services. Keep and maintain the incoming and outgoing register of the component. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services for workshop management. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the workshop environment. Arrange travelling and accommodation as required. Maintain a leave and attendance register for the component. Capture and update expenditure for the unit. Provide financial administration support services in the unit. Check correctness of subsistence and travel claims of officials and submit to manager for approval. |
| <u>ENQUIRIES</u> | Mr. Mudau Tel No: (02) 402 2333 |
| <u>APPLICATIONS</u> | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-09@dpw.gov.za |
| <u>FOR ATTENTION</u> | Ms. C Rossouw |

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| <u>POST 01/115</u> | : | <u>SECURITY OFFICER SUPERVISOR: SECURITY MANAGEMENT REF NO: 2026/12</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum Cape Town Regional Office NQF level 4 (Grade 12 Senior Certificate or equivalent), Security certificate (a minimum of 1 year of study) Grade-B PSIRA certificate. No experience required. The following will be advantage: Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy and Occupational Health and Safety Act [OHS]. The applicant must be willing to undergo the process of security vetting. |
| <u>DUTIES</u> | : | Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Allocate duties to security officer/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of equipment, documents and stores into or out of the building or premises. Monitor and provide support in case of emergencies. Render administrative and related functions. Determining roster, shift schedules and overtime. Monitor performance of employees of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incident to investigating officers. Report faulty equipment/systems. Administer all control room operations to safe-guard the department's assets. Review of footages upon request through proper procedure. Update all register for the incidents observed. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. S Segale Tel No: (021) 402 2327 Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-10@dpw.gov.za |
| <u>FOR ATTENTION</u> | : | Ms. C Rossouw |
| <u>POST 01/116</u> | : | <u>ASSISTANT ADMINISTRATION OFFICER: HELDESK AND COMPLAINTS REF NO: 2026/13</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum Cape Town Regional Office A minimum of Senior certificate/Grade 12/Matric. A tertiary qualification will be an added advantage. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Ability to convert data into usable information (Statistics) be analytical. Be able to perform under pressure. A basic understanding of various facets of the built environment and project management skills. Typing will also be an advantage. |
| <u>DUTIES</u> | : | Liaise with internal clients and National client Departments in terms of follow up, queries and feedback. Assist with the consolidation of monthly/ quarterly reports. Be responsible for the normal office administration e.g. Filing, Memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415's for day-to-day maintenance services and service contracts. Updating and filing of record system for service contracts and day to day maintenance services. Follow up of outstanding cases and attend to queries in order to ensure enquiries are addressed and service delivery being maintained. Updating of information and administration of the day to day maintenance spreadsheet for distribution to internal and external clients. Provide National Call Centre with feedback in terms of status of the complaints. Attend and arrange meetings with internal and external clients including normal administrative responsibilities. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr. R Majal Tel No: (021) 402 2300 Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-11@dpw.gov.za |
| <u>FOR ATTENTION</u> | : | Ms. C Rossouw |

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| <u>POST 01/117</u> | : | <u>SENIOR GENERAL FOREMAN: CLEANING SERVICES REF NO: 2026/14 (X3 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R193 359 per annum Mmabatho Regional Office Brits Magistrate Court (X1 Post) Klerksdorp Magistrate Court (X1 Post) Itsoseng Magistrate Court (X1 Post) |
| <u>REQUIREMENTS</u> | : | A minimum of Passed Senior certificate/ Grade 12/ passed ABET Level 4, must be computer literate. Ability to communicate at all levels and basic numeracy, basic knowledge of cleaning, must have cleaning supervisory experience, interpersonal relations, and administrative skills. Exposure to chemicals, cleaning chemicals and hazardous working conditions. Knowledge of cleaning materials. Ability to write a report. |
| <u>DUTIES</u> | : | Manage and control equipment and materials. Ensure replacement or repair of faulty/obsolete equipment. Order, receive and ensure availability of cleaning materials and distribution of supplies. Ensure safe keeping of cleaning materials and equipment. Supervise the provisioning of housekeeping, cleaning, safeguarding and maintenance services. Perform physical inspection of cleaned areas. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to Occupational Health and Safety. Perform general supervision and support the administration of the section. Assist with maintenance of discipline, time keeping and records management. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. M Llali Tel No: (018) 386 5379 Mmabatho Regional Office: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit3, Mmabatho, 2735 or email to: RecruitMBT26-01@dpw.gov.za |
| <u>FOR ATTENTION NOTE</u> | : | Mr. T Oagile Please specify the area in your application according to your preferred area. Please submit a separate, complete application for each post. |
| <u>POST 01/118</u> | : | <u>FOREMAN: CLEANING SERVICES REF NO: 2026/15 (X4 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R193 359 per annum |
| <u>REQUIREMENTS</u> | : | Johannesburg Regional Office A minimum of senior certificate/Grade 12/Matric/Abet Level 4. Appropriate relevant experience in cleaning services environment will be an added advantage. Must be prepared to travel, willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials. Cleaning procedures. Operating cleaning equipment. Occupational health and safety, Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels, ability to work independently. |
| <u>DUTIES</u> | : | Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of cleaning equipment and materials; maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources; assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr K Muthivheli Tel No: (011) 713 6079 Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB26-02@dpw.gov.za |
| <u>FOR ATTENTION</u> | : | Mr M Mudau |
| <u>POST 01/119</u> | : | <u>SUPERVISOR: CLEANING SERVICES (X4 POSTS)</u> |
| <u>SALARY</u> | : | R193 359 per annum |

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| <u>CENTRE</u> | : | Cape Town Regional Office Oudtshoorn Magistrate Court Ref No: 2026/15A (X1 Post) Wynberg Magistrate Court Ref No: 2026/15B (X1 Post) Knysna Magistrate Court Ref No: 2026/15C (X1 Post) Mitchell's Plain Court Ref No: 2026/15D (X1 Post) |
| <u>REQUIREMENTS</u> | : | NQF level 3 (Grade 10/ABET level 4). Ability to operate cleaning equipment. Knowledge of types and purpose of cleaning materials. Knowledge of the OHSA. Knowledge of the LRA. Computer literacy. Effective communication skills. Project management skills. Conflict resolution skills. Valid driver's license. Willingness to travel. Exposure to hazardous working conditions. |
| <u>DUTIES</u> | : | Supervise cleaning services rendered: Coordinate cleaning services, ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness, supervise cleaning staff, and compile cleaning reports. Effective management and control equipment and materials: identify resource requirements and special operational needs, monitor the condition and availability of cleaning equipment, ensure the maintenance/servicing of equipment, the replacement/servicing of equipment, ensure the replenishment and distribution of cleaning equipment and materials, maintain the material register. Support the administration of the section. Identify staff requirements, support the administration of human resources, assess the performance of cleaners, receive and submit leave of supervisors and cleaners. |
| <u>ENQUIRIES</u> | : | Mr. Dorian Lewin Tel No: (021) 402 2140 |
| <u>APPLICATIONS</u> | : | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-12@dpw.gov.za |
| <u>FOR ATTENTION</u> | : | Ms. C Rossouw |
| <u>NOTE</u> | : | Please specify the reference number in your application according to your preferred area. Please submit a separate, complete application for each post. |
| <u>POST 01/120</u> | : | <u>SUPERVISOR: HORTICULTURAL SERVICES-FACILITIES MANAGEMENT</u> <u>REF NO: 2026/16 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R193 359 per annum |
| <u>CENTRE</u> | : | Cape Town Regional Office, Rondebosch |
| <u>REQUIREMENTS</u> | : | A minimum of senior certificate/Grade 12/ Matric or equivalent qualification. No experience required. Have exposure in dealing with people of high profile like judges and magistrates. Be able to handle a large staff component. Knowledge: Garden maintenance practices, Occupational Health and Safety, operating horticultural machinery and equipment. Skills: Conflict resolution, effective communication and problem-solving skills. Have a valid code 10 driver's license with PDP and be prepared to travel. Willing to adapt work schedule in accordance to office requirements. |
| <u>DUTIES</u> | : | The Supervision of personnel and horticultural. Manage and control equipment and material. Supervise and ensure maintenance of garden and flower beds and other outdoor maintenance. Special request for long distances and plot clearing and firebreaks. Delegation/ implementation of landscaping duties. Garden Maintenance. Notification of problem areas to supervisors. Oversee /maintain plot and fire break clearing. Site Inspection of vacant state property. Special indications/duties manage plant decorations and flower arrangements as requested. Nursery maintenance. Perform general supervision and support the administration of the section. |
| <u>ENQUIRIES</u> | : | Ms E. Bessick Tel No: (021) 402 2407 |
| <u>APPLICATIONS</u> | : | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-13@dpw.gov.za |
| <u>FOR ATTENTION</u> | : | Ms. C Rossouw |
| <u>POST 01/121</u> | : | <u>TRADESMAN AID: WORKSHOP REF NO: 2026/17 (X7 POSTS)</u> |
| <u>SALARY</u> | : | R163 680 per annum |
| <u>CENTRE</u> | : | Cape Town Regional Office |
| <u>REQUIREMENTS</u> | : | Must have a Grade 10/ Standard 8 qualification. No experience required. Knowledge: Operation of equipment, workshop tools and machinery. Must have good communication skills and must be able to report effectively. |

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| <u>DUTIES</u> | Knowledge of Occupational Health and Safety Act 85 of 1993. A valid driver's license will be considered as an added advantage. |
| <u>ENQUIRIES</u> | Mr. T. Mudau Tel No: (021) 402 2333/ Mr. M.G. Stephens Tel No: (021) 402 2334/Mr. M. Porta Nova Tel No: (021) 402 2348 |
| <u>APPLICATIONS</u> | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-14@dpw.gov.za |
| <u>FOR ATTENTION</u> | Ms. C Rossouw |
| <u>POST 01/122</u> | <u>HANDYMAN: WORKSHOP REF NO: 2026/18 (X4 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | R163 680 per annum Cape Town Regional Office ABET Level 4 qualification. No experience required. Must have interpersonal, basic literacy, effective communication and technical skills, operation of equipment, tools, Machinery, chemicals and technical maintenance. Knowledge of Occupational Health and Safety Act 85 of 1993. Ability to adopt to working schedule in accordance to office requirements. Adherence requirement of the Job. It will be expected of the incumbent to climb ladders for inspection, work in a confined space & perform maintenance in Government Buildings & Other Islands (Marion, Gough & Antarctica). |
| <u>DUTIES</u> | Assist Artisans with regards to repair and maintenance work in Government Buildings including Other Islands (Marion, Gough & Antarctica). Taking care of hand tools and machines, perform minor repair and maintenance work. Identify maintenance and repair needs, carrying, loading and off- loading of workshop tools as well as material. Compile Technical report. Check faults for repair and maintenance required and housekeeping of workshop and plant rooms to ensure compliance as per Occupational Health & Safety Act 85 of 1993. |
| <u>ENQUIRIES</u> | Mr. Porta Nova at 082 699 9222/Mr. Stephens M at 082 376 6005/Mr. Mudau T Tel No: (021) 402 2333 |
| <u>APPLICATIONS</u> | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-15@dpw.gov.za |
| <u>FOR ATTENTION</u> | Ms. C Rossouw |
| <u>POST 01/123</u> | <u>WORKSHOP STOREROOM ATTENDANT REF NO: 2026/19</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | R163 680 per annum Cape Town Regional Office A minimum of senior certificate/Grade 12/Matric or equivalent qualification. No experience required. Knowledge: Storeroom standards and procedures, Mailing procedures, Office administration and Filing systems Skills: Effective communication (verbal and written) skills, Computer literacy skills on Microsoft (MS Word, MS Excel and etc.), Basic literacy, Basic numeracy and Interpersonal skills. Personal attributes: Ability to be punctuality, Ability to provide accurate information, Ability to work independently and in a team, Ability to work under pressure, Ability to communicate at all levels, Trustworthy. Willing to adapt work schedule in accordance with professional requirements. Provide safekeeping of equipment and material: Receives goods, tools, components and materials from suppliers. Verify delivered equipment with the order/specification. Handle storeroom supplies in an organised scheduled manner. Report on stock requiring replenish. Manage movements of incoming of outgoing stores: Issue equipment to staff on request or job card in a timely manner. Maintains records of equipment issued and returned. Prepare inventory control of storeroom materials: Prepares periodic inventory or maintain perpetual inventory of equipment. Perform physical checking of |
| <u>DUTIES</u> | |

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| <u>ENQUIRIES</u> | : | storeroom materials for breakages or damages. Ensure good housekeeping of a storeroom: Ensure storeroom premises are maintained in a neat and orderly manner. Ensure adequate ventilation of the storeroom. Ensure adherence of established safety standards of storeroom management. |
| <u>APPLICATIONS</u> | : | Mr. Porta Nova at 082 699 9222/Mr. Stephens M at 082 376 6005/Mr. Mudau T Tel No: (021) 402 2333 |
| <u>FOR ATTENTION</u> | : | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-16@dpw.gov.za |
| <u>POST 01/124</u> | : | Ms. C Rossouw |
| | | <u>SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2026/20</u> |
| <u>SALARY</u> | : | R163 680 per annum |
| <u>CENTRE</u> | : | Cape Town Regional Office |
| <u>REQUIREMENTS</u> | : | ABET plus Grade E, D & C (PSIRA). No experience required. Knowledge: Access control procedures, Measures for the control and movement of equipment and stores, Prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. The applicant must be willing to undergo the process of security clearance. Willing to work shifts. |
| <u>DUTIES</u> | : | Perform access control functions: Conduct screening of all people entering and leaving the building through X-ray machine and metal detector. Determine whether visitors have appointment or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents/cards as required. Escort visitors/employees to relevant employees/venues where required. Lock and unlock entrances. Identify suspicious conduct. Follow-up on incidents. Issue access cards to employees and verify the validity of access cards. Manage parking and safeguard state and private vehicles. Monitor CCTV in security control room to identify suspicious activities. Provide key management control. Ensure safety and security in the buildings, premises and land parcels:- Undertake building /premises patrols. Check that doors are locked or unlocked as required. Check water leaks and that taps are closed. Check fire hazards, exposed electrical contacts and other fire hazards emanating from i.e. chemicals. Check lights, switch on and off as required. Check suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and departmental management. Safeguard vacant land against illegal occupation. |
| <u>ENQUIRIES</u> | : | Ms. S Segale Tel No: (021) 402 2327 |
| <u>APPLICATIONS</u> | : | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-17@dpw.gov.za |
| <u>FOR ATTENTION</u> | : | Ms. C Rossouw |
| <u>POST 01/125</u> | : | <u>TRADESMAN AID II: WORKSHOP REF NO: 2026/21 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R163 680 per annum |
| <u>CENTRE</u> | : | Bloemfontein Regional Office |
| <u>REQUIREMENTS</u> | : | Grade 10. Be able to read and write. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment's as well as general technical construction related experience will be an added advantage. |
| <u>DUTIES</u> | : | Assist Artisans with all day-to-day maintenance related activities. Must be willing to work overtime when the need arise (i.e. after hours and during the weekends). Maintain the safekeeping equipment, tools and machinery generally used on site. Must periodically ensure a good housekeeping procedure at the workshop and on site. Ensure all work is carried in accordance with the safety regulation as per the OHS ACT. |
| <u>ENQUIRIES</u> | : | Mr. M Mashinini Tel No: (051) 408 7350 |
| <u>APPLICATIONS</u> | : | Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBloem26-01@dpw.gov.za |

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| <u>FOR ATTENTION</u> | : | Mr D Manus |
| <u>POST 01/126</u> | : | <u>CLEANER REF NO: 2026/22 (X8 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R138 486 per annum Johannesburg Regional Office Grade 10 or standard 8, level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning materials and equipment and will be added advantage.</p> |
| <u>DUTIES</u> | : | Cleaning court and cells, cleaning toilets, basins and wall tiles, empty and wash floors. Sweeping passages, floors, offices and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. |
| <u>ENQUIRIES APPLICATIONS</u> | : | <p>Mr K Muthivheli Tel No: (011) 713 6097 Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB26-03@dpw.gov.za</p> |
| <u>FOR ATTENTION</u> | : | Mr M Mudau |
| <u>POST 01/127</u> | : | <u>CLEANER: FACILITY MANAGEMENT (X13 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | <p>R138 486 per annum Mmabatho Regional Office Rustenburg Magistrate Court Ref No: 2026/23A (X3 Posts) Itsoseng Magistrate Court Ref No: 2026/23B (X2 Posts) Mmabatho (Dada Motors) Ref No: 2026/23C (X1 Post) Brits Magistrate Court Ref No: 2026/23D (X1 Post) Klerksdorp Magistrate Court Ref No: 2026/23E (X1 Post) Koster Magistrate Court Ref No: 2026/23F (X1 Post) Ventersdorp Magistrate Court Ref No: 2026/23G (X1 Post) Potchefstroom Magistrate Court Ref No: 2026/23H (X3 Posts)</p> |
| <u>REQUIREMENTS</u> | : | Passed ABET Level 4 or Grade 12. Good interpersonal skills, effective communication, planning and organizing, operation of machinery and basic literacy. Knowledge on usage of cleaning materials and Occupational Health and Safety will be an added advantage. |
| <u>DUTIES</u> | : | Effective cleaning of buildings empty dustbins, Dust and polish furniture, Clean windows and walls, Wash floors and vacuum carpets. Deep cleaning of toilets, Refill toilets dispensers with toilet papers and hands washing soap. Cleaning kitchen utensils. Report defects encountered during cleaning, Alert working staff of slippery floors. Offloading delivered materials and arranging the storeroom accordingly. |
| <u>ENQUIRIES APPLICATIONS</u> | : | <p>Ms. M Llali Tel No: (018) 386 5379 Mmabatho Regional Office: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit3, Mmabatho, 2735 or email to: RecruitMBT26-02@dpw.gov.za</p> |
| <u>FOR ATTENTION</u> | : | Mr. T Oagile |
| <u>NOTE</u> | : | Please specify the reference number in your application according to your preferred area. Please submit a separate, complete application for each post. |
| <u>POST 01/128</u> | : | <u>CLEANER: FACILITIES MANAGEMENT: CLEANING SERVICES (X10 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | <p>R138 486 per annum Cape Town Regional Office Customs House Ref No: 2026/24A (X1 Post) Mitchell's Plain Court Ref No: 2026/24B (X2 Posts) Khayelitsha Court Ref No: 2026/24C (X2 Posts) Atlantis Court Ref No: 2026/24D (X2 Posts) Swellendam Court Ref No: 2026/24E (X2 Posts) Knysna Court Ref No: 2026/24F (X1 Post)</p> |
| <u>REQUIREMENTS</u> | : | A junior certificate Grade 8, ABET level 4 or equivalent qualification. No experience required. Good interpersonal, basic communication and literacy skills. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage. Ability to work |

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| | physically for long hours, exposed to chemicals and hazardous working conditions. |
| <u>DUTIES</u> | : The effective cleaning of buildings: Cleaning office, court rooms and open spaces; empty dustbins; dust and polish wood tables and other furniture; refill water bottles with fresh water; clean windows, doors and walls; Scrubbing, mopping and polishing floors and vacuum carpets; Sweeping passages, floors, offices floors, pavements and basement. The effective cleaning of toilets: deep cleaning of toilets; refill toilets dispensers with toilet papers and hands washing soap; wash basins, walls and floors. The effective cleaning of kitchens: wash dishes during forums and other meetings; wash kitchen floors; clean kitchen appliances; assist with tea and coffee during forums and other meetings. The rendering of assistance regarding the general safety of buildings: report defects encountered during cleaning; alert working staff of slippery floors and stairs; alert supervisor of failed light bulbs and locks not working. |
| <u>ENQUIRIES</u> | Mr. Dorian Lewin Tel No: (021) 402 2104 |
| <u>APPLICATIONS</u> | : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-18@dpw.gov.za |
| <u>FOR ATTENTION</u> | |
| <u>NOTE</u> | : Ms. C Rossouw |
| | : Please specify the reference number in your application according to your preferred area. Please submit a separate, complete application for each post. Preference will be given to people residing directly on mentioned Areas. |
| <u>POST 01/129</u> | <u>CLEANER REF NO: 2026/25 (X7 POSTS)</u> |
| <u>SALARY</u> | : R138 486 per annum |
| <u>CENTRE</u> | : Bloemfontein NDPW& I: BFN Workshop (X6 Posts) |
| <u>REQUIREMENTS</u> | : Bloemfontein NDPW & I: Villiers Magistrate Office (X1 Post) |
| | : Standard 8/ Grade 10 and be able to read and write. No experience needed. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage. |
| <u>DUTIES</u> | : Cleaning toilets, urinals, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices floors. Scrubbing, mopping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls. Sweep and mop kitchen. Vacuum and wash carpets. Sweep, mop and scrub holding cells. Keeping storerooms clean and neat. |
| <u>ENQUIRIES</u> | Ms. N.B Nkonyana Tel No: (051) 408 7353 |
| <u>APPLICATIONS</u> | : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBloem26-02@dpw.gov.za |
| <u>FOR ATTENTION</u> | |
| <u>POST 01/130</u> | <u>GROUNDSMAN: (X5 POSTS)</u> |
| <u>SALARY</u> | : R138 486 per annum |
| <u>CENTRE</u> | : Bloemfontein Regional Office |
| <u>REQUIREMENTS</u> | : Koppies Magistrate Office Ref No: 2026/26A (X1 Post) |
| | : Memel Magistrate Office Ref No: 2026/26B (X1 Post) |
| | : Bloemfontein (Nursery) Ref No: 2026/26C (X3 Posts) |
| <u>DUTIES</u> | : Grade 10 or NCV level 2. Nursery experience will be an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on the correct usage of garden materials and equipments will be an added advantage. |
| <u>ENQUIRIES</u> | Ms. N Nkentsha Tel No: (051) 408 7345 |
| <u>APPLICATIONS</u> | : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBloem26-03@dpw.gov.za |

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| <u>FOR ATTENTION</u> | : | Mr D Manus |
| <u>NOTE</u> | : | Please specify the reference number in your application according to your preferred area. Please submit a separate, complete application for each post. |
| <u>POST 01/131</u> | : | <u>GROUNDSMAN: HORTICULTURAL SERVICES REF NO: 2026/27 (X15 POSTS)</u> |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Cape Town Regional Office (Rondebosch) |
| <u>REQUIREMENTS</u> | : | Applicant must have a Grade 10 / Standard 8 or Abet Level 4 Certificate or equivalent. No experience required. Interpersonal and basic Literacy skills. Knowledge of Occupational Health and Safety Act. Knowledge of working with horticultural equipment. Willing to adopt work schedule in accordance with office requirement. |
| <u>DUTIES</u> | : | Maintain premises and surroundings. To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required. Ensure adherence and compliance with occupational and health standards. |
| <u>ENQUIRIES</u> | : | Mrs. E Bessick Tel No: (021) 402 2407 |
| <u>APPLICATIONS</u> | : | Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-19@dpw.gov.za |
| <u>FOR ATTENTION</u> | : | Ms. C Rossouw |

ANNEXURE N

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

CLOSING DATE : 30 January 2026

NOTE : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. 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. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

POST 01/132 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (PAYROLL) REF NO: 300126/01**
Branch: Finance
Dir: Financial Accounting (WTE)

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive salary package)
: Pretoria Head Office
: A relevant NQF 7 qualification in a financial related field. Three (3) years relevant experience at supervisory / management level. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Understanding of departmental policies and procedures, government financial systems, principles, and practice of financial accounting. Working experience on Systems Applications and Products (SAP). Proficiency in Microsoft office (MS Excel, PowerPoint, MS Word, and Outlook). Ability to compile presentations. Strong Organizational skills, analytical thinking, and attention to detail. Good communication skills both (verbal and written). Proven managerial ability to support staff. Supervisory principles and practices, including planning, delegating, and

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| | monitoring the work of the subordinates within the unit Accountability and ethical conduct. Willingness to travel. |
| <u>DUTIES</u> | Overseeing and managing payroll management and reporting sub-directorate. Provide support to clusters on all payroll management and reporting responsibilities. Consolidate all monthly reports from clusters. Ensure proper reporting on quarterly basis for performance reporting, quarterly financial reports, and finally annual reporting. Ensure that audit queries are responded to on time within the directorate. Formulating, documenting, implementing, and reviewing of policies, Standard Operating Procedures (SOP) and programs relating to payroll management, other regulatory internal control and compliance issues, General Ledger Reconciliation. Manage the completion of all daily, weekly, and monthly operational duties with assistance from the Assistant Director, recommending initiatives to enhance risk mitigation and fraud protection to Director. Manage compliance regarding remuneration and benefits processes. Attending meetings as and when required. Attending to audit queries and formulating appropriate responses. Manage year end processes and account adjustments, Training, and support to clusters. Assist the Director in the effective execution of his/her responsibilities. Supervise and evaluate staff and sign their performance agreements and assessments, Staff management and training. |
| <u>ENQUIRIES</u> | Mr Thabiso Toka Tel No: (012) 336 8378 |
| <u>POST 01/133</u> | <u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (PAYROLL) REF NO: 300126/02</u> Branch: Finance Dir: Financial Accounting (WTE) |
| <u>SALARY</u> | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | Pretoria Head Office |
| <u>REQUIREMENTS</u> | A relevant NQF 7 qualification in financial management. Three (3) years relevant supervisory experience. The disclosure of a valid unexpired driver's license. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Understanding of departmental policies and procedures. Knowledge of governmental financial systems, principles, and practice of financial accounting. Working experience on the Systems Applications and Products (SAP). Ability to compile presentations. Computer literate in Microsoft office (MS Excel, MS Word, Outlook, and PowerPoint), numeracy skills, interpersonal skills, and teamwork, telephone etiquette, Analytical, planning and organizing, Time management. Good facilitation skills. Willingness to travel. Supervisory principles, and practices, including planning, delegating, and monitoring the work of the subordinates within the unit. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. |
| <u>DUTIES</u> | Implement and monitor cash management policies, strategies, procedures, and financial reporting prescripts to ensure completeness and accuracy of cash and financial reporting. Assist with key lead schedules for the annual financial audit and respond to audit queries, salaries and staff debtors. Monitor Tax Administration and Reconciliation. Process all monthly salaries and ensure that they are processed correctly. Monitor employee tax deductions and prepare payment packs for third party deductions. Manage requests and processing of tax directives where necessary. Administer employee tax deductions. Oversee the distribution, management and control of IRP5/IT3(A) Certificates. Prepare monthly payroll reconciliations, ensure all salary monthly debit orders and deductions are valid. Monitor unusual items in the suspense account and recommend solutions. Establish a proper safe keeping of documents is maintained in the unit. Ensure all payroll management transactions are performed in line with relevant policies, prescripts, regulations and with Standard Operating Procedures (SOP). Processing of adjustments/journals that are payroll related. Staff management and training. Attend meetings as and when required. Prepare weekly and monthly Payroll management related reports. Sign off SAP authorization forms for subordinates and approve leave requests. Approve documents from staff on system workflow. Supervisor staff within the unit and sign their performance agreements and assessments. Assist |

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| | the Deputy Director in the effective execution of his/her responsibilities. Assist with financial year-end processes and compiling of audit file. Attend to audit queries and formulating of responses. Mr Thabiso Toka Tel No: (012) 336 8378 |
| <u>ENQUIRIES</u> | |
| <u>POST 01/134</u> | <u>SCIENTIFIC TECHNICIAN GRADE A – C REF NO: 300126/05</u> Branch: Water Resource Management Dir: Resource Quality Information Services (RQIS) |
| <u>SALARY</u> | R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience) |
| <u>CENTRE REQUIREMENTS</u> | Pretoria (Roodeplaat) A National Diploma in Natural Science. Compulsory registration with South African Council of Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. Three (3) years post qualification technical (scientific) in-depth experience in standard water-related analysis using of the following techniques or instruments: Discrete analysers, Atomic Absorption Spectroscopy (AAS), Flow Injection analysis (FIA), Auto-titrator, Turbidity meter, and Inductively Coupled Plasma Optical Emissions Spectrometry (ICP-OES) instrument. Exposure to Laboratory Information Management System (LIMS). Exposure to laboratory processes and ISO/IEC 17025:2017 requirements. Knowledge in statistical analysis. Knowledge of Occupational Health and Safety Act and safety principles. Knowledge in computer literacy and ability to use various software packages such as MS Word, Excel, PowerPoint, Microsoft Outlook, and Internet. |
| <u>DUTIES</u> | The incumbent will be responsible for executing a wide variety of tasks in relation to the analysis of water samples including the following: Organize, prioritize, prepare and analyse water samples in the laboratory. Filter and digest water samples with methods and procedures. Prepare standards and reagents for analysis of samples. Maintain analytical instruments. Ensure quality assurance on all analysed data and results as per RQIS quality system. Operate Laboratory Information Management System (LIMS). Maintain and improve the RQIS quality system. Participate in proficiency testing exercises. Participate in the investigation of non-conforming work through Corrective Action Requests (CARs). Plan training activities and perform Planned Job Observations (PJO's) on all methods and procedures to be declared competent in terms of the RQIS quality system and thereafter be assessed by SANAS as a technical signatory. Supervise and train laboratory personnel to have a highly motivated and effective team. Responsible for the quality assurance and tasks related to providing technical and scientific support. Mr. Mpheleki Lupiwana Tel No: (012) 808 9546 |
| <u>ENQUIRIES</u> | |
| <u>POST 01/135</u> | <u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 300126/03</u> Branch: Infrastructure Management Southern Operations Dir: Operations Southern |
| <u>SALARY</u> | R397 116 per annum (Level 08) |
| <u>CENTRE REQUIREMENTS</u> | Port Elizabeth (Gqeberha) A relevant NQF level 6 qualification in Supply Chain Management or relevant field. Three(3) years relevant experience in a supervisory level. Practical experience on SAP system. The disclosure of a valid driver's License. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFA and all applicable SCM guidelines, policies, practices, and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation, Communication, Accountability and Ethical Conduct. |
| <u>DUTIES</u> | Coordinate, review, research, analyses and plan the procurement needs of the Cluster. Coordinate, review, collect information and implement the demand management plan for the Cluster. Manage and review specifications received from end users. Implement and maintain the update of all prospective and preferred supplier database. Coordinate, review and execute the bidding process. Coordinate and review the compilation and invitation of quotations |

from Central Supplier Database as per the National Treasury Thresholds. Serve as the secretariat for all Cluster Bids & Specification Committees. Supervise, monitor, analyze and determine actions to ensure proper contract administration. Supervise, monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality, and right price according to the contract. Supervise and monitor supplier performance according to the contract and Service Level agreement. Coordinate and review the process of requisition of goods and services. Verify correctness of invoice. Facilitate authorization of payment. Coordinate the safe keeping and distribution of goods. Supervise employees to ensure an effective Supply Chain Management service and undertake all administrative functions required regarding financial and HR administration. Control and safeguard all Supply Chain documentation. Supervise and undertake risk management assessments. Supervise and implement fraud and abuse prevention strategy for SCM. Supervise and undertake performance assessment of the value chain in SCM function. Participate in the development of risk and performance management policies processes and procedures. Manage moveable assets in your section. Conduct physical verification of assets, manage movement of assets, identify redundant, non-serviceable and obsolete assets in your section.

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| <u>ENQUIRIES</u> | : | Mr. NA Khan Tel No: (041) 508 9725 |
| <u>POST 01/136</u> | : | <u>SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 300126/04</u> Branch: Infrastructure Management Southern Operations Dir: Operations Southern |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum (Level 08) Port Elizabeth (Gqeberha) |
| | : | A relevant NQF 6 qualification in a finance related field. Three (3) to (4)four years' experience in financial matters. Practical experience of the SAP system and the WARMS system. The disclosure of a valid driver's license. Knowledge and understanding of financial legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such as the PFMA, Treasury Regulations, and the Division of Revenue Act (DORA). Knowledge of and application of International Financial Reporting Standards applicable to revenue, Generally Recognized Accounting Practice, Public Service Anti-Corruption Strategy, fraud, and prevention. Knowledge of equal opportunities and affirmative action guidelines, and laws. Knowledge of administrative, clerical procedures, and systems. Knowledge and understanding of Departmental policies and procedures. Provide a framework for managing performance information. Knowledge of implementing policies of PMDS. Problem-solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication. Accountability and Ethical Conduct. Willingness to travel extensively. |
| <u>DUTIES</u> | : | Implement billing management and debt Management Policies. Plan, coordinate, and manage the activities of the division associated with the delivery of revenue services to the Cluster. Provide financial administration of SAP. Monitor the reconciliation of customers. Responsible for the collection of revenue in the EC & WC Region. Handle payments in the suspense account and follow up on bad debt. Manage billing and attend to billing queries. Assist with the tariff determination process in the Region. Attend monthly customer meetings. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports timeously. Manage the customer service office. |
| <u>ENQUIRIES</u> | : | Ms. B Siyo Tel No: (041) 508 9704 |
| <u>POST 01/137</u> | : | <u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING (GENERAL LEDGER) REF NO: 300126/06 (X3 POSTS)</u> Branch: Finance: Dir: Financial Accounting (WTE) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Pretoria Head Office |
| | : | A relevant NQF 6 qualification in a financial related field. One year experience in the General Ledger. Problem Solving and analytical skills. Client orientation and customer focus. Good communication skills both verbal and written. Computer literacy. In depth knowledge and understanding of Public Finance |

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| <u>DUTIES</u> | Management Act and Treasury Regulations. General ledger reconciliation and analysis. Knowledge of SAP and PERSAL System. |
| | Perform Daily, Monthly and Quarterly GL activities. Balance GL reconciliation accounts. Review and reconcile items recorded on the general and subsidiary ledger; and Bank statements and bank balance recorded in the system; Perform year-end tasks. Ensure clearing of ledger and suspense accounts. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Assist in drawing SAP reports (Trial Balance and detail reports) as and when required. Supervise human resources. Attend to audit queries. |
| <u>ENQUIRIES</u> | Mr Thabiso Toka Tel No: (012) 336 8378 |
| <u>POST 01/138</u> | <p><u>FINANCE CLERK PRODUCTION: REVENUE MANAGEMENT REF NO: 300126/07 (X2 POSTS)</u></p> <p>Branch: Infrastructure Management Southern Operations Dir: Operations Southern</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>R228 321 per annum (Level 05)</p> <p>Port Elizabeth /Gqeberha</p> <p>A Senior/ Grade 12 certificate. Understanding of Public Finance Management Act (PFMA) and Treasury Regulations (TR). Basic knowledge of financial functions. Ability to work under pressure. Computer Literacy. Good communication skills. Accountability, integrity, honesty, and ethical conduct. Some experience in finance would be an advantage. Valid driver's license. Willing to travel as and when required.</p> |
| <u>DUTIES</u> | Execute financial and administrative activities on revenue-related functions. Perform reconciliation of customer accounts. Clearing of suspense accounts and allocating payments to correct accounts. Capture Journals and correct misallocation of payments on SAP. Perform account maintenance. Printing and distribution of customer invoices and statements. Follow up with debtors on outstanding balances. Resolve customer queries. Filing all relevant documentation and customer correspondence. |
| <u>ENQUIRIES</u> | Ms. B Siyo Tel No: (041) 508 9704 |
| <u>NOTE</u> | Preference will be given to candidates from the Nelson Mandela Bay District. |
| <u>POST 01/139</u> | <p><u>SUPPLY CHAIN CLERK PRODUCTION REF NO: 300126/08</u></p> <p>Branch: Infrastructure Management Southern Operations Dir: Operations Southern</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>R228 321 per annum (Level 05)</p> <p>Port Elizabeth /Gqeberha</p> <p>A Senior/ Grade 12 certificate. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of legislation governing the Public Service. Flexible and ability to work in a team. Problem solving and analytical skills. People and diversity management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability, integrity, honesty, and ethical conduct. Must be able to work under pressure.</p> |
| <u>DUTIES</u> | The successful candidate will be responsible for rendering demand and acquisition clerical support. Update and maintain contracts register. Capture quotations on the system. Provide secretariat functions. Render logical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register. Receiving deliveries from suppliers and capture good receipts on the system. Maintain online invoice register. |
| <u>ENQUIRIES</u> | Ms. Ncumisa Tyobashe Tel No: (041) 508 9747 |
| <u>NOTE</u> | Preference will be given to candidates from the Nelson Mandela Bay District. |

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| <u>POST 01/140</u> | : | <u>SENIOR FOOD SERVICES SUPERVISOR REF NO: 300126/09</u> |
| | | Branch: Corporate Support Services |
| | | Cd: Auxiliary Services |
| | | Re-advertisement, applicants who have previously applied must reapply. |
| <u>SALARY</u> | : | R193 359 per annum (Level 04) |
| <u>CENTRE</u> | : | Roodeplaat Training Centre |
| <u>REQUIREMENTS</u> | : | A Senior/Grade 12 Certificate or Diploma in Hospitality Management. Two (2) to (4) four years' experience in the environment of food industry. SHE Rep certificate and food services certificate will serve as added advantages. Basic knowledge keeping kitchen utensils clean and safe. Knowledge in business administration. Knowledge in food planning and preparation. Disciplinary knowledge in food services industry. Knowledge of quality management. Knowledge of purchasing and supply chain management. Knowledge of sanitation and health and safety procedures. Knowledge in dishing out food. Knowledge in inventory procedures and techniques. |
| <u>DUTIES</u> | : | Plan menus to meet individual nutritional needs. Monitor and oversees the maintenance of kitchen utensils, ordering and delivering of food items such as bread, meat dry stores, canned goods and dietary products. Oversees the inspection of all kitchen and food preparation areas to ensure proper food handling, sanitation and elimination of safety and security hazards. Plan and organise special functions. Maintain records of stock levels and financial transactions. Train and supervise waiters and kitchen staff. Assist with food preparation. |
| <u>ENQUIRIES</u> | : | Mr. L Skosana Tel No: (012) 943 3303 |

ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE NOTE

: 13 February 2026

: Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <https://jobs.gauteng.gov.za> and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and possession of the SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 01/141

: LEGAL ADMINISTRATION OFFICER (MR5) REF NO: REFS/024255

: R464 634 – R1 111 323 per annum in line with the OSD Framework

: Johannesburg

: A matric plus a Bachelor of Law (LLB) or 4-years legal qualification as recognised by SAQA. Minimum of 8 years of appropriate post qualification legal experience. Postgraduate degree in Law and admitted as an Attorney or Advocate of the Bar Council would be considered an added advantage. Competencies And Skills: MS Office Packages and possess Legislative knowledge of the Framework on Litigation, Drafting of Contracts, Legislative drafting, Working knowledge of civil litigation, criminal procedure and practice, court rules. Have competencies in Communication (Verbal and Written), Trial advocacy, Analytical thinking skills, Policy analysis, Conflict resolution, Research skills and Negotiation skills.

: Provide sound legal advice and litigation support to the department. Investigate and compile relevant documents to the State Attorney. Deal with litigation on behalf of the Department through the State Attorney and manage cases referred to the State Attorney regarding dates and ensure court appearance by officials and avoid prescription. Conduct research and advice on legal problems and proceedings regarding the Department. Conduct research on cases at hand to establish liability and to give an informed opinion. Provide legal opinion and render support to Human Resources Management, Legal and Labour Relations staff in respect to administrative matters, policies and relevant legislation. Facilitation of legislative processes, advice on new legislation and policies to the Department. Advise the MEC on appeal lodged against administrative decisions taken in terms of legislations guiding the

DUTIES

department. Advice on settlement to avoid unnecessary legal costs. Manage consultants and preparations of court documents to ensure accuracy and compliance with strict court rules and deadlines. Appear in court, lead evidence and present legal arguments. Represent the Department during legal proceedings. Determine and deliver persuasive legal arguments to a judge or magistrate, interpreting and applying the law to the specific facts of the case to support their client's position. Ensure compliance to PAIA, PAJA and POPIA and conduct a data inventory and risk assessment to identify what personal information is processed, where it is stored, and who it is shared with. Develop and implement data protection policies and procedures, including a comprehensive privacy notice, data retention schedules, and secure destruction processes. Ensure lawful processing by adhering to the eight conditions for lawful processing, which often requires obtaining explicit, informed consent from data subjects unless another legal justification applies. Compile and publish a PAIA Manual (often combined with the POPIA manual) detailing the organisation's structure, functions, available records, and the procedure for requesting access to information. Assess the request (grant or refuse access based on the specific grounds for refusal outlined in PAIA (e.g. protection of third-party personal information, commercial confidentiality, national security) and compile and publish a PAIA Manual (often combined with the POPIA manual) detailing the organisation's structure, functions, available records and the procedure for requesting access to information. Manage requests for information in accordance with the prescribed procedures and forms, responding within the stipulated timeframes (usually 30 days). Giving instruction to the State Attorney during court proceedings. Compilation of evidence from staff and management. Assist State Attorney to prepare briefs to advocate where necessary. Verify correctness of invoice for payment to the State Attorney. Advice on new Legislation and policies to the Department. Advice through reports of cases handled by the component. Analyse and check prospects of success and give advice to proceed or not to. Liaise with experts on the relevant field of law. Appoint and register an Information Officer (IO) with the Information Regulator. Establish internal appeal procedures for requesters dissatisfied with a decision. Ensure administrative actions are lawful and conducted within the powers granted by empowering provisions. Provide fair procedural in decision-making processes, especially when rights or legitimate expectations are materially and adversely affected. Adhere to the Code of Good Administrative Conduct and integrate PAJA requirements into all administrative decision-making processes (mandatory for public bodies)

ENQUIRIES
APPLICATIONS

: Ms. Miyelani Tshabalala at 063 691 4046
: Please apply online at <https://jobs.gauteng.gov.za/>

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are highly encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost due to budgetary constraints.

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| <u>APPLICATIONS</u> | : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs . Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. All applications must be addressed to the Head of Department and may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. Applicants may submit their completed and signed Z83 application forms and CV's directly to the following email address: kznjobssouth@kzndard.gov.za |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>NOTE</u> | : Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please use The New Z83 Form which is effective from 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. 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. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. |

OTHER POST

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| <u>POST 01/142</u> | : <u>ASSISTANT AGRICULTURAL PRACTITIONER REF NO: SSC01/2026 (X75 POSTS)</u> (3-year fixed term contract) |
| <u>SALARY CENTRES</u> | : R193 359 per annum, (plus 37% in lieu of service benefits) Zululand District King Cetshwayo District uMzinyathi District uMkhanyakude District Amajuba District uMgungundlovu District ILembe District uGu District Harry Gwala District uThukela District eThekwi District |
| <u>REQUIREMENTS</u> | : A three-year Diploma in Agriculture (NQF level 06) or higher. Compulsory registration with SACNASP. No experience required. A valid driver's licence. Knowledge, competencies and skills: Knowledge of extension methodology, |

good communication skills (verbal and written), basic reporting skills, a basic level of public speaking, understanding of group dynamics and ability to communicate with clients and farmers. Applicants must be prepared to physically visit farmers (farms or projects) within the areas where they will be placed.

DUTIES : To assist in rendering general agricultural advice to internal and external clients and to ensure sustainable development. Assist in demonstration of farming methods, to ensure efficient utilization of resources like soil, water, veld, money, and others. Assist in organizing farmers day and information sessions etc. Assist in conducting farm visits and use visitation tools for impact assessment and the development of farm business plans. Source technical and functional input from specialists as required by producers. Assist in providing clients with information concerning financial assistance. To assist in providing technical support on all agricultural projects, food security initiatives, and land development support programs, assist with planning, advice, facilitation of training and after-care. Assist in identification and mobilize interest groups to form entities or institution. Assist in organizing meetings to identify training needs. Assist to facilitate capacity building and provide aftercare. Assist in the facilitating the development and implementation of business plans. Assist in the establishment and revival or inactive projects. Assist in establishing and maintaining home gardens. To assist in promoting a pluralistic approach and partnerships with relevant agricultural stakeholders and organized agriculture. Assist in gathering and analysing relevant information, assist with identification of problems areas and prioritization thereof, e.g. conduct extension surveys. Assist to facilitate the establishment of cooperatives, farmer's associations, interest groups etc. To assist in the promotion of sustainable production of agricultural products thus working with Agricultural advisors. Facilitate the identification of real and perceived needs. Establish structures to address the needs identified. Assist in building capacity of clients in to enable them to fulfil their own needs. Assist in providing inputs for the implementation of best practice, technologies, and latest trends. Support the implementation of programs. Assist in evaluating the success / effectiveness of production systems. Provide continuous support to ensure sustainable production. Perform administrative and related functions. Study technological advances and best practices to enable him / her to perform the extension function according to the required standards. Keep relevant database up to date (including a register of farmers within the area of operation). Compile and submit monthly and quarterly reports. Comply with the Public Service prescripts, departmental policies, procedures, technologies, and new developments to be able to render efficient and effective extension services. Safe keeping physical assets (where applicable).

ENQUIRIES : Mr NL Ntshangase Tel No: (033) 3438133

DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

APPLICATIONS : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: kznjobs@kznedtea.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS), where our friendly staff will assist you with applying online or receiving your hardcopy application. you can find the designated online application centres (doacs) list at www.kznonline.gov.za/kznjobs." Please note that applicants should only use one of the following methods when applying for a post: either through the online e-recruitment system, emailing the z83 and CV directly to the relevant department, or submitting a hardcopy application as directed. Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, Pietermaritzburg, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Sipho Zangwa.

CLOSING DATE : 30 January 2026 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to

suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies. The form must be completed in full, and the application form should be initiated, signed, and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be required to undergo a competency test/technical exercise. Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed. 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. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementing competency-based assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry, and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. Regrettably, due to excessive budget cuts, the Department is not in a position to meet any travel and subsistence costs relating to recruitment processes.

MANAGEMENT ECHELON

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| <u>POST 01/143</u> | <u>CHIEF DIRECTOR: GOVERNANCE AND STRATEGY MANAGEMENT REF NO: CD-STR 01/DEC 2025</u> |
| | Business Unit: Governance And Strategy Management Re-advertised, Candidates who applied previously may re-apply. |
| <u>SALARY</u> | R1 494 900 - R1 787 328 per annum (Level 14), (all-inclusive salary package to be structured under the rules of SMS) |
| <u>CENTRE REQUIREMENTS</u> | Head Office: Pietermaritzburg An appropriate Bachelor's Degree or equivalent qualification in Public Management / Public Administration/ Business Administration/ Business Management/ Economics or other relevant disciplines at NQF level 7 as recognized by SAQA. Postgraduate qualifications will be an added advantage. A minimum of 5 years' experience at a Senior Managerial level in a Governance and Strategy Planning and Management environment. Completion of the |

Nyukela Certificate for entry into the SMS (Senior Management Service) submitted upon appointment. A valid driver's licence. Skills, Training, And Competencies: The successful candidate must have broad knowledge of business administration, compliance management, corporate governance, drafting of agreements, policy management, public entity administration, risk and audit framework management, and strategic planning. Broad knowledge and understanding of the public sector environment and Public Service Systems. Advanced knowledge and a clear understanding of Public Entity management. Broad knowledge of administrative functions in the Public Service. Broad knowledge of Public Service policies and procedures, Provincial and National government functioning, and administrative office procedures. Advanced knowledge of reporting standards, ethics, and practices. Knowledge of the National Development Plan (NDP) and Provincial Growth and Development Strategy (PGDS). Good knowledge of developing strategies and policy implementation according to agreed norms and standards. Knowledge and understanding of the regulatory framework for the Public Service, e.g., Constitution of the Republic of South Africa, Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act. Good stakeholder coordination and engagement, Sound research, knowledge management, strategic capability and leadership, and empowerment. Knowledge and understanding of Employee Performance and Management Systems, Security Management Act, Bill of Rights, Community Outreach, and Public Participation. Knowledge of monitoring and implementation of departmental programs and ensuring proper coordination with line managers at the Head Office level. Strategy Stakeholder Engagement and the ability to communicate at all levels, including Provincial Departments, Senior Management, and Private Sector Organizations. Knowledge of strategic planning and management, Computer literacy, negotiating skills, program and project management principles, report writing, and presentation skills. •Broad knowledge of service delivery innovation, change management, and financial management. Strategic and leadership, policy analysis and development, Innovative thinking, Decisiveness, and Interpersonal relations. Risk Management. Human Resource Management. Analytical and quantitative method tools. Chairing meetings. Conflict Management, management and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus.

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| <u>DUTIES</u> | : | Manage and monitor the strategic and annual planning and reporting processes for the Department •Oversee the development of the systematic inter-governmental relations between all spheres of government, private sector, and international organizations Provide performance, monitoring, and evaluation management Provide effective oversight/governance in the Departmental Public Entities Effective management of the human and financial resources of the office. |
| <u>ENQUIRIES</u> | : | Mr. S P Khanyi at 083 410 6508 |
| <u>NOTE</u> | : | NB: Females and People with Disabilities who meet the requirements. |
| <u>POST 01/144</u> | : | <u>DIRECTOR: ECONOMIC ANALYSIS REF NO: DIR- ECO ANALYSIS 02/DEC 2025</u> Business Unit: Chief Directorate: Economic Reviews Re-advertised, Candidates who applied previously may re-apply. |
| <u>SALARY</u> | : | R1 266 714 - R1 492 122 per annum (Level 13), (all-inclusive salary package to be structured under the rules of SMS) |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Pietermaritzburg An appropriate Bachelor's Degree in Economics at NQF Level 7 as recognized by SAQA; A Post Graduate Degree in Economics will serve as an added advantage. A Minimum of five (5) years' Middle/Senior Management experience focusing on Economic Analysis, Economic Modelling, Economic Research, and Statistical Analysis. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) submitted upon appointment. A valid driver's licence. Skills, Training and Competencies: A rigorous and in-depth knowledge of Economic Analysis, Applied Statistics, and Econometrics, data management, and strategies in the public sector Knowledge of information sharing mechanisms and platforms; A thorough understanding of relevant |

legislation, best practices, and frameworks. Sound Knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Municipal Finance Management Act (MFMA), Economic Modelling Packages (such as EViews, Stata and others), Treasury Regulations, Provincial Growth and Development Strategy (PGDS), National Development Plan (NDP), Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. Ability to provide leadership in provincial and national economic analysis, forecasting, economic modelling, applied statistical data analysis, strategic management, and people skills, and use of advanced Excel and other data analysis tools. Ability to interpret and apply policies, advanced knowledge, and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct, Batho Pele principles, budget formulation, financial management/accounting, strategic management, and programme management principles Skills such as research design, interpreting and analysing quantitative and qualitative socio-economic data, methodologies and implementation, networking and communication, analytical thinking, problem analysis and problem solving, advanced computer literacy, report writing, time management, presentation and verbal communication skill, project development, management and monitoring skills, financial and budget management, planning and organizing, ability to transfer skills and knowledge, offer appropriate advice; Ability to work under pressure. Flexibility to work long and extra hours. Attributes such as innovative, ubuntu, service excellence, ethical conduct, integrity, commitment, and professionalism.

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| <u>DUTIES</u> | : | Oversee Economic Analysis for the KZN Province; Coordinate and facilitate the development of standards on Economic Analysis; Coordinate the analysis of economic trends using relevant instruments/tools; To provide regular reports on economic trends of the province; Provide leadership in the development and implementation of five year and annual strategy of the economic analysis unit including Operation Sukuma Sakhe (OSS), District Development Model (DDM), GEYODI and Risk Management and Knowledge Management, and human resources performance management. |
| <u>ENQUIRIES</u> | : | Mr. C Hamadziripi Tel No: (033) 264 2781 |
| <u>NOTE</u> | : | NB: Targeted: Females and People with Disabilities who meet the requirements. |
| <u>POST 01/145</u> | : | <u>DIRECTOR: STATISTICAL DATABASE AND KNOWLEDGE MANAGEMENT</u> <u>REF NO: DIR-STAT DATABASE 03/DEC 2025</u> Business Unit: Chief Directorate: Economic Reviews Re-advertised, Candidates who applied previously may re-apply. |
| <u>SALARY</u> | : | R1 266 714 – R1 492 122 per annum (Level 13), (all-inclusive salary package to be structured under the rules of SMS) |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Pietermaritzburg An appropriate Bachelor's Degree in Statistics/ Applied Statistics/ Econometrics/ Applied Mathematics at NQF Level 7 as recognized by SAQA. A Minimum of five (5) years' Middle/Senior Managerial level experience in Applied Statistics, Statistical Database Development, Statistical analysis, and information sharing and presentation. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) submitted upon appointment. A valid driver's licence. Skills, Training And Competencies: The successful candidate must have: An in-depth knowledge of economic statistics, national and international statistical systems, statistical analysis, survey development, quantitative and qualitative data analysis, data manipulation and forecasting Knowledge of information Sharing mechanisms and platforms; Ability to implement knowledge management systems, undertake applied statistical data analysis, strategic Management, and people skills and use advanced Excel in data and knowledge management An extensive knowledge of statistical database development and management A thorough understanding of relevant legislation, best practices, and frameworks. Sound Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. Ability to interpret and apply policies, advanced |

knowledge, and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct, Batho Pele principles, budget formulation, financial management/accounting, strategic management, and programme management principles. Strong skills in statistical analysis, data gathering, database development, data analysis, survey development, quantitative and qualitative research, and communication. Ability to transfer skills and knowledge and offer appropriate advice Ability to gather and analyse information; Communication skills: verbal and written. Stakeholder liaison skills, management skills, research skills, presentation skills, policy analysis and development, analytical thinking, interpersonal relations, interpretation of statutes, diplomacy, computer literacy, language skills, and time management skills Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills, planning and organizing Good interpersonal skills, diversity management skills, economic transformation, change leadership, transformation, and conflict management.

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| <u>DUTIES</u> | : | The successful candidate will be required to: Provide strategic leadership and governance on knowledge management and statistics of the Department Oversee data and knowledge infrastructure management Provide leadership in the provision of data analytics, reporting, and insights Oversee policy implementation, capacity building, and stakeholder engagement Manage the resources of the Directorate. |
| <u>ENQUIRIES</u> <u>NOTE</u> | : | Mr. C Hamadziripi Tel No: (033) 264 2781 NB: Targeted: Females and People with Disabilities who meet the requirements. |
| <u>POST 01/146</u> | : | <u>DIRECTOR: ECONOMIC IMPACT ASSESSMENT REF NO: DIR- ECON IMP ASSESS 04/DEC 2025</u> Business Unit: Chief Directorate: Economic Reviews Re-advertised, Candidates who applied previously may re-apply |
| <u>SALARY</u> | : | R1 266 714 – R1 492 122 per annum (Level 13), (all-inclusive salary package to be structured under the rules of SMS) |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Pietermaritzburg An appropriate Bachelor's Degree in Applied Statistics, Economics, Econometrics, Data Science, applied mathematics, and economics at NQF Level 7 as recognized by SAQA. A Postgraduate Degree will serve as an added advantage. Minimum of five years' Middle/Senior Managerial level experience in impact assessment, economic modelling, applied statistics, and data management. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) submitted upon appointment. A valid driver's licence. Skills, Training And Competencies: The successful candidate must have: a thorough knowledge of Economic Impact Assessment, Economic Modelling, data management, and applied statistics, Extensive experience in undertaking economic simulations, econometrics, and economy-wide impact assessments; Knowledge of data analysis and information processing and dissemination; Extensive knowledge and practical experience in undertaking economic research for impact analysis and decision making A thorough understanding of relevant legislation, best practices, and frameworks; A thorough understanding of high impact projects. Sound Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. Ability to interpret and apply policies, advanced knowledge, and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct, Batho Pele principles, Budget formulation, financial management/accounting, strategic management, and program management principles. Ability to transfer skills and knowledge and offer appropriate advice. Ability to undertake impact assessments, economic modelling, applied statistical data analysis, strategic management, and people skills, and use of advanced Excel and other data analysis tools. Ability to gather and analyse information; Communication skills: verbal and written. Stakeholder liaison skills. Management skills, research skills, presentation skills, policy analysis and development, analytical thinking, interpersonal relations, interpretation of statutes, diplomacy, computer literacy, language skills, and time management |

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| | skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills, planning and organizing Good interpersonal skills, diversity management skills, Economic Transformation, change leadership, and Transformation, Conflict Management. |
| <u>DUTIES</u> | : The successful candidate will be required to: Ensure effective functioning of the Infrastructure research unit through planning, management of resources, risk management, operation Sukuma Sakhe, and implementation of the District Development model Design economic impact assessment tools and systems Undertake ex-ante and ex-post economic impact assessments of programs, interventions, and projects Contribute towards strategic management through the generation of impact assessment reports To develop economic impact assessment policies and strategies aimed at improving service delivery Provide strategic management of the resources of the Impact Assessment. Manage the resources of the Directorate. |
| <u>ENQUIRIES</u> | : Mr. C Hamadziripi Tel No: (033) 264 2781 |
| <u>NOTE</u> | : NB: Targeted: Females and People with Disabilities who meet the requirements. |
| | OTHER POST |
| <u>POST 01/147</u> | : <u>ASSISTANT DIRECTOR: ECONOMIC POLICY DEVELOPMENT REF NO: AD- ECON POL DEV 05/DEC 2025</u> Business Unit Policy and Planning Re-advertised, Candidates who applied previously may re-apply. |
| <u>SALARY</u> | : R582 444 – R686 091 per annum (Level 10) |
| <u>CENTRE</u> | : Head Office: Pietermaritzburg |
| <u>REQUIREMENTS</u> | : An appropriate NQF 6 Bachelor's Degree in Urban and Regional Planning or any other relevant Economic Planning qualification at NQF 6 as recognized by SAQA. A minimum of 3 years' administrative experience in Economic Planning, Spatial Policy Development, or Analysis environment. A valid driver's License. Skills, Training and Competencies: The successful candidate must have an in-depth knowledge of Public Policy, Economic Strategy Development, Spatial Policy Development and an understanding of the Economy of the KwaZulu-Natal Province. An in-depth knowledge of the National Development Plan, Project Management Principles, Policy Analysis and Interpretation, Public Policy, and Economic Strategy Development. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Promotion of Administrative Justice Act, Project Management Principle. Skills such as Presentation Skills, Analytical skills, Interpersonal Relations, Computer Skills, Organisation Skills, Research Skills, Financial Management Skills, Report Writing Skills, Problem Solving Skills, Communication skills (verbal and written), Project Management skills, Decision Making Skills, Facilitation Skills. Attributes such as Innovative, time frame driven, Confidentiality, honesty, integrity, and commitment. |
| <u>DUTIES</u> | : Monitor Global and National Policy Developments to influence Provincial Policy formulation; Provide technical expertise in Policy and Strategy Development; Undertake qualitative and quantitative policy analysis; Collaborate with Provincial and National stakeholders for Policy formulation and Strategy Development and Develop and consolidate database for all Provincial and National Policies and Strategies. |
| <u>ENQUIRIES</u> | : Mr. C. Hamadziripi: Chief Director: Economic Reviews: Tel No: (033) 264 2781 |
| <u>NOTE</u> | : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People With disabilities who meet the requirements are encouraged to apply. |

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

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| <u>APPLICATIONS</u> | : <p>Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: https://erecruitment.limpopo.gov.za and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below addresses.</p> <p>For Head office: Polokwane; Towoomba Research Station, Mara Research Station; Tompi Seleka College and Madzivhandila College: The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane, 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.</p> <p>Waterberg District: The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle, 0510 or hand delivered to: NTK Building, Modimolle, 0510.</p> <p>Capricorn District: The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort, 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowakgomo.</p> <p>Sekhukhune District: The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices: Lebowakgomo.</p> <p>Mopani District: The Director Mopani District Limpopo Department of Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani, 0826.</p> <p>Vhembe District: The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or Physical address: Handed in at Makwarela Government offices.</p> |
| <u>CLOSING DATE</u> <u>NOTE</u> | : <p>30 January 2026 at 16:00 (walk-in) and 00:00 (online)</p> <p>It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new Z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of</p> |

employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on Z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management and development for public service professionalization volume 1, "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". Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend 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 tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSC) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.qov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and submit such upon appointment. Failure to comply with the above requirements will result in the disqualification of the application. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made based on the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

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| <u>POST 01/148</u> | <u>CHIEF DIRECTOR: AGRICULTURE REGULATORY AND TECHNOLOGY DEVELOPMENT REF NO: LDARD 1/11/2025 (X1 POST)</u> |
| | Re-advertisement, Those who have applied before are encouraged to re-apply if still interested. |
| <u>SALARY</u> | R1 494 900 per annum (Level 14), all-inclusive package to be structured in terms of applicable rules and guidelines. |
| <u>CENTRE</u> | Head Office: Polokwane |

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| <u>REQUIREMENTS</u> | : | Grade 12 plus an appropriate undergraduate/ Bachelor's degree (NQF level 7) in Agriculture or relevant equivalent qualification as recognized by SAQA. Minimum of 5 years of experience at a senior managerial level in Agriculture. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Experience and knowledge in agricultural research. Understanding of Agricultural Education and Training environment. Proven experience and thorough understanding of agriculture and rural development sector. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change Management, Knowledge Management, Services delivery innovation, problem solving analysis, client orientation and customer focus, communication. |
| <u>DUTIES</u> | : | Provide high level strategic leadership and direction on policy and programmes development and implementation within the chief directorate. Manage and coordinate the provision of agriculture research and technology development services in animals. Manage and coordinate the provision of agriculture research and technology development services in crops. Manage and coordinate the provision of veterinary services. Manage and coordinate the provision of agricultural training services. Manage and utilise resources (financial, human, and physical) in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 01/149</u> | : | <u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: LDARD 2/11/2025 (X1 POST)</u> |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), all-inclusive package to be structured in terms of applicable rules and guidelines. |
| <u>CENTRE REQUIREMENTS</u> | : | Grade 12 plus an appropriate undergraduate / Bachelor's degree (NQF level 7) in Human Resource Management or relevant equivalent qualification as recognized by SAQA. At least a minimum of 5 years' experience at middle/senior managerial level in Human Resource Management. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Sound and in-depth experience and knowledge of relevant prescripts, and application of human resource practices and procedures. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change management; Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication skills. |
| <u>DUTIES</u> | : | To manage and facilitate the provision of Human Resource Management. Provide efficient administration of Human Resource Provisioning and Utilization Services. Manage and ensure the implementation of Conditions of Services. Ensure operational efficiency through effective and efficient management of Human Resource Planning and Equity. Build sound and sustainable relationships between the employer and the employees, representative bodies and all role-players. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |

OTHER POSTS

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| <u>POST 01/150</u> | : | <u>DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: LDARD 3/11/2025 (X1 POST)</u> Re-advertisement, Those who have applied before are encouraged to re-apply if still interested. |
| <u>SALARY</u> | : | R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Polokwane Grade 12 plus an appropriate undergraduate (NQF level 6) or relevant equivalent qualification in Risk Management /Audit or a relevant equivalent qualification as recognized by SAQA. Minimum of 3-5 years' experience within Risk Management of which three (3) must be Assistant Director level. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies And Skills: Sound and in-depth knowledge of relevant prescripts, and application of Risk Management, Business Continuity and Integrity Management as well as understanding of the legislative framework governing the Public Service and standards for good practice (King IV, The International Organization for Standardization (ISO). Experience of, and insight into legislation which impacts on risk management. Proven extensive experience in: - Integrating, embedding and implementing effective Risk, Business Continuity and Integrity Management processes and best practices. Extensive knowledge of the following: Business Continuity and Integrity Management processes and implementation. Proven management competencies and experience. Action-oriented and results-driven. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Provide expertise, counsel and advocacy in. Thorough understanding of policy formulation and co-ordination and implementation. Core Competencies: Strategic capability and leadership. People Management and empowerment. Programme and project management. Financial Management. Change management. Process competencies: Knowledge Management. Service delivery innovation. Problem solving analysis. Client orientation and customer focus. Communications. Personal Attributes: Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances. |
| <u>DUTIES</u> | : | Development and monitor the implementation of Risk and Integrity Management Programmes. Develop, monitor and analyse Risk Management Reports. Manage Integrity, RWOPS and Lifestyle Audits Reports. Manage, co-ordinate, monitor and facilitation of committees. Manage, Conduct Education and Awareness Campaign on Risk, Integrity and Business Continuity Management. Manage ERM unit and utilise resources (Financial, Human, And Physical) in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 01/151</u> | : | <u>SCIENTIST (PRODUCTION) GRADE A: CROP BREEDING AND GENETICS REF NO: LDARD 4/11/2025 (X1 POST)</u> |
| <u>SALARY</u> | : | R761 157 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation. |
| <u>CENTRE REQUIREMENTS</u> | : | Toowoomba Research Centre Grade 12 plus a Science degree (Bsc) (Hon) or relevant equivalent qualification as recognised by SAQA. Compulsory registration with the SACNASP as a professional. Minimum of 3 years post qualification experience. Valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Programme and Project management. Scientific Methodologies and models. Research and Development. Computer-aided Scientific applications. Knowledge of legal compliance. Technical report Writing. Creating high Performance culture. Professional judgment. Data analysis. Policy development and analysis. Presentation Skills. Mentoring. Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Financial Management. Customer focus and Responsiveness. Communication. Networking. Computer literacy. People management. Planning and Organising. Conflict management. Change Management. Problem solving and Analysis. Innovation. |

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| <u>DUTIES</u> | : | Develop and implement methodologies, policies, systems and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 01/152</u> | : | <u>SCIENTIST (PRODUCTION) GRADE A: CROP SOIL AND WATER REF NO: LDARD 5/11/2025 (X1 POST)</u> |
| <u>SALARY</u> | : | R761 157 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation. |
| <u>CENTRE REQUIREMENTS</u> | : | Toowoomba Research Centre |
| | : | Grade 12 plus a Science degree (Bsc) (Hon) or equivalent relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a professional. Minimum of 3 years post qualification experience. Valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Programme and Project management. Scientific Methodologies and models. Research and Development. Computer-aided Scientific applications. Knowledge of legal compliance. Technical report Writing. Creating high Performance culture. Professional judgment. Data analysis. Policy development and analysis. Presentation Skills. Mentoring. Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Financial Management. Customer focus and Responsiveness. Communication. Networking. Computer literacy. People management. Planning and Organising. Conflict management. Change Management. Problem solving and Analysis. Innovation. |
| <u>DUTIES</u> | : | Develop and implement methodologies, policies, systems and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 01/153</u> | : | <u>CONTROL ENGINEERING TECHNICIAN REF NO: LDARD 6/11/2025 (X1 POST)</u> |
| <u>SALARY</u> | : | R551 493 per annum, (OSD) |
| <u>CENTRE REQUIREMENTS</u> | : | Mopani District Office |
| | : | Grade 12 plus a National Diploma in Engineering or relevant equivalent qualification as recognised by SAQA. Compulsory registration with ECSA as a Professional Engineering Technician. Minimum of six years post qualification technical experience. Valid driver's licence. (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Project Management. Technical design and analysis knowledge Research and Development. Computer-aided Engineering applications. Knowledge of legal Compliance. Technical report Writing. Technical consulting. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. People management. |
| <u>DUTIES</u> | : | Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Manage administrative and related functions. Research and development. |
| <u>ENQUIRIES</u> | : | Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189. |
| <u>POST 01/154</u> | : | <u>SENIOR PERSONNEL PRACTITIONER: HR PROVISIONING AND UTILIZATION REF NO: LDARD 7/11/2025 (X1 POST)</u> |
| <u>SALARY</u> | : | R397 116 per annum (Level 08) |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Polokwane |
| | : | Grade 12 plus an appropriate NQF level 6 qualification in Human Resource Management, Public Management/ Administration or relevant equivalent qualification as recognized by SAQA. PERSAL training Certificates/ Results. Minimum of 3 years' working experience in HRM environment. Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, |

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| <u>DUTIES</u> | : | Public Finance Management Act. Presentation Skills. Report Writing Skills. Communication Skills. Problem Solving Skills. Negotiation Skills. Creativity and Innovation. Time Management. Computer Skills. Knowledge of PERSAL. Provide administrative support on the development of recruitment plan. Provide recruitment and selection processes. Provide transfers and translations. Facilitate packages for SMS and MMS restructured. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 01/155</u> | : | <u>SENIOR PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: LDARD 8/11/2025 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum (Level 08) |
| | : | Head Office: Polokwane |
| | : | Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Human Resource Management, Public Management or relevant equivalent qualification as recognized by SAQA. PERSAL training Certificates / Results. Minimum of 3 years' experience in PMDS environment. Valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Computer Literacy, PERSAL. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on PMDS development. Proven extensive experience in: - PMDS processes and PERSAL. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Good Communication skills; Group dynamics; Facilitation skills; Co-ordination skills; Presentation Skills. Knowledge of PERSAL. |
| <u>DUTIES</u> | : | Facilitate PMDS workshops. Administer submission of PMDS documents. Implement PMDS outcomes. Coordinate competency assessment for SMS members. Implementation of pay progression, grade progression for Non-OSD and OSD. Supervise employees to ensure sound physical asset management, facilitate and utilize resources (human and physical) in accordance with relevant directives and legislations. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 01/156</u> | : | <u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES REF NO: LDARD 9/11/2025 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum (Level 08) |
| | : | Capricorn District |
| | : | Grade 12 plus an appropriate NQF level 6 qualification in Human Resource Management /Public Management/Administration or relevant equivalent qualification as recognized by SAQA. Minimum of 3 years' experience in Human Resource Management. PERSAL training Certificate. Knowledge, Competencies and Skills: Knowledge of Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills. Knowledge of PERSAL. |
| <u>DUTIES</u> | : | Provide Human Resource Provisioning. Provide Conditions of service. Provide Human Resource Planning. Supervise subordinates and utilize resources (human and physical) in accordance with relevant directives and legislation |
| <u>ENQUIRIES</u> | : | Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610 |
| <u>POST 01/157</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: ASSET AND INVENTORY MANAGEMENT REF NO: LDARD 10/11/2025 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum (Level 08) |
| | : | Head Office: Polokwane |
| | : | Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Logistics Management/ Financial Management/ Supply Chain Management/ Accounting or relevant equivalent qualification as recognized by SAQA. Minimum of 3 years' experience in Asset and Inventory Management. Valid drivers' licence (with exception of people with disabilities). Knowledge, |

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| <p>Competencies and Skills: Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on Asset and Inventory Management. Ability to implement internal systems and control to ensure sound asset management e.g. BAS, LOGIS etc. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Co-ordination skills.</p> | |
| <u>DUTIES</u> | : Provide asset and inventory management services. Conduct physical asset verification and maintenance of asset register. Facilitate acquisition process of departmental assets, inventory and consumables. Monitor inventory and consumables. Conduct disposal of assets and inventory. Monitor and ensure the safeguarding and movements of assets. supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 01/158</u> | : <u>SENIOR STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: LDARD 11/11/2025 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>: R397 116 per annum (Level 08)</p> <p>: Tompi Seleka College</p> <p>: Grade 12 plus an appropriate NQF level 6 qualification in Supply Chain Management, Logistics Management and Purchasing Management as recognized by SAQA or relevant equivalent qualification as recognized by SAQA. Minimum of 3 years' experience in Supply Chain Management environment. Knowledge, Competencies And Skills: Knowledge of Procurement Policy, Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of Supply Chain Management Framework as well as understanding of the legislative framework governing the Public Service. Financial Systems: BAS and LOGIS. Leadership Skills. Financial Management skills. Written and verbal communication skills. Conflict Management skills. Report writing skills. Interpersonal relation skills. Computer skills. Ability to work in a highly pressured environment.</p> |
| <u>DUTIES</u> | : Provide demand management services. Provide acquisition management services. Provide purchase management services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 01/159</u> | : <u>SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT AND ACCOUNTING REF NO: LDARD 12/11/2025 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>: R397 116 per annum (Level 08)</p> <p>: Capricorn District</p> <p>: Grade 12 plus an appropriate NQF level 6, National Diploma/ Degree in Financial Management /Financial Accounting, Public Finance Management or relevant equivalent qualification as recognized by SAQA. LOGIS and PERSAL certificates/ Results. Minimum of 3 years' experience in Financial Management environment. Valid drivers' license (with exception of people with disabilities). Knowledge, Competencies and Skills: Sound and In-depth Knowledge of Procurement Policy Framework Act, Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of Supply Chain Management Framework as well as understanding of the legislative framework governing the Public Service. Financial management. Leadership Skills. Financial Management skills. Written and verbal communication skills. Conflict Management skills. Report writing skills. Interpersonal relation skills. Computer skills.</p> |
| <u>DUTIES</u> | : Provide financial planning, budgeting and reporting. Provide financial revenue and debt management. Provide expenditure management. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | : Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610 |

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| <u>POST 01/160</u> | : | <u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT</u> <u>REF NO: LDARD 13/11/2025 (X1 POST)</u> |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Capricorn District |
| | : | Grade 12 plus an appropriate NQF level 6 qualification in Supply Chain Management / Assets Management, Logistics Management or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Asset Management. Knowledge, Competencies and Skills: Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Ability to work in a highly pressured environment. |
| <u>DUTIES</u> | : | Provide asset and inventory management services. Maintenance of assets. Conduct physical asset verification. Facilitate asset disposal process. Render stores and warehousing services. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | : | Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610 |
| <u>POST 01/161</u> | : | <u>ADMINISTRATIVE OFFICER: HRD AND TRANSFORMATION SERVICES</u> <u>REF NO: LDARD 14/11/2025 (X1 POST)</u> |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Capricorn District |
| | : | Grade 12 plus an appropriate NQF 6 in Public Management/Administration, and Human Resource Development/ Management, Management of Training qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in HRD and Transformation environment. A valid driver's licence (with exception of people with disabilities). Knowledge, Skills and Competencies: Knowledge of relevant prescripts and applications of Employee Health and Wellness programmes, HRD & SDI as well as understanding of the legislative framework governing the Public Service. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills. Facilities and management skills. |
| <u>DUTIES</u> | : | Provide Human Resource Development. Provide Performance Management Development System (PMDS). Provide employee wellness. Provide Safety, Health, Environment, Risk and Quality. Provide Special Programmes. Provide Service Delivery Improvement. |
| <u>ENQUIRIES</u> | : | Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610 |
| <u>POST 01/162</u> | : | <u>ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT SERVICES</u> <u>REF NO: LDARD 15/11/2025 (X1 POST)</u> |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Waterberg District Office |
| | : | Grade 12 plus an appropriate NQF level 6 qualification in Public Management/ Administration / Facilities Management / Management Assistant Qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in administration. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies And Skills: Strong organizational skills. Communication skills. Interpersonal skills. Experience with technology and software. Knowledge of working procedure in terms of the working government. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles. |
| <u>DUTIES</u> | : | Provide office accommodation. Facilitate office automation / equipment. Facilitate maintenance services. Facilitate cleaning services. Administer Switchboard operations. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation. |

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| <u>ENQUIRIES</u> | : | Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 3298/1077 |
| <u>POST 01/163</u> | : | <u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT</u> <u>REF NO: LDARD 16/11/2025 (X1 POST)</u> |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Vhembe West |
| <u>REQUIREMENTS</u> | : | Grade 12 plus NQF level 6 in Supply Chain Management / Asset Management / Public Management/ Administration / Financial Management Qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Administration. A valid driver's license (with the exception of people with disabilities). Knowledge, competencies, and skills: Strong organizational skills, Communication skills, Experience with technology and software. Problem-solving skills. Knowledge of working procedure in terms of the working government. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles. |
| <u>DUTIES</u> | : | Supervise and render administrative support services at Agro-ecological zone. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services. Supervise and provide personnel administration clerical support services. Supervise and provide financial administration support services. Supervise and provide transport support services. Supervise human resources/staff. |
| <u>ENQUIRIES</u> | : | Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. |
| <u>POST 01/164</u> | : | <u>ADMINISTRATION CLERK: SUPERVISOR REF NO: LDARD 18/11/2025 (X1 POST)</u> |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Towoomba Research Station |
| <u>REQUIREMENTS</u> | : | Grade 12 or relevant equivalent qualification as recognized by SAQA. An appropriate tertiary NQF level 6 qualifications in Public Management/Administration will be an added advantage. Minimum of 2 years' experience in Administration. Knowledge, Competencies, And Skills: Knowledge of clerical duties, practices as well as ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working government. Job knowledge, Communication skills (both verbal and written). Good interpersonal relations skills. Flexibility. Teamwork. Computer skills. Planning and organising. Language. |
| <u>DUTIES</u> | : | Supervise and render an administrative support service. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the Research Centre. Supervise and provide personnel administration clerical support services within the Research Centre. Supervise and provide financial administration support services in the Research Centre. Supervise human resources/staff. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347 |
| <u>POST 01/165</u> | : | <u>PERSONAL ASSISTANT (X2 POSTS)</u> |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Corporate Management: Head Office-Polokwane Ref No: LDARD 19/11/2025 (X1 Post) |
| <u>REQUIREMENTS</u> | : | HOD Support Services: Head Office-Polokwane Ref No: LDARD 20/11/2025 (X1 Post) |
| | : | Grade 12 plus Secretarial Diploma; Administration qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in rendering a support service to a member of Senior Management Services (SMS). Knowledge, Competencies, And Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do |

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| | research and analyse documents and situations. Good grooming and presentation. Self-management and motivation. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration. |
| <u>DUTIES</u> | : To render a secretarial support service to a member of Senior Management Services (SMS). Provides a secretarial/receptionist support service. Render administrative support services. Provides support regarding meetings. Support the office of a member of Senior Management Services (SMS) with the administration of the budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. |
| <u>ENQUIRIES</u> | : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347 |
| <u>POST 01/166</u> | <u>DISABILITY ASSISTANT OFFICER REF NO: LDARD 17/11/2025 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R269 499 per annum (Level 06) Vhembe district Office : Grade 12 plus NQF level 6 in Office Assistant/ Management, Public Management/ Administration, Business Administration or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Administration. Experience of working with people living with disability will be an added advantage. A valid driver's license. Knowledge, Competencies, and Skills: Knowledge of the public service regulations, Sound and in-depth knowledge of relevant prescripts and understanding of legislative and disability framework governing the public service, Knowledge of Batho Pele Principles. Empathy and ability to work with people living with disabilities. Experience of working with disability assistive devices. Confidentiality and professionalism, Problem-solving skills. Mobility orientation skills, Interpersonal and customer care skills. Supportive, Team player, Computer proficiency, organizational skills, communication skills, Report writing skills. |
| <u>DUTIES</u> | : Provide disability administrative support. Facilitation of reasonable accommodation to person living with disability. Provide general administration support. Provide logistical support. Ensure compliance with disability legislative frameworks. |
| <u>ENQUIRIES</u> | : Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. |
| <u>POST 01/167</u> | <u>ARTISAN PRODUCTION GRADE A REF NO: LDARD 21/11/2025 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R230 898 per annum, (OSD) Madzivhandila College : Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A Valid driver's license (With exception of people with disabilities). Knowledge, Competencies and Skills: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process. knowledge and skills. Technical analysis knowledge. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. |
| <u>DUTIES</u> | : To render technical design, production, operation and maintenance services. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative related functions. Maintain expertise. Continuous individual development to keep up with new technologies and procedures. |
| <u>ENQUIRIES</u> | : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587 |

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| <u>POST 01/168</u> | : | <u>HR CLERK: HUMAN RESOURCE SERVICES (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R228 321 per annum (Level 05) Sekhukhune District Ref No: LDARD 22/11/2025 (X1 Post) Waterberg District Ref No: LDARD 23/11/2025 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualification in HRM will be an added advantage. Knowledge, Competencies and Skills: Knowledge of Human Resource policies and legislations. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details. |
| <u>DUTIES</u> | : | Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Provide personnel administration clerical support services within the component. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime and Termination of service). Performance Management. |
| <u>ENQUIRIES</u> | : | Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000 Waterberg District |
| <u>POST 01/169</u> | : | <u>HR CLERK: CONDITIONS OF SERVICE REF NO: LDARD 24/11/2025 (X1 POST)</u> |
| <u>SALARY CENTRE</u> | : | R228 321 per annum (Level 05) |
| <u>REQUIREMENTS</u> | : | Head Office: Polokwane Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualification in HRM will be an added advantage. Knowledge, Competencies and Skills: Knowledge of Human Resource policies, legislation, and practices, as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Understanding of human resource administration practices. Report writing skills. Good communication skills (verbal and written). Computer literacy. Good organizing skills, problem-solving abilities, client orientation, accuracy, and attention to detail. |
| <u>DUTIES</u> | : | Render effective administrative support in processing service terminations. Administer the leave management process, including the implementation of the Policy and Procedure on Incapacity Leave and III-Health Retirement (PILIR). Process leave gratuities and discounting. Administer service benefits. Administer pension withdrawal processes. Ensure the effective and efficient utilisation of resources. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 01/170</u> | : | <u>ADMINISTRATIVE CLERK: ADMINISTRATIVE SUPPORT SERVICES (X4 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R228 321 per annum (Level 05) |
| | : | Waterberg North Ref No: LDARD 25/11/2025 (X1 Post) |
| | : | Waterberg South Central Ref No: LDARD 26/11/2025 (X1 Post) |
| | : | Mara Research Station Ref No: LDARD 27/11/2025 (X1 Post) |
| | : | Capricorn Northwestern Ref No: LDARD 28/11/2025 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognised by SAQA. Certificate / Qualification in Administration / Public Management / Transport Management / Administration will be an added advantage. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organizational skills. |
| <u>DUTIES</u> | : | Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services. |
| <u>ENQUIRIES</u> | : | Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 7173298/1077 |

Mara Research Station: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610

POST 01/171

**SALARY
CENTRE
REQUIREMENTS**

SUPPLY CHAIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 29/11/2025 (X1 POST)

DUTIES

: To render supply chain management (SCM) clerical services. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

ENQUIRIES

: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 713 298/1077

POST 01/172

**SALARY
CENTRE
REQUIREMENTS**

REGISTRY CLERK REF NO: LDARD 30/11/2025 (X1 POST)

DUTIES

: Provide registry services. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.

ENQUIRIES

: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189

POST 01/173

**SALARY
CENTRE
REQUIREMENTS**

SWITCHBOARD OPERATOR (X2 POSTS)

DUTIES

: Grade 12 or equivalent qualification as recognised by SAQA. Certificate / Qualification on Telephone etiquette will be an added advantage. Knowledge, Competencies, And Skills: Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle.

ENQUIRIES

: Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.

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| <u>POST 01/174</u> | <u>DRIVER/MESSENGER REF NO: LDARD 33/11/2025 (X1 POST)</u> |
| <u>SALARY</u> | : R193 359 per annum (Level 04) |
| <u>CENTRE</u> | : Head Office: Polokwane |
| <u>REQUIREMENTS</u> | : Grade 10 or equivalent appropriate qualification as recognised by SAQA. Minimum of 7 -12 months driving experience. A valid driver's license as well as a Professional Driving Permit (PDP). Knowledge, Competencies And Skills: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city (ies) / district in which the functions will be performed. |
| <u>DUTIES</u> | : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs-books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. |
| <u>ENQUIRIES</u> | : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 01/175</u> | <u>HANDYMAN REF NO: LDARD 34/11/2025 (X1 POST)</u> |
| <u>SALARY</u> | : R163 680 per annum (Level 03) |
| <u>CENTRE</u> | : Vhembe District |
| <u>REQUIREMENTS</u> | : ABET/AET Level 04 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's licence will be an added advantage. |
| <u>DUTIES</u> | : Maintenance of office buildings and furniture. Maintenance of office equipments. |
| <u>ENQUIRIES</u> | : Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. |
| <u>POST 01/176</u> | <u>CLEANER (X10 POSTS)</u> |
| <u>SALARY</u> | : R138 486 per annum (Level 02) |
| <u>CENTRE</u> | : Mopani North Ref No: LDARD 35/11/2025 (X1 Post) Tompi Seleka College Ref No: LDARD 36/11/2025 (X1 Post) Mopani East Ref No: LDARD 37/11/2025 (X1 Post) Mopani District Office (Ref No: LDARD 38/11/2025 (X1 Post) Capricorn Northwestern Ref No: LDARD 39/11/2025 (X2 Posts) Waterberg District Ref No: LDARD 40/11/2025 (X2 Posts), Re-advert Waterberg South Central Ref No: LDARD 41/11/2025 (X1 Post), Re-advert Sekhukhune District Ref No: LDARD 42/11/2025 (X1 Post) ,Re-advert |
| <u>REQUIREMENTS</u> | : Grade 10 or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment. |
| <u>DUTIES</u> | : Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and provide water during meetings. Refill aqua cooler/s. Washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment. |
| <u>ENQUIRIES</u> | : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610. |

Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.

Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.

Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 713 298/1077

Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000

Tompi Seleka College: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 01/177

GENERAL WORKER (X6 POSTS)

**SALARY
CENTRE**

: R138 486 per annum (Level 02)
Capricorn East Ref No: LDARD 43/11/2025 (X1 Post): Re-advert

Mara Research Station Ref No: LDARD 44/11/2025 (X1 Post)

Waterberg North Ref No: LDARD 45/11/2025 (X2 Posts) Re-advert

Sekhukhune South Central (Ref No: LDARD 46/11/2025 (X1 Post) Re-advert

Waterberg South Central Ref No: LDARD 47/11/2025 (X1 Post) Re-advert

REQUIREMENTS

: Grade ABET/AET or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills.

DUTIES

: Perform general assistant work. Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods. Cleaning of government vehicles.

ENQUIRIES

: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610.

Mara Research Station: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 713 298/1077

Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF CULTURE, SPORT AND RECREATION**

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| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>NOTE</u> | : All applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service department. All section of the form must be fully completed and duly signed. Please note the following important guidelines: Z83 Form: All sections of the online Z83 form must be fully completed and duly signed. Please note the following important guidelines: Z83 Form: All sections of the online Z83 form must be fully completed also attach a detailed CV and supporting Documents: Only shortlisted candidates will be contacted. If shortlisted, you will be required to submit: Certified copies of your qualifications, Your RSA ID document, Your Senior Certificate and a valid driver's license (where applicable). Application Details: Applications must be sent in PDF format (maximum size: 5MB) only and indicate in the email subject: Name of Post and Post Reference Number. One post per application form. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to the wrong e-mail address will not be considered. Please note the following: The Department of Culture, Sport and Recreation is an equal opportunity, Sport and Recreation to promote representatives (race, gender and disability) in accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference) 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. Following the SMS interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. Candidates are required to submit Nyukela SMS Pre-entry Certificate prior to appointment. The full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms pre-entry programme/Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: https://dcsr.mpg.gov.za |

MANAGEMENT ECHELON

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| <u>POST 01/178</u> | : <u>CHIEF DIRECTOR: CULTURAL AFFIARS REF NO: DCSR/24/2026</u> |
| <u>SALARY</u> | : R1 494 900 per annum |
| <u>CENTRE</u> | : Head Office |
| <u>REQUIREMENTS</u> | : An appropriate Bachelor's Degree or equivalent Arts qualification (NQF level 7). The Nyukela Senior Management Pre-Entry certificate to be submitted prior to appointment. Must have minimum of five (5) years' experience at senior managerial level. Experience in management and administration procedure. Knowledge of strategic coordination and planning. Knowledge of the legal prescripts pertaining the creative industry sector. Knowledge and understanding of public service administration and departmental procedures. A valid driver's license is strongly recommended. competencies: Strategic Capability, project and programme management, financial management, change management, people management and empowerment. |
| <u>DUTIES</u> | : Manage the Chief Directorate Cultural Affairs, ensure effective planning and evaluation within the programme including Budgeting, Staff Performance Management, Leave Management, Monthly and Quarterly reports, ensure effective and efficient provision Budgeting and management of expenditure, implement PFMA. Oversee the implementation of the development and promotion of designated languages in the province. Oversee the implementation EPWP, ensure that cultural events and commemorative days |

ENQUIRIES
APPLICATIONS

are implemented and managed effectively to promote social cohesion. Render effective and efficient financial management.

Mr. MC Mahlalela Tel No: (013) 766 5343

Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za

OTHER POSTS

POST 01/179

LIBRARIAN REF NO: DCSR/25/2026

SALARY
CENTRE
REQUIREMENTS

R397 116 per annum

Loueville Public Library

B.Bibl Degree/Diploma in Library and Information Science. General knowledge of library services, computer, people and communication skills. Driver's license.

DUTIES

Administer functions of the library, market the library service, research on user and prospective user needs, attend to circulation of library material and assist in other functions of the library where required, information storage and retrieval and reporting procedures. Assist with opening of new libraries, develop and revise promotional projects and special/events.

Ms. ST Lushaba Tel No: (013) 766 5245

Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za

POST 01/180

LIBRARIAN REF NO: DCSR/26/2026

SALARY
CENTRE
REQUIREMENTS

R397 116 per annum

Mmamethlake Public Library

B.Bibl Degree/Diploma in Library and Information Science. General knowledge of library services, computer, people and communication skills. Driver's license.

DUTIES

Administer functions of the library, market the library service, research on user and prospective user needs, attend to circulation of library material and assist in other functions of the library where required, information storage and retrieval and reporting procedures. Assist with opening of new libraries, develop and revise promotional projects and special/events.

Ms. DM Ntuli Tel No: (013) 766 8339

Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za

POST 01/181

LIBRARY ASSISTANT/CYBER CADET REF NO: DCSR/27/2026

SALARY
CENTRE
REQUIREMENTS

R269 499 per annum

Mmamethlake Public Library

Grade 12 and Certificate in IT-related studies, good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating systems software. Experience in IT and of working in a public library will be an added advantage.

DUTIES

To assist library users on how to do electronic information searches on CD and DVD, encyclopaedia, Internet, do searches for school projects and assignment, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.

Ms. Dina Ntuli Tel No: (013) 766 8339

Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za.

POST 01/182

LIBRARY ASSISTANT/CYBER CADET REF NO: DCSR/28/2026

SALARY
CENTRE

R269 499 per annum

Loiueville Public Library

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| <u>REQUIREMENTS</u> | : | Grade 12 and Certificate in IT-related studies, good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating systems software. Experience in IT and of working in a public library will be an added advantage. |
| <u>DUTIES</u> | : | To assist library users on how to do electronic information searches on CD and DVD, encyclopaedia, Internet, do searches for school projects and assignment, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required. |
| <u>ENQUIRIES</u> | : | Ms. Nqobile Tshuma Tel No: (013) 766 5656 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/183</u> | : | <u>CLEANER REF NO: DCSR/29/2026</u> |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Barberton Musuem |
| <u>REQUIREMENTS</u> | : | An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage. |
| <u>DUTIES</u> | : | The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required. |
| <u>ENQUIRIES</u> | : | Ms. ST Lushaba Tel No: (013) 766 5245 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/184</u> | : | <u>CLEANER REF NO: DCSR/30/2026</u> |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Mmamethlake Public Library |
| <u>REQUIREMENTS</u> | : | An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage. |
| <u>DUTIES</u> | : | The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required. |
| <u>ENQUIRIES</u> | : | Ms. Dina Ntuli Tel No: (013) 766 8339 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za |
| <u>POST 01/185</u> | : | <u>CLEANER REF NO: DCSR/31/2026</u> |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Loiueville Public Library |
| <u>REQUIREMENTS</u> | : | An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage. |

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| <u>DUTIES</u> | : | The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required. |
| <u>ENQUIRIES</u> | : | Ms. ST Lushaba Tel No: (013) 766 5245 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/186</u> | : | <u>GROUNDSMAN REF NO: DCSR/32/2026</u> |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Mmamethlake Public Library |
| <u>REQUIREMENTS</u> | : | An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures. |
| <u>DUTIES</u> | : | Maintain gardening services in the premises and surrounding through watering the gardening, prune, trim flowers and tree. Grass mowing, remove weeds and garden fuse. Apply insecticide; cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Repair minor defect of gardening tools. Assist with on/off loading of deliveries. Washing and cleaning of GG's vehicle. Empty dirty dustbin services in the Museum and assist with other tasks/duties as and when required by supervisor. |
| <u>ENQUIRIES</u> | : | Ms. Dina Ntuli Tel No: (013) 766 8339 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za |
| <u>POST 01/187</u> | : | <u>GROUNDSMAN REF NO: DCSR/33/2026</u> |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Loiueville Public Library |
| <u>REQUIREMENTS</u> | : | An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures. |
| <u>DUTIES</u> | : | Maintain gardening services in the premises and surrounding through watering the gardening, prune, trim flowers and tree. Grass mowing, remove weeds and garden fuse. Apply insecticide; cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Repair minor defect of gardening tools. Assist with on/off loading of deliveries. Washing and cleaning of GG's vehicle. Empty dirty dustbin services in the Museum and assist with other tasks/duties as and when required by supervisor. |
| <u>ENQUIRIES</u> | : | Ms. ST Lushaba Tel No: (013) 766 5245 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/188</u> | : | <u>TRADESMAN-AID REF NO: DCSR/34/2026</u> |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Pilgrim's Rest Museum |
| <u>REQUIREMENTS</u> | : | An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures. |
| <u>DUTIES</u> | : | Museum Caretaking, Open the museum to the public to welcome the tourists, Rendering maintenance of objects, Rendering safety of objects, Report damaged or stolen objects, Render hospitality services and give information to tourists. |
| <u>ENQUIRIES</u> | : | Ms. ST Lushaba Tel No: (013) 766 5245 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park Extension 2 Mbombela or emailed to dcsrborecruit@mpg.gov.za |

GRADUATE INTERNSHIP PROGRAMME FOR THE YEAR 2026 – 2028 (24 MONTHS)

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| <u>CLOSING DATE</u> | : | 30 January 2026 |
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NOTE : All applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service department. All section of the Z83 form must be fully completed and duly signed. Applicants are required to submit only Z83 and CV, all other documents are submitted by shortlisted candidates. Shortlisted candidates will be required to submit certified supporting documents on or before the day of the interview. The programme is aimed at providing work experience/exposure to unemployed graduates. Applicants must be South African citizens and not have participated in an internship programme in any government/state institution. All shortlisted candidates 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. Personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference). Please note the following: The Department of Culture, Sport and Recreation is an equal opportunity to promote representatives (race, gender and disability) in accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply Application Details: Applications must be sent on PDF format (maximum size: 5MB) only and indicate in the email subject: Name of Post and Post Reference Number. One post per application form. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to the wrong e-mail address will not be considered. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: <https://dcsr.mpg.gov.za>

OTHER POSTS

POST 01/189 : **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DCSR/01/2026 (X2 POSTS)**

STIPEND CENTRE REQUIREMENTS DUTIES : R94 326 per annum
Head Office
National Diploma/ Degree in Human Resource Management/Development
Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.

ENQUIRIES APPLICATIONS : Mr. Nkosingizwe Khumalo Tel No: (013) 766 5374
Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za

POST 01/190 : **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DCSR/02/2026 (X1 POST)**

STIPEND CENTRE REQUIREMENTS DUTIES : R94 326 per annum
Gert Sibande Regional Office
National Diploma/ Degree in Human Resource Management/Development
Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.

ENQUIRIES APPLICATIONS : Mr. Simon Shabangu Tel No: (017) 811 6196
Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za

POST 01/191 : **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DCSR/03/2026 (X1 POST)**

STIPEND CENTRE REQUIREMENTS DUTIES : R94 326 per annum
Nkangala Regional Office
National Diploma/ Degree in Human Resource Management/Development
Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor.

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| <u>ENQUIRIES</u> | : | Ms. Dina Ntuli Tel No: (013) 766 8339 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za |
| <u>POST 01/192</u> | : | <u>PLANNING AND PROGRAMME MANAGEMENT REF NO: DCSR/04/2026 (X2 POSTS)</u> |
| <u>STIPEND</u> | : | R94 326 per annum |
| <u>CENTRE</u> | : | Head Office |
| <u>REQUIREMENTS</u> | : | National Diploma/ Degree in Strategic Management/ or related field |
| <u>DUTIES</u> | : | Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : | Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/193</u> | : | <u>LEGAL SERVICES REF NO: DCSR/05/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : | R94 326 per annum |
| <u>CENTRE</u> | : | Head Office |
| <u>REQUIREMENTS</u> | : | LLB Degree/ BCom Law |
| <u>DUTIES</u> | : | Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : | Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/194</u> | : | <u>TRANSVERSAL, EMPLOYEE HEALTH & WELLNESS REF NO: DCSR/06/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : | R94 326 per annum |
| <u>CENTRE</u> | : | Head Office |
| <u>REQUIREMENTS</u> | : | National Diploma/ Degree in Social Work |
| <u>DUTIES</u> | : | Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : | Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/195</u> | : | <u>COMMUNICATIONS (PUBLICATION & PRODUCTION) REF NO: DCSR/07/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : | R94 326 per annum |
| <u>CENTRE</u> | : | Head Office |
| <u>REQUIREMENTS</u> | : | National Diploma/ Degree in Graphic Design |
| <u>DUTIES</u> | : | Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : | Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/196</u> | : | <u>COMMUNICATIONS (MEDIA LIAISON) REF NO: DCSR/08/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : | R94 326 per annum |
| <u>CENTRE</u> | : | Head Office |
| <u>REQUIREMENTS</u> | : | National Diploma/ Degree in Communication/Journalism/Public Relations |
| <u>DUTIES</u> | : | Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : | Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |

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| <u>POST 01/197</u> | <u>LANGUAGE SERVICES REF NO: DCSR/09/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : R94 326 per annum |
| <u>CENTRE</u> | : Head Office |
| <u>REQUIREMENTS</u> | : National Diploma/ Degree in Language Practice (Major in IsiNdebele) |
| <u>DUTIES</u> | : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/198</u> | <u>ARCHIVES REF NO: DCSR/10/2026 (X3 POSTS)</u> |
| <u>STIPEND</u> | : R94 326 per annum |
| <u>CENTRE</u> | : Provincial Archives Building |
| <u>REQUIREMENTS</u> | : Bachelor of Information Science (Major in Archives & Records Management) |
| <u>DUTIES</u> | : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/199</u> | <u>ORAL HISTORY REF NO: DCSR/11/2026 (X3 POSTS)</u> |
| <u>STIPEND</u> | : R94 326 per annum |
| <u>CENTRE</u> | : Provincial Archives Building |
| <u>REQUIREMENTS</u> | : National Diploma/ Degree in Indigenous Knowledge Systems (IKS)/Anthropology & History |
| <u>DUTIES</u> | : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/200</u> | <u>SUPPLY CHAIN MANAGEMENT REF NO: DCSR/12/2026 (X2 POSTS)</u> |
| <u>STIPEND</u> | : R94 326 per annum |
| <u>CENTRE</u> | : Head Office |
| <u>REQUIREMENTS</u> | : National Diploma/ Degree in Supply Chain Management/Asset Management/Logistics. |
| <u>DUTIES</u> | : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/201</u> | <u>BUDGET REF NO: DCSR/13/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : R94 326 per annum |
| <u>CENTRE</u> | : Head Office |
| <u>REQUIREMENTS</u> | : National Diploma/ Degree in Management Accounting/Accounting |
| <u>DUTIES</u> | : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/202</u> | <u>SALARIES REF NO: DCSR/14/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : R94 326 per annum |
| <u>CENTRE</u> | : Head Office |

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| <u>REQUIREMENTS</u> | : | National Diploma/ Degree in Financial Management/Accounting |
| <u>DUTIES</u> | : | Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : | Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/203</u> | : | <u>EXPENDITURE REF NO: DCSR/15/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : | R94 326 per annum |
| <u>CENTRE</u> | : | Head Office |
| <u>REQUIREMENTS</u> | : | National Diploma/ Degree in Financial Management/Accounting |
| <u>DUTIES</u> | : | Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : | Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/204</u> | : | <u>SUPPLY CHAIN MANAGEMENT REF NO: DCSR/16/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : | R94 326 per annum |
| <u>CENTRE</u> | : | Nkangala Regional Office |
| <u>REQUIREMENTS</u> | : | National Diploma/ Degree in Supply Chain Management/Asset Management/ Logistics. |
| <u>DUTIES</u> | : | Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : | Ms. Dina Ntuli Tel No: (013) 766 8339 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za |
| <u>POST 01/205</u> | : | <u>HERITAGE & MUSEUM SERVICES REF NO: DCSR/17/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : | R94 326 per annum |
| <u>CENTRE</u> | : | Head Office |
| <u>REQUIREMENTS</u> | : | Degree in Heritage Resource Management / Archaeology / Anthropology / Paleontology |
| <u>DUTIES</u> | : | Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : | Mr. Nkosingisize Khumalo Tel No: (013) 766 5374 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/206</u> | : | <u>HERITAGE & MUSEUM SERVICES REF NO: DCSR/18/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : | R94 326 per annum |
| <u>CENTRE</u> | : | Pilgrims Rest |
| <u>REQUIREMENTS</u> | : | Degree in Heritage Resource Management / Archaeology/ Anthropology / Paleontology |
| <u>DUTIES</u> | : | Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : | Ms. Nqobile Tshuma Tel No: (013) 766 5656 |
| <u>APPLICATIONS</u> | : | Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/207</u> | : | <u>SPORT AND RECREATION REF NO: DCSR/19/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : | R94 326 per annum |
| <u>CENTRE</u> | : | Ehlanzeni Regional Office |
| <u>REQUIREMENTS</u> | : | National Diploma/ Degree in Sport Management/Science |

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| <u>DUTIES</u> | : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : Ms. Nqobile Tshuma Tel No: (013) 766 5656 |
| <u>APPLICATIONS</u> | : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrborecruit@mpg.gov.za |
| <u>POST 01/208</u> | <u>SPORT AND RECREATION REF NO: DCSR/20/2026 (X2 POSTS)</u> |
| <u>STIPEND</u> | : R94 326 per annum |
| <u>CENTRE</u> | : Nkangala Regional Office |
| <u>REQUIREMENTS</u> | : National Diploma/ Degree in Sport Management/Science |
| <u>DUTIES</u> | : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : Ms. Dina Ntuli Tel No: (013) 766 8339 |
| <u>APPLICATIONS</u> | : Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za |
| <u>POST 01/209</u> | <u>SPORT AND RECREATION REF NO: DCSR/21/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : R94 326 per annum |
| <u>CENTRE</u> | : Gert Sibande Regional Office |
| <u>REQUIREMENTS</u> | : National Diploma/ Degree in Sport Management/Science |
| <u>DUTIES</u> | : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : Mr. Simon Shabangu Tel No: (017) 811 6196 |
| <u>APPLICATIONS</u> | : Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za |
| <u>POST 01/210</u> | <u>ARTS AND CULTURE REF NO: DCSR/22/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : R94 326 per annum |
| <u>CENTRE</u> | : Gert Sibande Regional Office |
| <u>REQUIREMENTS</u> | : National Diploma/ Degree in Visual Arts & Crafts/ Performing Arts/Fine Arts |
| <u>DUTIES</u> | : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : Mr. Simon Shabangu Tel No: (017) 811 6196 |
| <u>APPLICATIONS</u> | : Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za |
| <u>POST 01/211</u> | <u>ARTS AND CULTURE REF NO: DCSR/23/2026 (X1 POST)</u> |
| <u>STIPEND</u> | : R94 326 per annum |
| <u>CENTRE</u> | : Nkangala Regional Office |
| <u>REQUIREMENTS</u> | : National Diploma/ Degree in Visual Arts & Crafts/ Performing Arts/Fine Arts |
| <u>DUTIES</u> | : Successful interns will receive structured work exposure, training & development relevant to their field of study. Interns will be expected to enter into performance agreement under supervision of an experienced mentor. |
| <u>ENQUIRIES</u> | : Ms. Dina Ntuli Tel No: (013) 766 8339 |
| <u>APPLICATIONS</u> | : Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za |

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HUMAN SETTLEMENTS**

APPLICATIONS

: Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, hsjobs@nwpg.gov.za, 2735, hand deliver to Cnr Provident and University Drive, West wing 2nd floor Garona Building, Mmabatho.

**CLOSING DATE
NOTE**

: 30 January 2026, Time (16H00)
Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subject to security vetting. The candidate will have to disclose his/her financial interests. Candidates are required to submit pre- entry certificate for SMS (Nyukela) before appointment. 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. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Completion of new Z83: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A, B,C and D may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, Part E: all fields must be completed, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, www.dpsa.gov.za. The Northwest Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. The posts are open for everyone, but preference will be given to women and persons with disabilities. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGAMENT ECHELON

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| <u>POST 01/212</u> | : | CHIEF FINANCIAL OFFICER REF NO: HS/ 05/ 25/26 Component: Human Settlements Developments |
| <u>SALARY</u> | : | R1 494 900 - R1 787 328 per annum (Level 14). The inclusive remuneration Package consist of Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office (Mmabatho) Matric/Grade12 Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Financial and Accounting management and related field. Minimum Five (5) years relevant experience in senior managerial level. A valid driver's license. Must have an Extensive Travelling ability. Competencies/ Knowledge and skills: advanced communication skills, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation, willingness to work extended hours, Problem solving and analysis, knowledge management, negotiation skills and analytical skills are a prerequisite. Financial management and management accounting. Strategic capability leadership. Business plan. Program and project management. People management and empowerment. Change management and stakeholder management. Good understanding of government policies, programmes, strategies, projects and plans, Constitution, Public Service Act, Public Service Regulatory Framework, Public Finance Management Act, Medium Term Expenditure Framework and Budget process, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated practice notes, financial accounting (including principles of GAAP/GRAP), management accounting, cost accounting, internal control, internal and external audit, information systems, Government systems, strategic understanding and knowledge of the application of the constitutional values and principles. |
| <u>DUTIES</u> | : | The Chief Financial Officer's core functions are to assist the Accounting Officer to carry out his or her financial management responsibilities, in areas ranging from budget preparation to financial reporting and the development and maintenance of internal control policies and procedure. Contribute to the financial aspects of the strategic planning process. Ensure that internal financial targets and budgets are fully consistent with the strategic plan and relevant agreements with Government, manage working capital, assets and liabilities, internal control, accounting and finance, expenditure and revenue management, exercise effective budgetary control. Monitor systems that warn of impending overspending of a vote or main division of any impending under collection of revenue or shortfall in budgeted revenue, meet reporting requirements as required in terms of financial management legislation such as PFMA, Treasury Regulations and DoRA, submit all reports, returns, notices and other information as required by the executive authority, Legislature, the relevant treasury, Auditor-General and internal audit. Manage the departmental budget in accordance with departmental strategy and relevant prescripts, Co-ordinate and ensure effective and efficient performance of the Financial Management and Supply Chain Management function in all components of the Department. Develop and maintain measures to prevent fraud and mal administration, ensure strict adherence to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000). Oversee the preparation and analysis of the Annual Financial Statements for the Department, strategically engage with auditors and provide appropriate and timely responses to audit queries. |
| <u>ENQUIRIES</u> | : | Ms D Lolokwane Tel No: (018) 388 2391 |
| OFFICE OF THE PREMIER | | |
| <u>APPLICATIONS</u> | : | Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified. |
| <u>CLOSING DATE</u> | : | 30 January 2025 at 15H00(walk-in) and 00.00 mid-night(online) |

NOTE : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za, which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, however, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. 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. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful.

OTHER POSTS

POST 01/213 : **DEPUTY DIRECTOR: CONFLICT PREVENTION AND MANAGEMENT REF NO: NWP/OOP/2026/01**
Purpose: To ensure implementation of provincial conflict prevention and management strategies

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive package)
: Mmabatho
: Three-year auditing tertiary qualification at NQF level 7 (NQF level and credits) as accredited by SAQA. 6-7 years' experience in conflict prevention and management of which three (3) years should be in conflict prevention and management at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of public service labour relations policies, prescripts practices and related fields. Knowledge of labour legislation. Knowledge of collective bargaining. Knowledge of dispute resolutions and Project Management. Good Communication skills; Computer skills writing skills; Problem solving skills; Management skills; Ability to interpret and apply policy and relevant legislation.

DUTIES : Facilitation of conflict management and resolution. Conducting of advocacy on dispute, conflict and strike management procedures and relevant jurisprudence. The provision of provincial labour relations support services in relation to conflict prevention and management. The monitoring, evaluation

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| <p>and aligning of the efficacy of the provincial conflict prevention and management programmes. The dissemination of relevant information relating to contemporary labour cases, laws and articles on labour relations matters.</p> | |
| <u>ENQUIRIES</u> | : |
| <u>APPLICATIONS</u> | Mr. B Malawane Tel No: (018) 388 3707 E-Mail: ooprecruitment1@nwpg.gov.za |
| <u>POST 01/214</u> | <u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWP/OOP/2026/02</u> |
| | Job Purpose: To manage and facilitate the provision of demand, acquisition and Logistics management services |
| <u>SALARY</u> | R896 436 per annum (Level 11), (all-inclusive package) |
| <u>CENTRE</u> | Mmabatho |
| <u>REQUIREMENTS</u> | Three- year appropriate tertiary qualification at NQF level 6 and/or equivalent qualifications (NQF level and credits). 6-7 years' experience in SCM to which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Knowledge of SCM prescripts and understanding of legislative framework of procedures within SCM. Knowledge of PFMA/ Treasury regulations, Knowledge of departmental policies, Knowledge of accounting principles and knowledge of financial system. Managerial skills, Analytical and ability to interpret and apply policies, People management and negotiation skills. |
| <u>DUTIES</u> | Develop and monitor the implementation of Supply Chain policies. Conduct demand management planning. Manage acquisition processes. Monitor Supply Chain Management risks and performance. Monitor contracts and open order accounts and supplier performance. |
| <u>ENQUIRIES</u> | Mr. L Mathe Tel No: (018) 388 4240 |
| <u>APPLICATIONS</u> | E-Mail: ooprecruitment2@nwpg.gov.za |
| <u>POST 01/215</u> | <u>SENIOR STATE ACCOUNTANT REF NO: NWP/OOP/2026/03</u> |
| | Purpose: To implement Management Accounting systems and procedures in the Office of the Premier |
| <u>SALARY</u> | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | Mahikeng |
| <u>REQUIREMENTS</u> | Three-year tertiary qualification in Financial Management or Accounting at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Financial Management and Accounting of which 1 year should be at supervisory level. Knowledge, Skills & Competencies: Public Finance Management Act; Public Service Regulations; Treasury Regulations. Basic Accounting systems; experience in cash flow, budgeting and expenditure control. Computer literacy skills (Excel, Word, PowerPoint); Communication skills (written and verbal) |
| <u>DUTIES</u> | Consolidate, check, collect and prepare financial support information for completion of the budgeting (MTEF) and planning purposes. Prepare requests for roll-over, virements/ shift processes, Adjustment budget estimates, monthly forecasting and produce adjusted cash flow. Coordinate management and monitoring of budget revenue and expenditure trends. Authorization of journals and the provision of revenue services. |
| <u>ENQUIRIES</u> | Mr. N Rapoo Tel No: (018) 388- 2516 |
| <u>APPLICATIONS</u> | E-Mail: ooprecruitment3@nwpg.gov.za |
| <u>POST 01/216</u> | <u>SENIOR ADMINISTRATION OFFICER: STRATEGY AND PLANNING(VERIFIED) REF NO: NWP/OOP/2026/04</u> |
| | Purpose: To Administer and Facilitate advice on medium and long-term strategic planning to support the imperatives of the national development plan and rebranding, repositioning and renewal |
| <u>SALARY</u> | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | Mahikeng |
| <u>REQUIREMENTS</u> | Three-year tertiary qualification in Public Administration at NQF level 6 and /or equivalent qualification (NQF level and credits). 2 – 4years' experience in strategy and management of which 1 year should be at supervisory level. Knowledge, Skills & Competencies: Knowledge of Public Service Act, Public Service Regulations, Labour Relations, PFMA and Public Finance Regulations. Good communication skills, Problem solving skills, Report writing skills, Computer skills, Coordination and Planning and organization skills. |

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| <u>DUTIES</u> | : | Administer and facilitate strategic planning in line with Provincial and National Planning Frameworks. Facilitate and provide planning support to provincial departments and municipalities. Coordinate submission of Plans i.e. SP, APP& AOP in line with Planning Framework. Ensure continuous engagement with all stakeholders on Provincial Priorities, frameworks, and planning processes. Managing and keeping records of the directorate. Arrange and facilitate capacity building for strategy and planning in provincial and local government. Develop and facilitate the provincial spatial plan in line with provincial priorities. |
| <u>ENQUIRIES</u> | : | Mr. M Pitso Tel No: (018) 388- 2491 |
| <u>APPLICATIONS</u> | : | E-Mail: ooprecruitment4@nwpng.gov.za |
| <u>POST 01/217</u> | : | <u>PERSONAL ASSISTANT: DDG: PLANNING PERFORMANCE MONITORING EVALUATION AND INTERVENTION REF NO: NWP/OOP/2026/05</u> |
| | | Job Purpose: To render a secretariat support service to the Deputy Director General. |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Mmabatho |
| <u>REQUIREMENTS</u> | : | Three-year tertiary qualification in management assistant at NQF level 6 and/or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written) skills, excellent customer relations skills, good telephone etiquette, computer skills, problem solving skills, report writing skills and interpersonal skills. Must have the ability to take initiatives and work independently, under pressure and Long hours. Knowledge of financial administration and Project Management. |
| <u>DUTIES</u> | : | Provides secretarial and receptionist support services in the Office of the Deputy Director General (DDG). Manage the DDG's schedule of appointments and meetings. Render general administrative support services. Provides support to the DDG regarding meetings. Manage the DDG's travel arrangements and handle all correspondence. Keep abreast with legislative prescripts/ policies & procedures applicable to the work terrain. Perform financial and SCM tasks which include keeping track of the DDG Office budget and procurement. Conduct routine research when required. |
| <u>ENQUIRIES</u> | : | Mr. JT Maweleta Tel No: (018) 388 5749 |
| <u>APPLICATIONS</u> | : | E-Mail: ooprecruitment5@nwpng.gov.za |
| <u>POST 01/218</u> | : | <u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING AND ADMINISTRATION REF NO: NWP/OOP/2026/06</u> |
| | | Job Purpose: To provide clerical financial administration services |
| <u>SALARY</u> | : | R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : | Mmabatho |
| <u>REQUIREMENTS</u> | : | Matric/ grade 12 or equivalent qualification. Experience in Accounting/ Financial Management environment and of BAS, WALKER and PERSAL systems will be added advantage. Ability to work independently. Ability to accurately analyze data (numbers). Good interpersonal and organizational skills. Ability to communicate clearly and discreetly in person and in writing. Computer literacy (MS Office: Word, Excel and PowerPoint, e-mail). Valid (Code B/EB) driver's license. Knowledge, Skills and Competencies: Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). An understanding of the Standard Chart of Accounts (SCOA). Ability to work independently and under pressure. Good administration skills. |
| <u>DUTIES</u> | : | Prepare and/or compile payments in preparation for processing of transactions on financial systems. Processing subsistence and transport claims (S&T). Preparing corrective journals on the BAS system. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the monthly, quarterly, and annual financial reporting. Posting and emailing of proof of payments to third parties. Filing (manual and electronic) and retrieval of salary related records. Assist with all general and financial administrative tasks. |
| <u>ENQUIRIES</u> | : | Ms. MP Molefe Tel No: (018) 388 5070 |

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| <u>APPLICATIONS</u> | : <p>E-Mail: ooprecruitment6@nwpq.gov.za</p> |
| DEPARTMENT OF SOCIAL DEVELOPMENT | |
| <u>APPLICATIONS</u> | : <p>(Hand Delivery): All posts attached to Provincial Office should be addressed to: The Acting Director: Human Capital Management. Department of Social Development, Private Bag x 6, Mmabatho, 2735 or hand delivered to Ground Floor, Provident House Building, University Drive, Mmabatho 2735 for attention Mr L Segole. The E-mailed applications will be accepted or considered.</p> <p>All posts attached to Dr Ruth Segomotsi Mompati District Should be addressed to: The District Director: Dr Ruth Segomotsi Mompati. Department of Social Development, Private Bag X12, Vryburg, 8600 or hand delivered to: Dr RSM District Office, Corner North & Molopo Street, Vryburg, for attention Ms. MY Sethibe. The E-mailed applications will be accepted or considered.</p> <p>All posts attached to Ngaka Modiri Molema District should be addressed to: The District Director: Ngaka Modiri Molema. Department of Social Development, Private Bag x 04, Mmabatho, or hand delivered to: Ngaka Modiri Molema District Office, Corner Nelson Mandela Drive & Martin Street, Mahikeng, for attention Mr. BR Mogorosi. The E-mailed applications will be accepted or considered.</p> <p>All posts attached to DR Kenneth Kaunda District should be addressed to: The District Director: Dr Kenneth Kaunda, Department of Social Development, Private Bag X5059, Klerksdorp, 2750 or hand delivered at Jade Square Building, Cnr OR Tambo and Margaretha Prinsloo Street, Klerksdorp for Attention Ms N Tamele. The E-mailed applications will be accepted or considered.</p> <p>All posts attached to Bojanala District should be addressed to: The District Director: Bojanala District, Department of Social Development, Private Bag X82106, Rustenburg, 0300 or hand delivered at Office number 12, Kgwebo Drive, Mabe Office Park, Rustenburg for Attention Ms NB. Modise. The E-mailed applications will be accepted or considered.</p> |
| <u>CLOSING DATE</u> | : <p>30 January 2026 @ 16H00</p> |
| <u>NOTE</u> | : <p>Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully completed in all areas signed and dated. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are only submitting Z83 and CV, all other documents are submitted by shortlisted candidates only. A detailed Curriculum Vitae must clearly indicate the positions held, period in the position and key responsibilities with three contactable referees. 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 communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications and the evaluation certificate will be required on or before the day of the interview following communication from HR. Candidates must indicate the number of the post/reference number in their applications and correct E-mail address per post. On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for Online Submission must include Only Z83 Form and Updated Curriculum Vitae be in PDF Format, as one document. Failure to do so, your application will be disqualified. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. OSD posts will be remunerated in accordance with relevant directives. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be</p> |

invited for interviews. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. Applicants must also disclose or inform the Department whether they perform any additional remunerative work outside normal duties. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government (submitted prior to appointment) which can be accessed via this link: <https://www.thensg.gov.za>. All shortlisted candidate(s) for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommended candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. directions on how to fill in the new z83 form NB: Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate and the post applies for by completing all relevant fields. Part F is compulsory to be completed for applicants seeking re-employment into Public Service as it requires an applicant to specify if any conditions may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A, B, C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory.

MANAGEMENT ECHELON

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| <u>POST 01/219</u> | <u>DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: SD/1/1/25/E</u> |
| | Chief Directorate: Corporate Services Directorate: Human Capital Management |
| <u>SALARY</u> | R1 266 714 per annum (Level 13). The Inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement within three months of appointment and sign employee contract. |
| <u>CENTRE REQUIREMENTS</u> | Provincial Office - Mahikeng Grade 12 Certificate. An undergraduate Bachelor's Degree NQF level 7) in Human Resource Management / Public Administration / Public Management / Human Resource and Industrial Psychology as recognised by SAQA with five (5) years' extensive working experience in HCM at the Middle/Senior Managerial level. Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government). Client focused HR Strategist. A thorough understanding of policy formulation and coordination. Proven experience in or thorough understanding of the social development system/sector. A good background in turnaround and change management strategies. Experience in and insight into legislation that impacts on human resource practices and procedures. Knowledge of Government systems (PERSAL). A valid driver's license. Competencies: A results-driven, customer-focused approach, with excellent planning, organisational communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report-writing skills. People management. Financial |

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| | management. Strategic planning. Project management. Change and knowledge management. Negotiation skills. |
| <u>DUTIES</u> | : Provide leadership and strategic direction in the Directorate. Ensure the provision of comprehensive organisational development support. Manage and co-ordinate the implementation of departmental transformation programmes. Co-ordinate and integrate the service delivery programmes of the Department. Manage and utilise resource practice and administration. Manage overall employee relations. Develop and manage employee health and wellness. Manage and co-ordinate human capital planning, salaries and information systems services that support the departmental strategy. Design and manage strategic human resource training and development services. Manage and utilise resources in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | Mr TPL Mosieleng Tel No: (018) 388 1958/3787 |
| <u>APPLICATIONS</u> | : E-Mail: SegoleL@nwpq.gov.za |
| | OTHER POSTS |
| <u>POST 01/220</u> | : <u>SOCIAL WORK MANAGER GRADE 1 NGAKA MODIRI MOLEMA DISTRICT AND BOJANALA DISTRICT REF NO: SD/ 01/4/25/E (X2 POSTS)</u> |
| | Chief Directorate: District Coordination and Institutional Support Management |
| <u>SALARY</u> | : R970 686 per annum, (OSD Package). The Inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract. |
| <u>CENTRE</u> | : Ngaka Modiri Molema District Office (Mahikeng) Bojanala District Office (Rustenburg) |
| <u>REQUIREMENTS</u> | : Grade 12. An appropriate recognized Bachelor's degree in Social Worker. A minimum of 10 years' recognizable experience in Social Work. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted). Computer literacy, A valid driver's license. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development. |
| <u>DUTIES</u> | : Ensure that Social Work Service is provided through the promotion of Social Change, problem solving in human relationships and empowerment of people to enhance wellbeing. Facilitate the development and planning of Programmes and Interventions to render Social Work Services through the efficient, economical and effective use of resources. Manage Social Work unit to ensure efficient and effective social work service is delivered through utilization of resources (human, finance and equipment) in accordance with relevant directives and legislation. Provide integrated social work services within the defined areas with regard to care, protection and development of vulnerable groups in partnership and collaboration with relevant stakeholders Health, Correctional Services, South African Police Services and other departments. Evaluate and Monitor compliance to policies, and transversal social work services norms and standards, South African Council for Social Service Professions (SACSSP) and other relevant legislating policies and procedures. Keep up to date with new development in the Social Work and management fields and continuous professional development through inter-sectoral collaboration, stakeholder management and ensure that the department contributes to integrated services delivery. |
| <u>ENQUIRIES</u> | Mr KI Kgobe Tel No: (018) 388 5719 |
| <u>APPLICATIONS</u> | : E-Mail: SegoleL@nwpq.gov.za |
| <u>POST 01/221</u> | : <u>DEPUTY DIRECTOR: GENDER AND TRANSFORMATION REF NO: SD/1/2/25/E</u> |
| | Chief Directorate: Corporate Services Directorate: Human Capital Management |
| <u>SALARY</u> | : R896 436 per annum (Level 11). The Inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, |

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| | medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract. |
| <u>CENTRE REQUIREMENTS</u> | <p>: Provincial Office- Mahikeng</p> <p>: Grade 12 Certificate or equivalent. Advanced Diploma/ Bachelor's Degree (NQF level 7) qualification in Public Management / Public Administration / Social Science as recognised by SAQA coupled with five (5) years relevant experience in Gender Focal Point & Diversity Management of which three (3) years should be Assistant Director level. A valid driver's license. Knowledge: Project Management. Understanding of government's broader transformation of policies and initiatives. Knowledge of promoting Human Rights. Knowledge of Gender and Disability Mainstreaming. Knowledge of Moral Regeneration and Social Cohesion. Skills: Computer Literacy (MS Word, Excel, Power Point). Report Writing. Change Management. Good stakeholder engagement skills.</p> |
| <u>DUTIES</u> | <p>: Manage and coordinate external & internal educational awareness campaigns for designated groups therefore women, children, youth, older person and persons with disabilities, financial workshops, career guidance and any other awareness related to safety of people in support of Human Rights Priority Programmes. Coordinate submission of reports on employment to reach 50% of women in Senior Management Services and 2% in the employment of people with disability. Develop plans and coordinate reports on implementation of gender Equality Strategic Framework, Job Access Strategic Framework, HoD's 8 principle Action Plan and report on harassment in the workplace. Participate in commemoration of international and national days as per calendar events. Provide sound strategic leadership and Direction. Manage the Sub-Directorate.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | <p>: Mr PM Mosadi Tel No: (018) 3883578/1660</p> <p>: E-Mail address: SegoleL@nwpq.gov.za</p> |
| <u>POST 01/222</u> | <p>: <u>ASSISTANT MANAGER COMMUNITY DEVELOPMENT GRADE 1 REF NO: SD/ 1/12/25/I (X3 POSTS)</u></p> <p>Chief Directorate: District Coordination and Institutional Support Management Directorate: Ngaka Modiri Molema District and Dr Ruth Segomotsi Mompati District</p> |
| <u>SALARY CENTRE</u> | <p>: R602 361 per annum, (OSD Package)</p> <p>: Naledi Service Point (X1 Post)</p> <p>: Taung Service Point (X1 Post)</p> <p>: Ditsobotla Service Point (X1 Post)</p> |
| <u>REQUIREMENTS</u> | <p>: An Appropriate Bachelor's Degree in Community Development/ Developmental Studies or related field. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification. Computer literacy. A valid driver's license. Competencies: Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organizing; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development.</p> |
| <u>DUTIES</u> | <p>: Coordinate the identification, facilitation, and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through effective and economic utilization of resources. Conduct research relating to community development work. Interpret, implement and give guidance on policies, legislation related to community development. Manage relations with all relevant role players, internal and external. Monitoring and evaluation of programmes. Manage resources (human, financial, assets). Ensure the provision of sound partnership mobilization systems.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | <p>: Mr KI Kgobe Tel No: (018) 388 5719</p> <p>: E-mail: SegoleL@nwpq.gov.za</p> |

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| <u>POST 01/223</u> | : | <u>SENIOR LEGAL ADMINISTRATION OFFICER –MR 6 REF NO: SD/1/3/25/E</u> |
| | | Chief Directorate: Corporate Services |
| | | Directorate: Legal Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R586 956 per annum, (OSD Package) |
| | : | Provincial Office - Mahikeng |
| | : | Grade 12 Certificate or equivalent. LLB Degree NQF Level 7 as recognised by SAQA. At least eight (8) years appropriate post qualification legal experience. Extensive experience at Supervisory level in Civil Litigations, legislative drafting, drafting of legal opinions, labour relations practices in the Public Service, contract drafting and interpretation. Valid driver's license and willingness to travel. Knowledge: Sound knowledge of the legislative frameworks that governs the operations of the public services environment. A sound knowledge of on the drafting of legislations and regulations. A sound knowledge on the interpretation of statutes and regulations and other legal instruments. A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations. A comprehensive knowledge on the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies. Skills: Good interpersonal relations. Report writing. Case investigation and project management skills. Good conflict resolutions and mediation skills. Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative and civil litigation processes. |
| <u>DUTIES</u> | : | Study the impact and implications of Legislations and Regulations and advice the Department accordingly. Examine the various forms of Legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice and opinions in relation to legislations and regulations. Manage the legislative review process in collaboration with the State Law Advisers. Edit and certify legislations in collaboration with the State Law Advisers Office. Render legal support services in respect of litigation matters for and against the Department. Furnish legal advice and opinions on litigation matters that affect the Department. Perform generic management functions. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr T Ntuane Tel No: (018) 388 2010 |
| | : | E-Mail address: SegoleL@nwpq.gov.za |
| <u>POST 01/224</u> | : | <u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: SD/1/5/25/I</u> |
| | | Chief Directorate: Financial Management and Administration |
| | | Directorate: Supply Chain Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) |
| | : | Provincial Office- Mahikeng |
| | : | Grade 12 Certificate coupled with Advanced Diploma or Degree (NQF Level 6/7) in Supply Chain Management / purchasing / Bachelor of Commerce. Minimum of 3-5 years' recognizable experience in Acquisition Management of which 3 must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and Walker Systems. |
| <u>DUTIES</u> | : | Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issued in terms of government regulations. Develop, implement and monitor acquisition policies, procedures and process in line with SCM prescripts. Manage the development and maintenance of database of service providers and ensure compliance with Central Supplier Database (CSD), e-tender portal system and provincial SCM prescripts requirements. Monitor contracts, supplier performance and compile acquisition monthly reports. Manage the department bid administration and ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed. |
| <u>ENQUIRIES APPLICATIONS</u> | : | MS GA Mogwai Tel No: (018) 388 2798/2796 |
| | : | E-Mail: SegoleL@nwpq.gov.za |

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| <u>POST 01/225</u> | : <u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: SD/1/6/25/I</u> |
| | Chief Directorate: Corporate Services Directorate: Strategic Planning Policy Research Monitoring and Evaluation |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R468 459 per annum (Level 09) : Provincial Office - Mahikeng : Grade 12. National Diploma or Degree in Public Administration / Public Management / Bcom Economics / Accounting. Specialization or Major Course in Monitoring and Evaluation will be an added advantage. 3-5 years' experience in the field of Monitoring and Evaluation of which 3 years must be at supervisory experience. A valid driver's license. Competencies: Computer literacy. Sound organizational interpersonal skills. Ability to work effectively and efficiently under pressure in order to meet deadlines with limited supervision. Supervisory skills and the ability to work in a team would be an added advantage. |
| <u>DUTIES</u> | : Compile and analyse Departmental monthly, quarterly and Annual Reports as per Treasury regulations. Conduct performance information verifications and validations. Facilitate and coordinate the Departmental Performance Reviews. Capture non-financial data on the Provincial Information Management System and EQPR System. Develop and implement the Monitoring and Evaluation Framework. Conduct and Coordinate Departmental Evaluation Projects. Compile NPO quarterly reports, analyse NPO data, monitor and conduct site visits for NPO's. Review NPO monitoring reports from programmes and monitor Departmental operational plans. Coordinate M&E forum meetings on operational plans as well as Departmental Quarterly performance reviews. Develop Action Plans and Operational Plans and PIA findings. |
| <u>ENQUIRIES APPLICATIONS</u> | : Dr LM Gasealahwe Tel No: (018) 388 2556 E-Mail: SegoleL@nwpg.gov.za |
| <u>POST 01/226</u> | : <u>ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: SD/1/7/25/I</u> |
| | Chief Directorate: Corporate Services Directorate: Risk Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R468 459 per annum (Level 09) : Provincial Office - Mahikeng : Grade 12/Matric. B Com Law/ LLB/ Auditing/ Risk Management. 3- 5 years' experience in Risk Management field and investigations of which 2 years must be at supervisory level. A Valid driver's license. Competencies: Knowledge of relevant legislation frameworks and policies in the Public Service. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills. |
| <u>DUTIES</u> | : Implement and maintain anti-fraud and corruption policies and procedures. Conduct fraud and corruption investigations. Promote and conduct anti-fraud and corruption awareness campaigns. Liaise with relevant stakeholders with regard to anti - fraud and corruption matters. Manage Human and Financial Resources. |
| <u>ENQUIRIES APPLICATIONS</u> | : Ms. R. Phogojane Tel No: (018) 388 2905 E-Mail: SegoleL@nwpg.gov.za |
| <u>POST 01/227</u> | : <u>ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: SD/1/8/25/I</u> |
| | Chief Directorate: Corporate Services Directorate: Risk Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R468 459 per annum (Level 09) : Provincial Office - Mahikeng : Grade 12. B Com Degree in Risk Management, B Comm Law/ Auditing. 3- 5 years' experience in one of the following fields: Ethics Management, Fraud Investigations and/or Fraud prevention, Risk Auditing, Risk Management, of which two years must be at Junior Management. Good understanding of the Public Service Act, Regulations, Public Finance Management Act (PFMA), Public Administration Management Act, Treasury Regulations, Public Service Integrity Management Framework. Computer Literacy (MS word, excel and PowerPoint). A valid drivers. Competencies: Knowledge of relevant legislation frameworks and policies in the Public Service. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills. |

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| <u>DUTIES</u> | : <p>Implement Ethics Policies and Strategies. Management of financial disclosures of SMS and other designated officials. Manage remunerative work outside public service and gift registers. Promote integrity and ethical behaviour in department; Advise employees on ethical matters. Investigate where unethical behaviour is identified and maintain the database. Implement awareness programmes to educate officials on ethics, good governance and anti-corruption measures. Overall office resource management (financial, human, assets, material).</p> |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : <p>Ms. R. Phogojane Tel No: (018) 388 2905/1608 E-Mail: SegoleL@nwpq.gov.za</p> |
| <u>POST 01/228</u> | : <p><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: SD/1/9/25/I</u> Chief Directorate: Financial Management and Administration Directorate: Financial Accounting</p> |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | : <p>R468 459 per annum (Level 09) Provincial Office - Mahikeng</p> <p>: Grade 12. Advanced Diploma / Bachelor Degree / National Diploma in Financial Accounting / Management Accounting/Internal Auditing /Financial Management. Three (3) to Five (5) years' experience in Public Service Financial Accounting environment of which 3 years must be at supervisory level. PERSAL System and BAS certificates should be attached and a valid driver' licence. Knowledge: Knowledge of the PFMA, Treasury Regulations, BAS, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. Skills: Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.</p> |
| <u>DUTIES</u> | : <p>Coordinate and administer salary allowances and deductions. Administer SARS related matters. Administer financial salary transactions on PERSAL System and BAS System. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Execute interdepartmental claims timeously. Supervise personnel.</p> |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : <p>Ms TH Nodali Tel No: (018) 388 2377 E-Mail address: SegoleL@nwpq.gov.za</p> |
| <u>POST 01/229</u> | : <p><u>ASSISTANT DIRECTOR: PHYSICAL INFRASTRUCTURE AND PLANNING REF NO: SD/1/10/25/I</u> Chief Directorate: Corporate Services Directorate: Infrastructure And Planning</p> |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | : <p>R468 459 per annum (Level 09) Provincial Office - Mahikeng</p> <p>: A minimum of a B-Tech in any of the Built Environment disciplines. Registration with the relevant professional councils (Candidate or Professional) will be an added advantage. A valid Driver's license. Experience: 3 -5 years appropriate experience. Experience in managing both capital and maintenance projects, social facilitation, community and stakeholder liaison (clients / stakeholders). Experience in conflict management Knowledge: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Resolutions. Public Service Delivery Documents. Performance Management Development System. Construction Manual. Knowledge of government policies and planning systems. Construction projects. Ribbon Development Act. Public Finance Management Act. Occupational Health and Safety Act. Skills: Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Sound report writing. Presentation skills.</p> |

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| <u>DUTIES</u> | Managing implementation of both capital and maintenance projects, ensuring that all stages of the FIDPM (Framework for Infrastructure Delivery Procurement Management) are adhered to in the implementation of projects. Compiling specifications for routine maintenance and verifying specifications compiled by works inspectors. Financial planning of both capital and maintenance projects including monthly reporting on all projects allocated. Managing the departmental leased portfolio by ensuring that landlord adhere to the terms of the lease agreements. Manage the activities of contractor on project sites. Plan and monitor the implementation of condition assessments for buildings infrastructure. Assist in the implementation of projects including contract management in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage day-to-day operational aspects of a project. |
| <u>ENQUIRIES</u> | Mr O Kgobokoe Tel No: (018) 388 1625 |
| <u>APPLICATIONS</u> | E-mail: SegoleL@nwpq.gov.za |
| <u>POST 01/230</u> | <p><u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: SD/1/11/25/E</u></p> <p>Chief Directorate: Financial Management and Administration Directorate: Internal Control</p> |
| <u>SALARY</u> | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | Provincial Office - Mahikeng |
| <u>REQUIREMENTS</u> | Grade 12. National Diploma / Bachelor Degree in Financial Accounting / Management Accounting/Internal Auditing /Financial Management. Three 3-5 years' experience in Public Service Financial Accounting environment of which 3 years must be at supervisory level. Knowledge of Risk Management, Internal Control strategies /frameworks/ policies. Completion of the General Internal Auditing (including IAT learnership – 3 years) learnership from the IIA plus 2-year internal audit experience PERSAL System and BAS certificates should be attached and a valid driver' licence. Knowledge: Knowledge of the SCM Framework and Financial systems. Knowledge and understanding of PFMA, PPPFA, Treasury Regulations, Walker / BAS and other departmental policies, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. Skills: Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload. |
| <u>DUTIES</u> | Supervise and participate in the development of strategic internal audit plans. Coordinate and maintain the efficient and effective controls and achieving the objectives of the department. Engage in continuous professional development activities relevant as required or prescribed by new developments in the internal audit environment. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Management of irregular, fruitless and wasteful expenditure. Conduct monitoring and capacity building on NPO funded projects Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Manage staff and resources. |
| <u>ENQUIRIES</u> | Ms S Isake Tel No: (018) 388 1641/2480 |
| <u>APPLICATIONS</u> | E-Mail address: SegoleL@nwpq.gov.za |
| <u>POST 01/231</u> | <p><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SD/1/13/25/I</u></p> <p>Chief Directorate: Districts and Institutional Support Management Directorate: Dr Ruth Segomotsi Mompati District Office</p> |
| <u>SALARY</u> | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | Dr RSM District Office |
| <u>REQUIREMENTS</u> | A Bachelor's degree (NQF Level 6/7) Finance / Supply Chain Management / Bachelor of Commerce qualification. 3-5 years' experience in Supply Chain environment of which 3 years must be at supervisory level. Extensive knowledge of the public sector procurement processes, rules and regulations. Sound understanding of the PFMA, PPPFA (of 2000), Treasury Regulations, Supply Chain Management (SCM) Policy and other related prescripts. A valid driver's license. Competencies: A results-driven, customer-focused approach, with excellent planning, organizational, communication (written and verbal) and |

presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint) and accounting systems (BAS). The ability to work under pressure and deliver to tight deadlines. Leadership skills. Research and policy formulation. Analytical and innovative thinking. Communication skills (written and verbal). Presentation and facilitation skills. Executive report-writing skills. A results-driven, customer-focused approach, with excellent planning and organizing skills.

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| <u>DUTIES</u> | : Ensure sound and strategic Supply Chain Management services and resources in the Department. Manage financial logistics, and Demand and Acquisition Services for the Department. Develop and implement effective systems aimed at improving service turnaround times. Comprehensively manage the procurement system of the Department (e-Procurement/BAS). Assist in ensuring compliance with the policies and procedures of the Department. Ensure and manage the development of monitoring tools that conform to procurement standards and regulations. Effectively coordinate year-end closure and prepare working paper files for audit purposes. Work closely with client offices, other components within the Supply Chain Management units and service providers to ensure seamless service delivery. Effectively manage monthly reports on accruals and commitments. Ensure and manage effective and efficient SCM contractual obligations of the Department with other stakeholders. Provide training and support to subordinates, chief users and decentralized offices. Provide management information, statistics and reports to all relevant stakeholders. Perform any other duties as directed. |
| <u>ENQUIRIES</u> | : Mr KI Kgobe Tel No: (018) 388 5719 |
| <u>APPLICATIONS</u> | : E-Mail SegoleL@nwpq.gov.za |
| <u>POST 01/232</u> | : <u>ASSISTANT DIRECTOR: MISS REF NO: SD/ 1/14/25/E</u> Chief Directorate: Corporate Service Directorate: Support Services |
| <u>SALARY</u> | : R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : Head Office |
| <u>REQUIREMENTS</u> | : Grade 12 Certificate plus National Diploma in Security Risk Management, Security and Advisory Course (SSA), Security Grade A (PSIRA) 3-5 years' experience in security management environment of which 3 years' experience is at supervisory level. Valid driver's license, required skills and Knowledge: Physical Security and Information Security measures. Security Principles and practices. Knowledge of MPSS and MISS., Problem solving and analysis. Decision making. Team leadership. Financial management, Communication skills, computer skills, people management, planning, organizing and conflict management. |
| <u>DUTIES</u> | : Assist in management of district security operations. Implement departmental security policy and procedures as well as Security Measures, eg MISS, MPSS etc, in head office and district offices. Develop and implement training and awareness programme with assistance. Interact with related and relevant authorities, i.e. South African Police services and State Security Agency. Manage capacity of Security management, SAPS and SSA provincial office. Manage contracted in-house security service provider, monitor performance of security service provider as per service level agreement. Coordinate security logistic and prestige events. Coordinate security screening of Companies and vetting of Department of Social Development employees. Conduct security assessment and inspection in district offices. Manage physical security appraisals and information security audits. Advise and attend to the security breaches. Investigate related security cases. Supervision of Human Resource. |
| <u>ENQUIRIES</u> | : Ms M. Mampane at 066 086 5885 |
| <u>APPLICATIONS</u> | : E-Mail SegoleL@nwpq.gov.za |
| <u>POST 01/233</u> | : <u>ASSISTANT DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: SD/ 1/15/25/I</u> Chief Directorate: Districts and Institutional Support Management Directorate: Dr Kenneth Kaunda District Office |
| <u>SALARY</u> | : R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : Dr Kenneth Kaunda District Office |
| <u>REQUIREMENTS</u> | : A Bachelor's degree or National Diploma in Human Resource Management or equivalent qualification. A minimum of 3-5 years' experience in human resource |

management of which 3 years must be at supervisory level. Computer literacy, presentation skills, planning and organizing, and communication skills. Sound and in-depth knowledge of relevant prescripts as well as understanding of legislative framework governing the public service e.g. PFMA, Public Service Act and Regulations, and Labour Relations Act etc. Be able to interpret Policies, Knowledge of PERSAL system. A valid driver's license. Competencies: an understanding of administrative policies, including the PFMA, Treasury Regulations and PSA, Credible knowledge of Human Resource Practices and Administration, Human Resource Capacity building and Utilisation, Human Resource Planning, Employee Health and Wellness, as well as People Management and Labour Relations, Programme and Project management skills. Operational planning capabilities, facilitation, communication and leadership skills. Empowerment skills, service delivery improvement skills and report writing skills.

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| <u>DUTIES</u> | : | Ensure implementation of Human Resource Management directives, policies, strategies, and plans. Coordinate implementation of employee Performance Management Development System, Training and Development. Oversee implementation of conditions of service, recruitment and selection, labour relations, and employee wellness programmes in the district. Manage Human, Financial, and other resources. Perform any other duties as directed. |
| <u>ENQUIRIES</u> | : | Mr KI Kgobe Tel No: (018) 388 5719 |
| <u>APPLICATIONS</u> | : | E-Mail SegoleL@nwpq.gov.za |
| <u>POST 01/234</u> | : | <u>SENIOR STATE ACCOUNTANT REF NO: SD/ 1/22/25/I (X2 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Dr Ruth Segomotsi Mompati District |
| <u>SALARY</u> | : | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : | Khuseleka |
| <u>REQUIREMENTS</u> | : | Dr RSM District Office Bachelor's Degree or National Diploma in Commerce / Accounting or Auditing. 2-3 years' work experience within the field. Competencies: Knowledge of Walker and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy. |
| <u>DUTIES</u> | : | Assist in providing budgetary and expenditure control services and prepare related documentation to the Directorate. Ensure compliance with prescripts. Control, manage and execute the timely payment of all corporate services within the District or Institution. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you. |
| <u>ENQUIRIES</u> | : | Mr KI Kgobe Tel No: (018) 388 5719 |
| <u>APPLICATIONS</u> | : | E-Mail SegoleL@nwpq.gov.za |
| <u>POST 01/235</u> | : | <u>SENIOR STATE ACCOUNTANT INTERNAL CONTROL REF NO SD/1/25/2/I</u> Directorate: Financial Management and Administration Sub-Directorate: Internal Control |
| <u>SALARY</u> | : | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : | Provincial Office - Mahikeng |
| <u>REQUIREMENTS</u> | : | Grade 12. National Diploma, Bachelor's Degree (NQF Level 6/7) as recognised by SAQA in Internal Auditing /Financial Accounting / Management Accounting. 3-4 years relevant experience in a Financial Accounting/ Internal control/Internal Audit environment. Valid driver's Licence. Competencies: An In-depth Knowledge and understanding of relevant prescripts and process governing public services such as PSR and PSA. Knowledge of Supply Chain prescripts and frameworks. Treasury regulations, PFMA, Financial Manuals. Internal Control and Risk Management Methodologies & Strategies. Knowledge of management links of Government Financial Systems (BAS, PERSAL & WALKER). Policy development, interpretation and implementation. Computer literacy. Sound planning and organising skills. High level of reliability and commitment. Basic written and verbal communication skills. Excellent time management skills. Report writing and Presentation skills. |
| <u>DUTIES</u> | : | Co-ordination of internal and external audits. Monitoring of Departmental Post Audit and PIA Action Plans. Ensure that there are tight internal control systems within the department. Facilitate process of prevention, identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFWE) |

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| <u>ENQUIRIES</u> | in the department. Monitoring of Non-profit Organisation funded by the Department. Record keeping and reporting. Supervise subordinates and resources. |
| <u>APPLICATIONS</u> | : Ms S Isake Tel No: (018) 388 1641/2480 E-Mail: SegoleL@nwpq.gov.za |
| <u>POST 01/236</u> | : <u>SENIOR STATE ACCOUNTANT REF NO: SD/ 1/27/25/I</u> Chief Directorate: Financial Management and Administration Directorate: Financial Accounting |
| <u>SALARY</u> | : R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : Provincial Office - Mahikeng |
| <u>REQUIREMENTS</u> | : Grade 12. National Diploma / B-degree in accounting / Auditing / Financial Management. 2 years' experience in the field of salaries environment. A valid driver's licence. Competencies/Knowledge and skills: Knowledge of relevant prescripts, PFMA, PSR and Treasury Regulations that governs public sector. Interpersonal. Computer literacy. Analytical skills. Time Management and Coordination skills. Honesty and Integrity. Presentation and report writing skills. Verbal and written communication skills. Ability to work in a team. A valid driver's license. competencies: Knowledge of applicable policies, knowledge of relevant prescripts such as MCS, PFMA etc. Knowledge of BAS System; extensive knowledge of PFMA and DORA. Interpersonal. Computer literacy. Communication and interpersonal skills. Honesty and Integrity. Report writing skills. Ability to work in a team. |
| <u>DUTIES</u> | : Capturing and/or approval of salaries and S&T claims. Ensure that all deduction and allowance received are implemented on time. Authorise all deduction and allowance without any delay. Administer effective payroll/salaries management. Ensure that all tax reconciliations are prepared on time and submitted to SARS. Ensure that manual IRP5 are created on the system. Make sure that IRP5 are distributed on time and reprint by request. Ensure that payroll reconciliation prepared on time. Management of payroll certificates. Request reports monthly from BAS system for salary related control accounts. Perform monthly, quarterly and yearly BAS/PERSAL reconciliations. Assist with accruals and payables relating to salaries and S&T claims during preparation of Interim and Annual financial statements. Management of subordinates within the salaries unit. |
| <u>ENQUIRIES</u> | : Ms TH Nodali Tel No: (018) 388 2377/1565 |
| <u>APPLICATIONS</u> | : E-Mail SegoleL@nwpq.gov.za |
| <u>POST 01/237</u> | : <u>SENIOR ADMIN OFFICER OD AND SERVICE DELIVERY REF NO: SD/1/28/25/I</u> Chief Directorate: Corporate Services Directorate: Human Capital Management |
| <u>SALARY</u> | : R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : Provincial Office - Mahikeng |
| <u>REQUIREMENTS</u> | : Grade 12 Certificate coupled with Bachelor's Degree / Advanced Diploma in Public Administration / Public Management / Human Resource Management. At least 2-3 years' relevant experience in the field. A valid driver's License. |
| <u>DUTIES</u> | : Coordinate the development of Service Delivery Improvement Plans, Service Delivery Model and Service Charter. Conduct client survey and employee satisfaction survey. Conduct monitoring and evaluation of complaint and complement management system. Assist with the implementation of the ministerial directives on service delivery programmes. Implement and monitor Batho-Pele Principles programmes. Monitor compliance in districts, Institutions and service points. Conducting awareness on Batho-Pele Principles and service standards. Implement a capacity building programme on Batho-Pele in the province. Supervise subordinates and resources. |
| <u>ENQUIRIES</u> | : Mr I Mokoena Tel No: (018) 388 2557 |
| <u>APPLICATIONS</u> | : E-Mail SegoleL@nwpq.gov.za |
| <u>POST 01/238</u> | : <u>SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS MANAGEMENT REF NO: SD/ 1/29/25/I</u> Chief Directorate: Financial Management and Administration Directorate: Supply Chain Management |
| <u>SALARY</u> | : R397 116 per annum (Level 08), (an all-inclusive remuneration package) |

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| <u>CENTRE REQUIREMENTS</u> | : <p>Provincial Office Grade 12 Certificate coupled with Advanced Diploma / Degree in Supply Chain Management /Logistics/purchasing / Bachelor of Commerce. 2-3 years related Logistics Management experience. Valid Driver's license. Knowledge of relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems.</p> |
| <u>DUTIES</u> | : <p>Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Assist in the implementation and monitoring of logistics management policies, procedures and process in line with SCM prescripts. Assist in the coordination of the processing and requisitions of goods and services timeously. Assist in the safekeeping and distribution of goods. Coordinate the control of stock. Ensure timely processing of invoices. Compile monthly and quarterly reports. Supervise the activities of subordinates. Perform any other duties as directed.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : <p>Ms GA Mogwai Tel No: (018) 388 2798/2796 E-Mail: SegoleL@nwpg.gov.za</p> |
| <u>POST 01/239</u> | : <p><u>SOCIAL WORKER GRADE 1 REF NO: SD/ 1/17/25/I (X9 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Districts and Service Points</p> |
| <u>SALARY CENTRE</u> | : <p>Grade 1: R325 200 per annum, OSD Package Rustenburg Service Point (X2 Posts) Greater Taung Service Point (X3 Posts) Ditsobotla Service Point (X2 Posts) Tswaing Service Point (X1 Post) Kagisano Molopo (X1 Post)</p> |
| <u>REQUIREMENTS</u> | : <p>Grade 12. Bachelor of Social Work that allows professional registration with the South African Council for Social Services Profession (SACSSP) as a Social Worker. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted) Computer literacy. A valid driver's license. The following knowledge and skills are required for appointment: Understanding social dynamics, human behaviour and social systems. Social Intervention and empowerment. Social support. Protecting vulnerable individuals. Understanding Social Work legislation. Communication (written and verbal). Team work and collaboration. Planning and organizing. Diversity Management. Understanding social work values and principles.</p> |
| <u>DUTIES</u> | : <p>Provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. To provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Conduct assessment aimed at identifying conditions in individuals, groups, families and communities that justify relevant Interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individuals, groups and families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further amended interventions to address the identified conditions.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : <p>Mr KI Kgobe Tel No: (018) 388 5719 Email: SegoleL@nwpg.gov.za</p> |
| <u>POST 01/240</u> | : <p><u>SIGN LANGUAGE PRACTITIONER REF NO: SD/ 1/23/25/I</u> Chief Directorate: Districts and Institutional Support Management Directorate: Bojanala District</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : <p>R325 101 per annum (Level 07) SONOP Old Age Home Grade 12. National Diploma in South African Sign Language Interpreting qualification as recognised by SAQA., Certificate on SASL Interpreting – Level 2 of Interpreting. Must have at least four (2) years relevant experience in interpretation services. Appropriate linguistic qualification that allows registration with the South African Translators Institute (SATI) as a home for language professionals in South Africa. Competencies: South African Sign Language Interpretation Theory (SASL. Knowledge of Deaf Culture. Candidate must be able to understand and communicate in English and any other</p> |

dominant language in the province e.g Setswana. Highly proficient and ability to accurately interpret spoken languages in Setswana and English to South African Sign Language and vice versa. Able to accurately and idiomatically turn the message from the source language into the target language without any additions, omissions or other misleading factors that alter the intended meaning of the message from the speaker. Demonstrate excellent communication interpersonal and leadership skills, ability to work independently. Extensive knowledge of SASL interpreting. Code of Ethics or Ethical Code which embodies those values and sets out how interpreters are expected to behave. The candidate must be computer literate (Microsoft Word, Power Point and Excel) with basic knowledge of administration work, willingness to work irregular hours and able to work under pressure.

DUTIES : To provide SASL interpreting services to the Deaf employee. Interpret during meetings, trainings, workshops conferences and events. Doing telephone interpreting. Support and provide SASL interpreting services in the department to the Deaf community. Interpret for the deaf community during the departmental events such as conferences, summits and workshops. Interpreting for the deaf clients during consultation services organised by social workers at respective service points and districts. Interpret for the deaf organisation in the signing of Service Level Agreement and during monitoring meetings. To facilitate and create awareness in the department with the issues regarding SASL interpreting. Create awareness on the proper way of using SASL interpretation services. Give advice to the departmental staff on interpreting process. Perform administrative duties for the special needs directorate.

ENQUIRIES
APPLICATIONS : Ms D Cindi Tel No: (018) 388 4848
: E-Mail SegoleL@nwpq.gov.za

POST 01/241 : **STATE ACCOUNTANT REF NO: SD/ 1/24/25/I (X4 POSTS)**
Chief Directorate: Districts and Institutional Support Management
Directorate: Districts

SALARY
CENTRE : R325 101 per annum (Level 07)
: Naledi Service Point (X1 Post)
: Moses Kotane (X1 Post)
: Moretele (X1 Post)
: Kgetleng (X1 Post)

REQUIREMENTS : Bachelor's Degree or National Diploma in Commerce / Auditing or Grade 12 certificate plus a minimum of 2-3 years' experience in Accounting or Auditing. A Valid driver's license. Competencies: Knowledge and understanding of PFMA and Treasury Regulations. Computer literacy, Communication skills, report writing, interpersonal, presentation and assessment skills. Innovative and effective problem solving skills.

DUTIES : Assist in providing budgetary and expenditure control services and prepare related documentation to Provincial Office. Ensure compliance with prescripts. Control, manage and execute the timely payment of all corporate invoices in the district. Accurately allocate expenditure in the system. Prepare and capture payment requisitions. Pre authorize payments on the Basic Accounting System (BAS) and submit documents for final authorization. Control, manage and execute timely payment of all invoices in the district. Manage expenditure for subsistence and travelling, and other general expenses. Capture and process salary related allowances. Implement effective action plans and procedures to ensure that timelines for submissions are met. Supervise subordinates and resources.

ENQUIRIES
APPLICATIONS : Mr KI Kgobe Tel No: (018) 388 5719
: E-Mail SegoleL@nwpq.gov.za

POST 01/242 : **STATE ACCOUNTANT MANAGEMENT ACCOUNTING REF NO: SD/ 2/26/23/I**
Chief Directorate: Financial Management and Administration
Directorate: Management Accounting

SALARY
CENTRE
REQUIREMENTS : R325 101 per annum (Level 07)
: Provincial Office (Mahikeng)
: Grade 12. Advanced Diploma /B Degree (NQF7) or equivalent qualification) with a major in Accounting/ Financial Accounting and Cost and Management Accounting up to third year level. Knowledge and understanding of Public

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| | Finance Management Act (PFMA), Treasury Regulations and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. A Valid driver's license (with exception of disabled applicants). |
| <u>DUTIES</u> | The successful candidate will be responsible for the following: Budget formulation-assist with the compilation and facilitating budget process (main budget and adjustment budget) in the Office. Monitor budget implementation (actual against budget)-monitor spending and receipts against expenditure and income budget respectively. Assist to consolidate and prepare supporting documents for completion of the budgeting processes (MTEF, ENE and AENE). Coordinate the process of monitoring of cash flow. Capture budget shifts and virements. Assist the process of the loading of budget (MTEF), adjustment budget estimates (AENE) and budget shifts/ virements on the BAS System. Compile and verify the accuracy of In-Year Monitoring (IYM) reports monthly and quarterly and submit to the supervisor and Manager for review. Adhere to ad-hoc requests from the Manager. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements. Supervise subordinates and resources. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | Ms SP Maponya Tel No: (018) 388 1507 E-Mail: SegoleL@nwpg.gov.za |
| <u>POST 01/243</u> | <u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: SD/1/18/25/I (X9 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Districts |
| <u>SALARY</u> <u>CENTRE</u> | R325 101 per annum (Level 07) Madibeng Service Point (X1 Post) Mahikeng Service Point (X1 Post) DR Kenneth Kaunda (X2 Posts) Mamusa Service Point (X1 Post) Taung Old Age Home (X2 Posts) Sonop Old Age Home (X1 Post) Reamogetswe CYCC (X1 Post) |
| <u>REQUIREMENTS</u> | Grade 12. Bachelor Degree or National Diploma in Supply Chain Management / Commerce /Accounting or equivalent. 2-3 year's work experience in supply chain management. Knowledge & Skills: Job knowledge. Computer skills (SCM systems). Planning and organization. Interpersonal relations. Good verbal and written communication skills. Team work. Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Knowledge of Walker, BAS. |
| <u>DUTIES</u> | Maintain asset register. Bar coding of assets. Ensure compliance to Supply Chain and Asset Management policies. Compile monthly reconciliation reports. Assist to handle transfer and disposal assets. Procurement of goods and services in accordance of the procurement regulations. Control and issue vouchers. Supervise and render demand management clerical services. Supervise and undertake logistical support services. Ensure proper filling and safekeeping of documents. Management of personnel and resources. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | Mr KI Kgobe Tel No: (018) 388 5719 Email: SegoleL@nwpg.gov.za |
| <u>POST 01/244</u> | <u>PROFESSIONAL NURSE REF NO: SD/1/19/25/I (X4 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Dr Ruth Segomotsi Mompati and Dr Kenneth Kaunda Districts |
| <u>SALARY</u> <u>CENTRE</u> | R324 384 per annum, (OSD Package) Taung Old Age Home (X2 Posts) JB Marks Treatment Centre (X2 Posts) |
| <u>REQUIREMENTS</u> | A qualification that allows for registration with SANC as Professional Nurse. Appropriate or recognisable experience in nursing after registration with the SANC as Professional Nurse and proof of payment of annual fees for current cycle. Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. |
| <u>DUTIES</u> | Provision of holistic/comprehensive specialised nursing care. Manage the utilisation of resources effectively. Provision of educational services. Provision of effective support to nursing. Work as part of multidisciplinary team to ensure quality nursing care. Perform clinical nursing practice in accordance with the |

scope of practice and nursing standards as determined by the relevant health facility. Provide emergency care (overtime/standby). Ensure the implementation of, and adherence to Patients' Rights Charter and Batho Pele principles. Manage medication. Monitor admission and discharge criteria. Ensure proper record-keeping. Ensure quality services delivery. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups.

ENQUIRIES
APPLICATIONS

POST 01/245

: Mr KI Kgobe Tel No (018) 388 5719
: E-mail SegoleL@nwp.gov.za

COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: SD/1/16/25/I (X9 POSTS)

Chief Directorate: Districts and Institutional Support Management
Directorate: Districts and Service Points

SALARY
CENTRE

: Grade 1: R278 169 per annum, OSD Package
Moses Kotane Service Point (X1 Post)
Matlosana Secure Care (X3 Posts)
JB Marks Service Point (X1 Post)
Maquassi Hills Service Point (X2 Posts)
Gretaer Taung Service Point (X1 Post)
Tswaing Service Point (X1 Post)

REQUIREMENTS

: Grade 12. An appropriate 3-year relevant qualification in Community Development / Development Studies or Social Science. Computer literacy. A valid driver's license.

DUTIES

: Implementation of legislation and policies to assist with interventions in wards where people interact with environments in order to promote self-empowerment. Conduct research relating to community development work. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Keep up to date with new developments in the Community Development field to enhance service delivery.

ENQUIRIES
APPLICATIONS

POST 01/246

: Mr KI Kgobe Tel No: (018) 388 5719
: Email: SegoleL@nwp.gov.za

CHILD AND YOUTH CARE TEAM LEADER REF NO: SD/1/20/25/I (X4 POSTS)

Chief Directorate: District And Institutional Support Management

SALARY
CENTRE

REQUIREMENTS

: R203 748 per annum, (OSD Package)
Matlosana Child and Youth Care Centre
: An appropriate NQF level 4 (Grade 12). Recognized FET Certificate/ Diploma (a degree in Child and Youth Care would be an added advantage). A minimum of 7 years' experience in Child and Youth Care work after obtaining the required qualification. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted). A valid driver's license. Proof of Current registration with the SACSSP council as Child and Youth Care worker. Experience in Secure Care will be added advantage. Competencies: Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.

DUTIES

: Supervise Child & Youth Care Workers. Manage work performance development of supervisee. Oversee the admission and related activities of children and youth to the care facility. Oversee the access of children/ youth to medical services. Oversee the implementation of planned activities, residential developmental and therapeutic programmes. Oversee basic life space work. Undertake inspections during a shift and report on incidents and challenges identified. Perform administrative work relevant to the job. Oversee the completion of daily registers e.g log books, medication registers, incident reports etc. Ensure the attendance registers are signed and kept up to date. Perform all the administration functions required by the job.

ENQUIRIES
APPLICATIONS

: Mr KI Kgobe Tel No: (018) 388 5719
: E-Mail: SegoleL@nwp.gov.za

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| <u>POST 01/247</u> | : | <u>CHILD AND YOUTH CARE WORKER GRADE 1 REF NO: SD/1/21/25/I (X6 POSTS)</u> |
| | | Chief Directorate: District and Institutional Support Management |
| <u>SALARY</u> | : | R184 320 per annum, (OSD Package), (an all-inclusive remuneration package) |
| <u>CENTRE</u> | : | JB Marks Treatment Center (X1 Post) Reamogetswe Child And Youth Care Center (X3 Posts) Khuseleka One Stop Center (X1 Post) Reamogetswe Secure Care Centre (X4 Posts) |
| <u>REQUIREMENTS</u> | : | Grade 12 and certificate in Child and Youth Care. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted) Experience in CYCC will be added advantage. Current registration with the SACSSP council as Child and Youth Carebworker. Competencies: Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work. |
| <u>DUTIES</u> | : | Provide a secure, caring and therapeutic developmental programme for young people. Build positive relationship with young people. Render developmental work with young people and their families. Responsible for daily logging and report writing. Engage young people in developmental programmes. Ensure adequate supervision. Conduct life space interviews. Work within a multidisciplinary team to ensure the formulation and implementation of individual developmental plans for young people. Escort young people to hospital clinics and other referrals. Perform all the administration functions required by the job. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : | Mr KI Kgobe Tel No: (018) 388 5719 E-Mail: SegoleL@nwpg.gov.za |

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE

: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. 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 01/248**

: **MEDICAL SPECIALIST (SUB-SPECIALTY) GRADE 1 TO 3 (CHILD AND ADOLESCENT PSYCHIATRY)**

Chief Directorate: Metro Health Services

SALARY

: Grade 1: R1 553 670 per annum
 Grade 2: R1 773 222 per annum
 Grade 3: R1 936 806 per annum
 (A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS

: Lentegeur Hospital
 Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Sub-specialist in Child Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Subspecialist in Child Psychiatry, after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee), as a sub-specialist in child psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Subspecialist in Child Psychiatry, after registration with the HPCSA, a Medical Subspecialist in Child Psychiatry (or a recognised foreign Health Professional Council in respect of a foreign qualified employee), as a sub-specialist in child psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Subspecialist in Child Psychiatry after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Subspecialist in Child Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Subspecialist in Child Psychiatry. Inherent requirements of the job: Willingness to travel within the District and Metro Region. Willingness to do off-site outreach and support and strengthen the catchment area ecosystem. Valid Driver's Licence. Competencies (knowledge/ skills): Appropriate experience in the assessment and management of child psychiatric disorders as a medical specialist. Proven leadership abilities. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Computer literacy and the ability to conduct online meetings and presentations.

DUTIES

: Provide comprehensive clinical care for child and adolescent patients, including assessment, diagnosis, treatment, and rehabilitation in both inpatient and outpatient settings. Lead multidisciplinary teams, coordinate care across disciplines, and establish effective clinical leadership structures within the service. Strengthening referral pathways and collaborating with district and metro health services to support continuity of care and mental health service development. Ensure adherence to clinical governance protocols, supervise staff in quality assurance practices, and implement risk management systems. Monitor and manage clinical resources, staffing, and performance indicators in alignment with institutional goals and the Functional Business Unit (FBU) model. Provide teaching and supervision for undergraduate and postgraduate students, support in-service training, and promote research within the Child and Adolescent Psychiatry service.

ENQUIRIES

: Ms M Jacobs Tel No: (021) 370-1314

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| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status). No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/249</u> | : | <u>MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 1: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.) |
| <u>CENTRE REQUIREMENTS</u> | : | Mowbray Maternity Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willing to participate in the after-hours call system (Mowbray Maternity Hospital and GSH gynaecology). Competencies (knowledge/ skills): Ability to manage all Obstetrics and gynaecology cases competently. Ability to teach and supervise obstetrics surgical procedures and assist in the management of obstetric surgical complications. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator or research supervisor. Computer literacy. |
| <u>DUTIES</u> | : | Ensure an efficient and cost-effective obstetric service and render quality patient care. Conduct ward rounds and oversee the daily operations of the obstetric department. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical developments. Assist in the investigation and management of adverse incidents and patient complaints/medicolegal cases. |
| <u>ENQUIRIES</u> | : | Dr TA Campbell Tel No: (021) 659-4924 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for |

appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including)individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

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| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/250</u> | : | MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.) |
| <u>CENTRE REQUIREMENTS</u> | : | New Somerset Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Inherent requirements of the job: Valid Driver's licence. Willingness to participate in the commuted overtime system (after hours and weekends). Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of Otorhinolaryngology and head and neck diseases as well as regional level elective ENT services. Specialist surgical skills including microscopic and endoscopic procedures. Specialist level knowledge of both outpatient and emergency ENT conditions. Specialist level competencies in diagnostic and interventional laryngoscopy. Ability to successfully provide an independent Otorhinolaryngology specialist service on a regional hospital level. |
| <u>DUTIES</u> | : | Provision of clinical service delivery at specialist level across the full spectrum of general ENT Surgery at regional level. Provision of clinical service delivery at specialist level of elective ENT Surgery (regional level) Participation in appropriate outreach programmes. Supervision of clinical and operative activities of ENT surgeons in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of academic requirements for registrars in ENT, conduct and supervise research projects. Training and teaching of medical officers and otorhinolaryngology registrars and relevant burden of disease Research and Audits. |
| <u>ENQUIRIES</u> | : | Prof H Bougard Tel No: (021) 402-6444, Email: heather.bougard@westerncape.gov.za |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must |

apply for change in registration status). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

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| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/251</u> | : | <u>MEDICAL SPECIALIST: GRADE 1 TO 3 (NUCLEAR MEDICINE)</u> |
| <u>SALARY</u> | : | Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.) |
| <u>CENTRE REQUIREMENTS</u> | : | Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Nuclear Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Nuclear Medicine. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Nuclear Medicine. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Nuclear Medicine. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Nuclear Medicine. Inherent requirement of the job: A valid driver's license. Competencies (knowledge/skills): Ability to work in a team. Experience in management of general nuclear medicine, PET/CT imaging and radio nuclide therapy. Computer literacy, database management. Strong moral and ethical record in nuclear medicine. The ability to work in a busy tertiary care hospital providing specialist paediatric nuclear medicine services. Ability to supervise registrars and other related trainees in acquiring paediatric nuclear medicine skills. Strong academic record in terms of teaching and research supported by courses, publications and presentations. Commitment to attaining and teaching advanced skills in nuclear medicine. Sound clinical knowledge and skills in Nuclear Medicine. molecular imaging and targeted radionuclide therapy. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedures pertaining to radiopharmaceuticals, their theragnostic applications and clinical trial framework. |
| <u>DUTIES</u> | : | Offer comprehensive provision of nuclear medicine care by diagnosing and treating diseases using radioactive materials and techniques. Prepare comprehensive interpretive reports of findings. Check and approve the quality of diagnostic images before patients are discharged. Establish and enforce radiation protection standards for patients and staff. Interpret imaging data and confer with other medical specialists to formulate diagnoses. Prescribe radionuclides and dosages to be administered to individual patients particularly for targeted radionuclide therapy. Review procedure requests and patients' medical histories to determine applicability of procedures and radioisotopes to be used. Direct nuclear medicine technologists or technicians regarding desired dosages, techniques, positions, and projections. Participation in relevant multidisciplinary meetings where nuclear medicine has a key role. Involved in the teaching and training of undergraduate and postgraduate students. Involvement in the research and development of nuclear medicine, including clinical trials. This post will allow the opportunity to work in general nuclear medicine both in paediatric and adult nuclear medicine, PET/CT and targeted radionuclide therapy. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : | Dr S More Tel No: (021) 658-4169 or email: Stuart.More@uct.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only |

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| <p>applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.</p> | |
| <u>CLOSING DATE</u> | : |
| <u>POST 01/252</u> | : <u>MEDICAL OFFICER: GRADE 1 TO 3 (NEONATOLOGY)</u> (1-Year Contract) |
| <u>SALARY</u> | : Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.) |
| <u>CENTRE REQUIREMENTS</u> | : Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Good governance principles and documentation practices. Commitment to providing empathetic, holistic care and advocating for patients. Capability to handle a demanding clinical workload with effective time management, organisation, and prioritisation skills. Strong interpersonal skills, with a proven ability to work in a team and communicate effectively with colleagues, patients, and their families. Post community service experience in General Paediatrics or Neonatology. |
| <u>DUTIES</u> | : Provide comprehensive medical care to neonates, including managing acute neonatal emergencies, performing resuscitation and stabilisation procedures, and treating neonates with chronic and complex medical conditions under supervision. Actively participate in daily ward rounds, collaborating with consultants and multidisciplinary teams to develop and execute plans under supervision. Supervise and provide guidance to junior medical staff and medical students, enhancing their clinical skills and knowledge in neonatology. Contribute to quality improvement initiatives aimed at optimising patient outcomes and advancing best practices within the neonatal unit. Communicate effectively with patients' families, offering support, information, and empathy during critical times. |
| <u>ENQUIRIES</u> | : Dr S Pillay Tel No: (021) 404-6025 or email: shakti.pillay@uct.ac.za |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in |

a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital.

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| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/253</u> | : | REGISTRAR (MEDICAL) (ANAESTHETICS) (X2 POSTS) (4-Year Contract Post) |
| <u>SALARY</u> | : | R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). |
| <u>CENTRE</u> | : | Groote Schuur Hospital, Observatory (X1 Post) New Somerset Hospital (X1 Post) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Completion of FCA Part 1. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Experience in Anaesthesiology and Perioperative Medicine. Diploma in Anaesthesia (DA). Effective leadership & interpersonal skills. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge & appropriate use of equipment. |
| <u>DUTIES</u> | : | Provision of safe anaesthetic care to patients. Intensive Care Therapy. Pre-op assessment of patients & advice to surgeons regarding work up. Post-operative analgesia & recovery of patients from anaesthesia. Learn the art and science of anaesthesia practice & ICU Medicine. Learn critical skills required by an anaesthetist. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of theatre lists/staff, especially after hours. Involvement in research/audits relating to anaesthesia, intensive care and pain management. Prof G Nethathe, email: gladness.nethathe@uct.ac.za |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The Department of Health is guided by the principles of |

Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.

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| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/254</u> | : | <u>REGISTERED COUNCILLOR GRADE 1 TO 3 (X2 POSTS)</u> Garden Route District |
| <u>SALARY</u> | : | Grade 1: R712 599 per annum Grade 2: R811 662 per annum Grade 3: R916 437 per annum (A portion of the package can be structured according to the individual's personal needs.) |
| <u>CENTRE REQUIREMENTS</u> | : | Mossel Bay Sub-district, Knysna/Bitou Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional of South Africa as a Registered Councillor. Experience: Grade 1: None after registration with the health Professional council of South Africa as a Registered councillor. Grade 2: A minimum of 8 years appropriate experience as a councillor after registration with Health Professional Council (HPCSA). Grade 3: A minimum of 16 years appropriate experience as a councillor after registration with Health Professionals council as a Registered Councillor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Good communication skills (Verbal and written). Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Computer literacy (i.e. MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Work with and contribute within Multi-disciplinary Team (MDT). |
| <u>DUTIES</u> | : | Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers, as part the sub district and district mental health teams. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Crause Tel No: (044) 803-2700 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be |

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| considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. | |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/255</u> | : <u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Cape Winelands District |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R693 096 per annum De Wet Nuy CC (Mobile and Satellite Clinics), Breede Valley Sub-district Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife Post basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health assessment, treatment and care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above (R48). Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies and principles. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.) Ability to communicate effectively. |
| <u>DUTIES</u> | : Manage, control, act in all the following facets of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts, and protocols regarding the mentioned facets. Plan and manage to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan and to meet the operational requirements of the health facility and participate in Community awareness and health screening activities. Recording, collection, verification and timeous submission of accurate data and continuous positive support to the Primary Health Care Manager. |
| <u>ENQUIRIES</u> | : Ms A Theron Tel No: (023) 348-1316 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test. "The pool of applications will be considered for vacancies within Breede Valley Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/256</u> | : <u>HEALTH DATA SCIENTIST</u> Directorate: Health Intelligence |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R582 444 per annum Head Office, Cape Town (Based at 4 Dorp Street, Cape Town) Minimum educational qualification: A graduate qualification in a relevant discipline (Mathematics, Data Science, Data Engineering, Computer Science, Actuarial Science, Statistics, Engineering or similar). Experience: Appropriate experience in health information systems and health data interoperability. Appropriate SQL programming experience. Appropriate experience working with large datasets (hundreds of millions of records) and in programming and/or software development. Appropriate statistical expertise and/or broader software programming experience. Appropriate experience working with stored procedures and views. Appropriate experience working with a scripting language e.g. Python, SQL, Java, Ruby, and/or R. Appropriate experience with |

technical communication and presentation of findings and ideas. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Competence in working in a swiftly changing environment and modifying plans accordingly. Advanced knowledge and proficiency with cloud technology including Azure SQL, and interactive data visualization software such as Power BI. Ability to apply data extraction, transformation and loading (ETL) techniques with appropriate automation as required. Analytic skills to conceptualize and execute data extraction and analysis tasks. Ability to conceptualize, design and implement efficient data-driven reports. Demonstrate strong verbal and written communication skills with the ability to effectively create, edit, and review relevant reports and presentations.

DUTIES : Utilize domain expertise, analytical skills, and software knowledge to support the development and maintenance of data take-on processes and curation of routine health data. Be actively involved in data beneficiation, interpretation, inference, analysis, and reporting. Analyze and present data in a clear and compelling way, using graphical representations and data visualizations. Process and deliver data extraction requests of varying complexity. Provide supervision and mentorship to junior staff members. Develop and implement training programs, user guides, and other products that promote understanding of the Provincial Health Data Centre digital tools, reports and dashboards.

ENQUIRIES
APPLICATIONS : Dr M Ismail, email: Muzzammil.Ismail@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE
CLOSING DATE : No payment of any kind is required when applying for this post.
: 30 January 2026

POST 01/257 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (HIV/AIDS)**
West Coast District

SALARY
CENTRE
REQUIREMENTS : Grade 1: R549 192 per annum
: Swartland Sub-district
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (i.e. MS Word, PowerPoint and Excel).

DUTIES : Co-ordination and implementation of the sub-district integrated comprehensive health services i.e. HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 days strategy, adolescent, women's and men's health services and establishing health services linkages on all service platforms at Sub-district level. Provide oversight, supervision and support to health facilities for the implementation of quality assurance policies, guidelines, protocols, norms and standards. Involvement with skills development and training to support integrated health services provision. Responsible for the strengthening and coordination of internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. -Monitoring and Evaluation of Integrated Health services performance as well as the effective implementation of appropriate projects to improve the primary health care services and outcomes in the sub-district.

ENQUIRIES
APPLICATIONS : Mr RA Christoffels Tel No: (022) 482-2729
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE
CLOSING DATE : No payment of any kind is required when applying for this post.
: 30 January 2026

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| <u>POST 01/258</u> | : | <u>PROFESSIONAL NURSE (SPECIALTY: CLINICAL FACILITATOR) (X2 POSTS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R476 367 per annum Grade 2: R583 989 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in the specialty. Inherent requirements of the job: Excellent communication skills: verbal, written and report writing. Competencies (knowledge/skills): Extensive knowledge of Nursing Act, policies, procedures and protocols pertaining to peri-natal care. Insight into perinatal training initiatives (EOST, ESMOE,) Competent in facilitation, mentoring, coaching, and presentation skills. Knowledge of basic and post basic training programmes. Computer literacy. |
| <u>DUTIES</u> | : | Facilitate and teach all training in relation to perinatal care and development programmes of the nursing and support personnel in the Nursing Component as well as other departments as required. Facilitate student education and training with accredited service providers and tertiary institutions as well as placement to ensure achievement and maintenance of competence. Facilitate all induction and mentorship programmes in conjunction with HRD. Facilitate in-service training, skills update and competencies and skills of nursing personnel in perinatal care services. Deliver a support service to the Nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development. Facilitate developmental research in nursing science with specific interest in perinatal care nursing science. |
| <u>ENQUIRIES</u> | : | Ms M Holland Tel No: (021) 659-5550 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Short listed candidates will be subjected to a written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/259</u> | : | <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services (3-Month Contract) |
| <u>SALARY</u> | : | Grade 1: R476 367 per annum Grade 2: R583 989 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Klipfontein/Mitchells Plain Sub-structure Office Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and |

Midwife. A post-basic nursing qualification with a duration of at least a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with the professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: A valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. NIMART training or experience. Effective communication skills.

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| <u>DUTIES</u> | : | Assist with the managing and provision of clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities. |
| <u>ENQUIRIES</u> | : | Ms S Patel-Abrahams Tel No: (021) 370-5008 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical, and oral assessment. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/260</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE) (X4 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R476 367 per annum Grade 2: R583 989 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Groote Schuur Hospital, Observatory Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirement of the job: To work shifts including weekends, public holidays and night duty. To rotate to other units within the Operating theatre. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to stand for long hours and lift heavy equipment. |

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| <u>DUTIES</u> | : | Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in a operating theatre, wards/units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting. |
| <u>ENQUIRIES</u> | : | Ms J Watson Tel No: (021) 404-5161 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Medical and Surgical Nursing Science: Operating Theatre. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/261</u> | : | <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R476 367 per annum Grade 2: R583 989 per annum |
| <u>CENTRE</u> | : | Heideveld CDC (X1 Post) Hanover Park CDC (X1 Post) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: Grade 1: Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: A valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. NIMART training or experience. Effective communication skills. Assist with the managing and provision of clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities. |
| <u>DUTIES</u> | : | Assist with the managing and provision of clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities. |
| <u>ENQUIRIES</u> | : | Ms S Patel-Abrahams Tel No: (021) 370-5008 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |

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| <u>NOTE</u> | : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical, and oral assessment. |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/262</u> | : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY) Garden Route District |
| <u>SALARY</u> | : Grade 1: R476 367 per annum Grade 2: R583 989 per annum |
| <u>CENTRE</u> | : PHC Support & Outreach Knysna/ Bitou Sub-district (Stationed at Knysna Hospital) |
| <u>REQUIREMENTS</u> | : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Ophthalmic Nursing Science. Registration with the professional council: Registration with the SANC a Professional Nurse. Experience: Grade 1 : A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2 : A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Ophthalmic Nursing Science. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal). |
| <u>DUTIES</u> | : Provision of optimal, holistic, specialised Ophthalmology nursing care within a professional and legal framework in the Knysna/Plettenberg Subdistrict (i.e. hospital, mobiles and satellites). Effective utilisation of resources. Participation in training. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery. |
| <u>ENQUIRIES</u> | : Ms PM Peters Tel No: (044) 302 - 8436 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Ophthalmic Nursing Science with the South African Nursing Council. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : 30 January 2026 |

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| <u>POST 01/263</u> | : | <u>ASSISTANT DIRECTOR: HEALTH SUPPORT (INFORMATION MANAGEMENT AND MONITORING AND EVALUATION)</u> |
| | | Chief Directorate: Emergency and Clinical Services Support |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum Service Priorities Co-ordination Minimum educational qualification: Appropriate relevant 3-year National Diploma/ Degree or equivalent qualification. Experience: Appropriate experience in public health data systems. Appropriate experience in training and change management. Inherent requirements of the job: Valid Driver's licence. Willingness to travel to the districts and national office (DOH). Willingness to work overtime when required. Competencies (knowledge/skills): Excellent knowledge of common Electronic Health Systems in use at CCT, MHS and RHS (including SPV). Advanced Microsoft office (Excel, PowerPoint and Word) skills. Ability to interpret, analyse and present health information. Good numerical, communication, analytical thinking skills and interpersonal skills. |
| <u>DUTIES</u> | : | Monitoring and Evaluation. Information Management and M&E Strategic support. Implementation support on priority programmes and conditional grant indicators. Project management and planning. Information Management policy alignment and systems integration. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr H Goeiman Tel No: (021) 815-8741 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Assistant Director: Health Support posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/264</u> | : | <u>BIOKINETICIST GRADE 1 TO 3 (INCREASING WELLNESS)</u> |
| | | Chief Directorate: Emergency and Clinical Services Support |
| <u>SALARY</u> | : | Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Service Priorities Co-ordination, Increasing Wellness and Impact Assessment Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Biokineticist. Registration with the professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Biokineticist. Experience: Grade 1: None after registration with the HPCSA as a Biokineticist. One-year relevant experience after registration with the HPCSA as a Biokineticist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Biokineticist. A minimum of 11 years relevant experience after registration with the HPCSA as a Biokineticist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A Minimum of 20 years relevant experience after registration with the HPCSA as a Biokineticist. A minimum of 21 years relevant experience after registration with the HPCSA as a Biokineticist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Willingness to work overtime when required. A Valid Drivers license and the ability to drive. Willingness to travel within the province. Competencies (knowledge/skills): Knowledge and experience in wellness promotion programmes. Knowledge and application of regulations, policies, procedures and indicators relevant to integrated Health and Wellness promotion programmes. Good understanding of the Public Health system. Strong monitoring and evaluation skills. Good numeracy, literacy, and communication abilities. Effective project management capabilities. Basic financial management skills. Proficiency in information technology. Facilitation, writing, research, conceptualisation, analysis and communication. Analytical and problem-solving skills. Computer literacy in |

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| <p>Microsoft Office suite and digital platforms. Sound interpersonal, networking and negotiating skills. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work without supervision and handle a high work volume. Creativity, self-motivation, assertiveness, initiative and ability to work independently and in a team. Appropriate and relevant experience in public health, programmed development and review, project management, communications, community services or primary health care services, community development, participatory approaches, behavior change, stakeholder engagement, health and wellness promotion, and cross sectoral partnership.</p> | |
| <u>DUTIES</u> | : Provide operational and strategic support for the effective development, implementation, and evaluation informing policy to realize health and wellness promotion objectives aligned to priorities across the life course. Operationalize processes for the effective development, implementation, maintenance and evaluation of Health and Wellness Promotion objectives aligned to priorities across the life course to mobilise services and multisectoral stakeholders, to strengthen the Start Well, Live Well and Age Well departmental philosophy. Administer Health and Wellness Promotion M&E and Reporting. Provide logistical, administrative and support to the wellness promotion programmes. |
| <u>ENQUIRIES</u> | : Ms K Fortune Tel No: (021) 815-8853 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Biokineticist: Grade 1 to 3 (Increasing Wellness) posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates may be subjected to a practical assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/265</u> | : CASE MANAGER Chief Directorate: Rural Health Services |
| <u>SALARY</u> | : R397 116 per annum |
| <u>CENTRE</u> | : George Regional Hospital |
| <u>REQUIREMENTS</u> | : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment and Managed Health Care policies and protocols. Appropriate experience in ICD-10 diagnostic and procedural code assignment. Competencies (knowledge/skills): Knowledge of Uniform Patient Fee Schedule, ICD-10 and the Medical Schemes Act 131 of 1998 and Regulations i.e. (PMB Legislation). Knowledge of EDI (Electronic Data Interchange), Managed Health Care standards and patient billing. To monitor the quality and ensure accuracy of Diagnostic and Procedural Coding. Computer Literacy (MS Word/Excel). Good communication skills (verbal and written). |
| <u>DUTIES</u> | : Efficiently and effectively communicate and update clinical information for externally funded patients as well as the evaluation and monitoring of ICD 10-Coding for externally funded patients. Perform hospital Case Management functions w.r.t. pre-authorisation and authorisation, benefit management, and review of clinical information for externally funded clients as well as providing quotes for elective procedures. Identify PMB diagnosis or ICD-Code to ensure claims are paid from the correct benefit, as well as when benefits are exhausted. Efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures including the conducting of clinical audits of patient accounts to ensure accuracy of invoices for the submission to external funders. Supervision of staff as well as co-ordinating |

the workflow processes between clinical and admin personnel relating to Case management which include ICD10-coding, PMB's and account queries as well as quality client care and compilation of statistical reports for hospital management. Provide assistance to Hospital Fees staff regarding medical scheme authorisations, liaising with medical schemes and MediKredit regarding rejected claims as well as in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients.

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POST 01/267

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: Ms L Kombrink Tel No: (044) 802 - 4332

: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. The pool of applications will be considered for vacancies within George Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

: 30 January 2026

: **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND MEDICAL RECORDS (PATIENT ADMINISTRATION AND HOSPITAL FEES)**

Chief Directorate: Rural Health Services

: R397 116 per annum

: George Regional Hospital

: Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience in the Revenue (Hospital Fees and Patient Administration) and Medical Records field. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, CLINICOM, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility and willingness to travel and work after hours when required. Good organizational and administrative skills and the ability to function in a team and under pressure.

: Manage Patient Administration Services and Medical Records with the aim of improving data quality and patient information and records according to Finance instructions, circulars, and policies. Manage the Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of personnel under your control.

: Ms L Kombrink Tel No: (044) 802-4332

: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

: 30 January 2026

: **SENIOR ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT (PAYROLL AND SERVICE BENEFITS)**

: R397 116 per annum

: Groote Schuur Hospital, Observatory

: Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in the PERSAL system. Appropriate Human Resource Administration, in all aspects of personnel and

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| | salary administration. Appropriate supervisory experience. Competencies (knowledge/skills): Ability to function independently and within a team context. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Good interpersonal and conflict resolution skills. Knowledge of relevant Legislation. Leadership, organization, creative problem-solving and decision-making skills. Working knowledge of all aspects regarding Human Resources. |
| <u>DUTIES</u> | : Provide support in the administration processes of E-Disclosure, ORW Declarations. Application of the OSD regulations and prescripts. Coordinate, implement and monitor the relevant policies, procedures, prescripts regarding personnel, salary, commuted overtime, leave and administration in general as applicable in a staff office. Ensure efficient and effective quality and risk management in HR, including audit compliance, databases and reports. Interpret and implement policies, regulations and procedures and provide an effective and efficient assistance and support to clients, personnel, management and supervisors. Provide in-service training of personnel within the relevant section. Management of PERSAL functions. Manage and supervise the general staff office with a very high workload, which are responsible for all personnel and related matters. |
| <u>ENQUIRIES</u> | : Mr CD Wehr Tel No: (021) 404-2306 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/268</u> | : <u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u> Chief Directorate Metro Health Services |
| <u>SALARY</u> | : R397 116 per annum |
| <u>CENTRE</u> | : Mitchells Plain District Hospital |
| <u>REQUIREMENTS</u> | : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Human Resource Management. Experience: Appropriate experience in Labour Relations and Human Resource development. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Ability to work independently and under pressure. Computer literacy. |
| <u>DUTIES</u> | : Conduct disciplinary investigations and act as an initiator in disciplinary hearings. Handle individual and collective grievances. Interpret various Labour Relations statistics. Deal with conflict and disputes. Facilitate the development, implementation and evaluation of the Workplace skills plan and the Annual training Report. Render a secretariat service to the Skills Development Committee as well as the Institutional Management and Labour Committee. Attend HRD and Labour relations forum meetings. |
| <u>ENQUIRIES</u> | : Ms F Carelse- Johnson Tel No: (021) 377 4307 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/269</u> | : <u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (GENERAL SERVICES)</u> |
| <u>SALARY</u> | : R397 116 per annum |
| <u>CENTRE</u> | : Tygerberg Hospital, Parow Valley |
| <u>REQUIREMENTS</u> | : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a hospital environment. Appropriate supervisory experience. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills. Computer literacy (MS Office, Word, Excel). Ability to work under pressure and meet tight deadlines. Ability to take initiative, work independently, and demonstrate strong ethical conduct. Ability to apply performance management, labour relations and leave administration frameworks. Ability to draft and implement SOPs and manage |

contracts. Knowledge of contract management and supply chain management processes. Knowledge of general services legislation and operations (e.g., death administration, pest control). Understanding of Quality Assurance, Occupational Health Standards, and Infection Prevention and Control. People management, conflict management and supervisory skills. Strong planning, organizational and administrative skills.

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| <u>DUTIES</u> | : Manage various general support service components, including but not limited to pest control, death administration, grounds and gardening, pneumatic tube system, porter services and reprographics. Perform all administrative and supervisory duties applicable to the operational areas and provide effective support to the Assistant Director and Deputy Director. Ensure adherence to labour relations, financial management, and human resources processes and policies. Participate in audits, compliance activities, and governance reviews. Participate in and chair meetings relevant to the general services portfolio. Oversee contract management processes, including performance monitoring, compliance, and renewals. |
| <u>ENQUIRIES</u> | : Ms CB Johnson Tel No: (021) 938-5327 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical/competency assessment test. |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/270</u> | : <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (WELLNESS/ COPC)</u> Cape Winelands Health District |
| <u>SALARY</u> | : Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum |
| <u>CENTRE REQUIREMENTS</u> | : Mbekweni CDC Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1 : None. Grade 2 : A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3 : A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, CDC and within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards. |
| <u>DUTIES</u> | : Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development. |
| <u>ENQUIRIES</u> | : Ms EJ Williams Tel No: (021)862-4520 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before |

the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Drakenstein Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

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| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/271</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> West Coast District |
| <u>SALARY</u> | : | Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Saldanha Sub-district (Stationed at Laingville Clinic) Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and midwife. Experience: Grade 1: None Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Willingness to assist in all Primary Health Care facilities when required. Willingness to work overtime. Competencies (knowledge/skills): Computer Literacy (MS Word and Excel) Ability to work independently and in a multi-disciplinary team. Knowledge of the Nursing Act, Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation. |
| <u>DUTIES</u> | : | Treatment of patients on Primary Health Care level with regards to Curative Services, ie. Notifiable Diseases, Mental Health and Chronic Diseases. Provide direction and supervision for the implementation of quality comprehensive nursing care within the PHC Context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the PHC team. Utilize human, material and physical resources efficiently and effectively. Participate in training programs and research activities. Maintain workplace discipline of subordinates. |
| <u>ENQUIRIES</u> | : | Ms BD Breedekamp Tel No: (022) 709-5066 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Saldanha Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/272</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (POST NATAL WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Mowbray Maternity Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration |

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| <p>with the SANC as a Professional Nurse Professional Nurse and Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime if needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Computer literacy. Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.</p> | |
| <u>DUTIES</u> | : To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Provide support to Nursing Services. Participate in training and research. Ensure proper record keeping and perform administrative duties. |
| <u>ENQUIRIES</u> | : Ms L Dreyer Tel No: (021) 659-4903 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/273</u> | : <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FEMALE/CHILD WARD AND NURSING SUPPORT) (X2 POSTS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum |
| <u>CENTRE REQUIREMENTS</u> | : False Bay Hospital, Southern/Western Sub-structure Minimum educational qualification: Basic R425 qualification (i.e. diploma /degree in nursing) that allows registration with the SANC as a Professional Nurse. Registration with the Professional Council: Registration with SANC as Professional Nurse and Midwife. Experience: Grade 1: None Grade 2: A minimum of 10 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Professional Nurse. Grade 3: A minimum of 20 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, night duty and on public holidays. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Basic computer literacy (MS Word, Excel and Outlook) Must have good communication skills. Interpersonal skills. |
| <u>DUTIES</u> | : Provide quality of care to all patients within PN scope of practice. Ability to promote quality patient care through the implementation of laws, protocols, guidelines and standards Maintaining professional growth, ethical standards and self-development. Maintain accurate clinical records, statistical registers and referral records Utilise human, material and physical resources efficiently and effectively. Maintain and participate in inter-professional and multi-disciplinary teamwork but be able to work independently and supervise and mentor lower categories of staff. |
| <u>ENQUIRIES</u> | : Ms B Tyutu Tel No: (021) 832-5206 |

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| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/274</u> | : | PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (PALLIATIVE CARE) Cape Winelands Health District |
| <u>SALARY</u> | : | Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum (plus, a non-pensionable rural allowance of 8% of the basic annual salary) |
| <u>CENTRE REQUIREMENTS</u> | : | Robertson Hospital, Witzenberg Sub-district Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as Professional Nurse and midwife or Psychiatry (where applicable). Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel across the Sub-district. Willingness to complete the online course in Palliative Care once appointed. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. |
| <u>DUTIES</u> | : | Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care. |
| <u>ENQUIRIES</u> | : | Mr L Wawini Tel No: (023) 316 9600 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition |

that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Witzenberg Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

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| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/275</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (PALLIATIVE CARE)</u> Cape Winelands Health District |
| <u>SALARY</u> | : | Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum (plus, a non-pensionable rural allowance of 8% of the basic annual salary) |
| <u>CENTRE REQUIREMENTS</u> | : | Cape Winelands Health District (stationed at Ceres Hospital) Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as Professional Nurse and midwife or Psychiatry (where applicable). Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel across the Sub-district. Willingness to work overtime and flexi time when necessary. Willingness to complete the online course in Palliative Care once appointed. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. |
| <u>DUTIES</u> | : | Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care. |
| <u>ENQUIRIES</u> | : | Ms. MP Williams Tel No: (023) 626-8542 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category |

with the relevant council (including individuals who must apply for change in registration status). “The pool of applications will be considered for vacancies within Witzenberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.”

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| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/276</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC) (X2 POSTS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum |
| <u>CENTRE</u> | : | Symphony Way CDC (X1 Post) and Morning Star CDC (Durbanville) (X1 Post), Northern/Tygerberg Sub-structure |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Competencies (knowledge/ skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of Nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook. |
| <u>DUTIES</u> | : | Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates. |
| <u>ENQUIRIES</u> | : | Ms. G Naude Tel No: (021) 204-9462 (Symphony Way CDC) Ms. L Rose-Benjamin Tel No: (021) 829-8335 (Morning Star CDC) |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.” This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/277</u> | : | <u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u> Directorate: Engineering and Technical Support Services |
| <u>SALARY</u> | : | Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum |
| <u>CENTRE</u> | : | Head Office, Cape Town, (Metro East Hub, Lentegeur Hospital) |

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| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A : No experience required. Grade B : At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C : At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) (Manual). Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): The ability to communicate eloquently. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85) and SANS 10142-1. Ability to fault-find and repairs down to component level. |
| <u>DUTIES</u> | : | Service, repair and fault finding of Electrical Fence, CCTV, Access control and Fire detection. Service, repair and fault finding of various alternative power supplies (Generators/UPS/Inverters). Service, repair, fault finding and installation of various motors/pumps and motor control circuits. Compile and submit inspection reports as required on all electrical equipment stipulate on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in service training to Handyman, Tradesmen Aid and Interns. Assist with the executing of all electrical projects. |
| <u>ENQUIRIES</u> | : | Mr MM Vister Tel No: (021) 370-1118 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/278</u> | : | <u>ADMINISTRATION CLERK: FINANCE</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R228 321 per annum |
| <u>CENTRE</u> | : | Mowbray Maternity Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Creditor Management and Asset and Liability Accounting. Competencies (knowledge/skills): Knowledge of the Basic Accounting System (BAS), LOGIS, Assets and Liabilities Suspense Accounts, Public Finance Management Act and Treasury Regulations and Instructions. Computer literacy. |
| <u>DUTIES</u> | : | Processing of BAS and Logis Creditor Payments within 30 days and in compliance with Financial Prescripts. Provide input and prepare Annual Financial Statements and Interim Financial Statements. Keeping record of expenditure items by means of excel spreadsheets used to monitor certain cost drivers. Processing of Journals to correct expenditure allocations. Monitoring and Clearing of Asset & Liability Accounts on a daily basis and reporting on a monthly basis. Performing Cashier functions, including management of Petty Cash and Receipts. |
| <u>ENQUIRIES</u> | : | Ms N Mzukwa Tel No: (021) 659-5559 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/279</u> | : | <u>PRINCIPAL FOOD SERVICES SUPERVISOR</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R228 321 per annum |
| <u>CENTRE</u> | : | Karl Bremer Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9 (Std. 7) and Food Certificate. Experience: Appropriate and |

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| <p>relevant Supervisory experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts and overtime. Relieve the Food Service manager i.e. Manage the Food Service Unit in the absence of the Food Service Manager. Competencies (knowledge/skills): Sound organising and supervisory skills to effectively utilise the Food Service team. Knowledge of HACCP (Hazard Analysis Critical Control Points and Food Safety Principles). Knowledge of therapeutic diets, food theory, preparation and cooking methods, production, quality and portion control according to standardised recipes in a large-scale Industrial Food Service Unit. Computer literacy (Office Word and Excel), writing and numerical skills.</p> | |
| <u>DUTIES</u> | : Implement and control strategic management of Food Services with regards to giving inputs into the strategic and operational plans of foodservices. Implement and control operational Food Services with regards to the preparation and distribution of normal, therapeutic diets and milk feeds to the wards, according to prescribed standardized operational procedures and policies. Implement and control quality and risks within Food Services by monitoring safety measures for food preparation, equipment and general hygiene of the Food Service Unit. Implement and control People management within Food Services by completing SPMS reports, duty rosters, annual leave schedules, training of sub-ordinates, scheduling staff meetings and following disciplinary procedures. Implement and control financial management within Food Services by ordering of stock and making use of the computerised costing systems for the procurement process (LOGIS) and completion of statistics. |
| <u>ENQUIRIES</u> | : Mr R Broekhuizen Tel No: (021) 918-1385 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment. |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/280</u> | : <u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT) (X2 POSTS)</u> |
| <u>SALARY</u> | : R228 321 per annum |
| <u>CENTRE</u> | : Western Cape College of Nursing, Central Administration office, Stikland |
| <u>REQUIREMENTS</u> | : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate People Management experience. Appropriate PERSAL experience and Recruitment and Selection. Inherent requirement of the job: Prepared to work overtime when required. Valid Driver's License. Competencies (knowledge/skills): Good interpersonal, decision making and problem-solving skills. Ability to work in a team as well as independently. Ability to work under pressure. |
| <u>DUTIES</u> | : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management and verification of documents. Responsible for capturing transactions on PERSAL and audit personnel- and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e. PILIR, RWOPS, appointment and service terminations. Recruitment and selection. |
| <u>ENQUIRIES</u> | : Mr DP Bending Tel No: (021) 831-5829 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/281</u> | : <u>ADMINISTRATION CLERK: INFORMATON MANAGEMENT</u> Garden Route District |
| <u>SALARY</u> | : R228 321 per annum |
| <u>CENTRE</u> | : PHC Support & Outreach Knysna & Bitou Sub-district |

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| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge of and experience in information management systems (Ideal Clinic/TIER.NET/Sinjani/PHCIS). Computer literacy (Ms Office: Word, Excel, and PowerPoint). Good communication skills (verbal and written). Ability to function independently and within a team environment. |
| <u>DUTIES</u> | : | Responsible for data management, i.e. collection, collation, capturing and reporting. Perform an administrative role as a member of the information management team. Assist with data management for quality monitoring. Interpret and analyse data trends. Participate in health information coordinating activities and maintain data retrieval efficiency. Effective patient administration. |
| <u>ENQUIRIES</u> | : | Ms PM Peters Tel No: (044) 302 - 8400 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/282</u> | : | <u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (EMPLOYEE SERVICES AND TALENT SOURCING)</u> |
| <u>SALARY</u> | : | R228 321 per annum |
| <u>CENTRE</u> | : | Tygerberg Hospital, Parow Valley |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management (Recruitment and Selection). Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Knowledge of Recruitment and Selection policies and circulars pertaining to employee services and talent sourcing. Excellent communication skills (written and verbal). |
| <u>DUTIES</u> | : | Responsible for facilitating recruitment and selection processes. Serve as an HR representative during interviews and short-listing meetings. Assist with scrutinise motivations for procedural and substantive correctness and fairness of recruitment process. Provide informal training to the panel when the need arises. Provide advice regarding the application of Recruitment and Selection policies and prescripts. Apply knowledge of human resource management policies, procedures and directives to ensure correct application by the selection panel. Maintain and update database. Assist with telephonic and written queries. |
| <u>ENQUIRIES</u> | : | Ms V De Jager Tel No: (021) 938-5194 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/283</u> | : | <u>ADMINISTRATION CLERK: SUPPORT</u> Directorate: Engineering and Technical Support Services |
| <u>SALARY</u> | : | R228 321 per annum |
| <u>CENTRE</u> | : | Head Office, Cape Town (Metro East Hub, Based at Lentegeur Hospital) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in support services and routine administration in a Production/Maintenance environment. Appropriate experienced in a Helpdesk environment. Competencies (knowledge/skills): Computer literacy in MS Excel, Word and Outlook. Strong ability to coordinate. Pro-active, meticulous, organised and able to see tasks through to completion. Excellent communication and interpersonal skills. Displaying an ability to organise data in both MS Excel and MS Word where required. Minute taking, Filing, Ability to capture handwritten/printed documentation. Accurate and proficient at typing. |

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| <u>DUTIES</u> | General proficiency with web-based applications. Ability to interact with clients at all levels. |
| | : Render an administrative support service to the Workshop Unit. Coordinate administrative tasks as required until completion. Coordinate meetings and other related requirements for the Unit. Record keeping and filing of correspondence and documents. Order and manage equipment, assets and supplies for the Unit. Minute taking at all Support Services meetings. Keep a database for all Workshop requisitions and do regular follow-ups. Assist with daily queries from facilities and substructure offices. Liaise with all role players at Substructures and facilities who requires maintenance assistance. Generate reports as requested by manager. Managing of tools and equipment in tool store. Record keeping of attendance registers and Leave application forms. |
| <u>ENQUIRIES</u> | Mr M Vister Tel No: (021) 370-1118 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/284</u> | |
| | <u>STAFF NURSE GRADE 1 TO 3</u> |
| | Garden Route District |
| <u>SALARY</u> | |
| | : Grade 1: R220 614 per annum |
| | Grade 2: R262 287 per annum |
| | Grade 3: R306 798 per annum |
| <u>CENTRE REQUIREMENTS</u> | |
| | : Plettenberg Bay Clinic, Knysna/Bitou Sub-district |
| | : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with the professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work extended hours, after hours, outreaches on projects. Willingness to rotate to the hospital facility and other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation. Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Participate in infection prevention and control. |
| <u>DUTIES</u> | |
| | : Ms JA Stander Tel No: (044) 302-8400 |
| <u>ENQUIRIES</u> | |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. |
| <u>CLOSING DATE</u> | : 30 January 2026 |
| <u>POST 01/285</u> | |
| | <u>STAFF NURSE GRADE 1 TO 3</u> |
| | West Coast District |
| <u>SALARY</u> | |
| | : Grade 1: R220 614 per annum |
| | Grade 2: R262 287 per annum |
| | Grade 3: R306 798 per annum |
| <u>CENTRE REQUIREMENTS</u> | |
| | : Radie Kotze Hospital, Bergriver Sub-district |
| | : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with |

a professional council: Registration with the South African Nursing Council (SANC) as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirement of the job: Willingness to work overtime, shifts, weekends and public holidays. Willingness to rotate within all wards/departments within the hospital according to operational needs. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate good communication with patients, supervisors and colleagues. Good organizing skills.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Effective functioning within the multi-disciplinary team.

ENQUIRIES
APPLICATIONS : Sr T Fredericks Tel No: (022) 814-0462
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Bergriver Sub-District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 30 January 2026

POST 01/286 : **STAFF NURSE GRADE 1 TO 3 (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE REQUIREMENTS : New Somerset Hospital
Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Qualification that allows registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Appropriate knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills.

DUTIES : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Effective record keeping.

ENQUIRIES
APPLICATIONS : Ms S Basardien Tel No: (021) 402-6485
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

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| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/287</u> | : | <u>ARTISAN ASSISTANT</u> Directorate: Engineering and Technical Support Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R193 359 per annum Head Office, Cape Town (Metro East Hub, Based at Lentegeur Hospital) Minimum requirement: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs in the following Trades (Carpentry, Plumbing, Bricklaying, Painting, Electrical, mechanical, Airconditioning). Inherent requirements of the job: A valid driver's licence (Code B/EB)(Manual). Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Perform standby duties. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to fault-find and repairs. |
| <u>DUTIES</u> | : | Carry out minor maintenance and repairs of building fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties when needed. Give service training to Tradesmen Aid and Interns. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr M Vister Tel No: (021) 370-1118 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test. |
| <u>CLOSING DATE</u> | : | 30 January 2026 |
| <u>POST 01/288</u> | : | <u>ECM SCANNING OPERATOR (ENTERPRISE CONTENT MANAGEMENT)</u> Chief Directorate: Rural Health Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R193 359 per annum George Regional Hospital Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in CLINICOM. Appropriate experience in ECM. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Knowledge of Enterprise Content Management (ECM) Solution and knowledge of batching, preparation, scanning and quality assurance of files. Knowledge of correct processes for the handling of patient medical records. Good communication and interpersonal skills. Computer literacy (MS Office: Word, Excel, Outlook). |
| <u>DUTIES</u> | : | Ensure that returned folders are processed into batches and tracked on ECM tracking tool. Prepare Episode Folders for scanning and scan folders. Ensure that Electronic Folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Support to Supervisor and other Departments. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr C Cornelison Tel No: (044) 802-4524 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be |

considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 30 January 2026